



# VALOROUS ACADEMY

Family Handbook  
2024-2025

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# INTRODUCTION

## Mission, Purpose, and Philosophy

### **Mission**

Education with a commitment to developing the next generation of leaders.

### **Vision**

Building kids into their God-designed purpose through education.

### **School Verse**

Ephesians 2:10 - "For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago."

### **Statement of Beliefs**

Below is an overview of our beliefs. For in-depth information, visit [valorouschurch.com](http://valorouschurch.com).

- The Bible
  - The Bible is the inspired Word of God and is the sole basis for our beliefs.
  - The Bible was written by human authors under the supernatural guidance of the Holy Spirit.
  - The Bible is truth without error, and the final authority on all matters on which it speaks.
  - The Bible is completely relevant to our daily lives.
- God, Jesus, and the Holy Spirit
  - God is one, and God is three: the Father, Son, and Holy Spirit (the Trinity).
  - God is the creator of the heavens and the earth.
  - God is omniscient, omnipresent, and omnipotent.
  - God has existed in relationship with Himself for all eternity.
  - Although each member of the Trinity serves different functions, they each possess equal power and authority.
  - God is good, loving, compassionate, faithful, unchanging, completely worthy of our trust, and above all, holy.
  - Jesus is both God and man, and is the only one who can reconcile us to God.
  - Jesus lived a sinless life, died on the cross in our place, and rose again to prove His victory and empower us for life.

- In order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.
- Jesus established and is building His Church in preparation for His return.
- Our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.
- The Holy Spirit assures us of our relationship with Christ.
- He guides believers into all truth and exalts Christ.
- He convicts people of their sin, God's righteousness, and the coming judgment.
- He comforts us, gives us spiritual gifts, and makes us more like Christ.
- The infilling of the Holy Spirit is available to all believers to equip them for witness and ministry.
- The Holy Spirit enables us to use spiritual gifts as enumerated in I Corinthians 12-14 and as manifested in the Early Church.
- The Holy Spirit dwells within a Christian and helps them in their weakness and defends against the enemy.
- The Holy Spirit empowers us to live an overcoming life and to become who God created us to be.
- Salvation
  - The blood of Jesus Christ, shed on the cross, provides the only way of salvation through the forgiveness of sin.
  - Salvation occurs when people place their faith in the death and resurrection of Christ as sufficient payment for their sin.
  - Salvation is a gift from God, and it cannot be earned through our own efforts.
  - When we put our faith in Christ, it triggers a spiritual chain reaction. We become the temple of the Holy Spirit, we become citizens of heaven, we are given eternal life, we are adopted and become children of God. Our sins are forgiven and forgotten.
- The Church
  - The Church is a local community of baptized believers unified through faith in Christ.
  - The Church is committed to the teachings of Christ and obeying all of His commands, and it seeks to bring the Gospel to the world.
  - The Church works together in love and unity, intent on the ultimate purpose of glorifying Christ.
  - The mission, privilege and responsibility of the Church is to share the good news with other people and bring them into the family of believers.

- God's plan is that all believers regularly meet together for worship, fellowship, service, and instruction in the Word of God.
- Baptism in Water
  - Baptism is a symbol. It's meant to show the world that you love, trust, and have put your hope in Christ. Baptism is symbolic of the death, burial, and resurrection of Christ.
  - Scripture teaches that all who repent and believe in Christ are to be baptized by immersion.
  - Baptism is a public profession of faith in Christ. It's a declaration to the world that we have died to sin and have been raised with Christ to walk in newness of life.
  - We believe in baptizing children when they are old enough to understand what it means and make a personal declaration of belief.
  - Baptism does not make you a believer; it shows that you already are one. Baptism does not "save" you; only your faith in Christ does that.
- Communion
  - The Lord's Table consists of two elements: the bread and cup. These elements are symbolic of the body and blood of Christ.
  - Communion is a memorial of Christ's sufferings on the cross and a celebration of our salvation.
  - Communion began on the annual celebration of Passover when Jesus told his disciples to remember his sacrifice as they ate the bread and drank the wine.
  - Holy communion uses bread as a symbol of the body of Jesus and wine (or juice) as a symbol of his blood.
  - The act of taking communion does not save us, it is an act of worship and remembrance. It's an opportunity for a believer to examine himself and experience the forgiveness we possess in Christ.

## **Values**

Leadership: *the ability to influence, guide, inspire, and develop people*

- Leaders impact others by building trust and influencing them for good
- Leaders hold each other accountable and uphold one another to high standards
- Leaders fulfill their responsibilities and exceed expectations
- Leaders have an entrepreneurial mindset
- Leaders are strategic and visionary

Integrity: *firm adherence to a set of moral principles; ethical behavior*

- People of integrity do the right thing even when no one is watching
- People of integrity do the right thing even when it's difficult
- People of integrity are the opposite of hypocrites
- People of integrity are trustworthy, honest, and responsible

Courage: *the choice or willingness to take action in spite of fear; the mental or moral strength to withstand fear, difficulty, uncertainty, or intimidation*

- Courageous people take risks and seize what is essential for spiritual growth
- Courageous people practice perseverance
- Courageous people feel fear, but make the choice to take action in spite of their fear

Strength: *the ability to withstand great force or pressure; the capacity for exertion or endurance*

- Strong people put on the full armor of God and pray in all circumstances
- Strong people stick to their goals
- Strong people have great stamina and practice endurance
- Strong people are confident in the face of adversity

## **School History**

Under the direction of the Lead Pastor of Valorous Church, Clay NeSmith, the vision for a Christian school was put into action. After two years of prayer and planning, the school's founder, Dr. Ann M. Black, established Ascent Christian Academy in 2018 as a ministry of Barefoot Church. In March of 2022 the church and school changed names to Valorous Church and Valorous Academy. The school was established as an educational ministry of Valorous Church to be a school that teaches leadership values and reaches out to the community while providing an engaging learning environment.

We are grateful for the history and heritage of Valorous Church, and we also know that God is positioning His Church for greater work in the future. It is remarkable to witness how He has planted the school in North Myrtle Beach, South Carolina, a vibrant and growing community. We are proud of our school and we look forward to serving and growing with this wonderful community and its families.

## **Name**

Valor looks beyond itself. Valor inspires one to look forward toward a bigger, more meaningful existence. We are a school for the valorous.

## **Mascot**

Valorous Academy's mascot is a falcon. At Valorous Academy, the falcon represents ambitious thoughts, audacious hope, and aspirational courage. The falcon is the fastest-moving animal on Earth. They can be found in many types of habitats, including deserts, mountains, rivers and coasts, forests, and tundras. Falcons are known for their speed, agility, and precision.

## **Parent Expectations of the School**

In this handbook, the word "parent" is used to refer to a person who is the parent or legal guardian of a student and/or who has governance over the student.

Parents can expect that the school will strive to:

- act in a trustworthy, professional manner.
- teach respect and require appropriate behavior among students, between students and teachers, and among adults.
- communicate clearly to parents and students the school's policies on academics, athletics, behavior, health and safety, and provide clear, timely, and honest information about their children in an atmosphere of care and concern for the welfare of students.
- help students at all levels to understand the importance of the communities they inhabit - family, classroom, school, neighborhood, and the larger world.
- provide a safe physical environment.
- provide an environment free from physical and verbal harassment.
- handle disciplinary matters in a manner consistent with the school's policies and the interests of the whole school, while maintaining tact, civility, and care for the individuals involved.
- provide knowledgeable, enthusiastic, and gifted faculty to teach a challenging curriculum and instill biblical values and principles in their students.
- hold students to high academic standards while providing them with support as they face the challenges and difficulties of learning and developing.
- hold students to a high standard of behavior and provide appropriate discipline when such standards are violated.
- seek to partner with the family on academic and disciplinary matters.
- promote behavior in and outside of school that reflects age-appropriate maturity.
- teach biblical principles in an age-appropriate manner.
- teach students biblical responses to situations they find themselves in.



## School Expectations of the Parent

The school expects that parents strive to:

- support the school's values and policies at home.
- observe all the rules of the school and encourage the same of their students.
- be honest in all dealings with the school.
- model mature behavior.
- encourage respect toward other students, both old and new.
- encourage students to meet their teachers' expectations by doing their own best work on all assignments, and not by making inappropriate use of tutors, family help, or internet resources.
- encourage their students to take personal responsibility for their actions.
- partner with the school regarding discipline.
- ensure their home environment is appropriately safe.
- try to minimize family- and school-related stress.
- not tolerate behavior that unfairly advances the interests of one child over another, such as cheating, plagiarism, stealing, or lying.
- help to develop reasonable expectations for their children by celebrating children's strengths while helping them improve in areas of weakness.
- maintain open lines of communication with teachers and administrators.
- ensure their students' attendance at school is regular and on-time.
- maintain an up-to-date awareness of the school's policies.
- be aware of the school's organizational structure and chain of command; provide teachers and administrators with the information necessary to prevent, be aware of, and solve problems.
- communicate significant changes in family relationships and medical conditions to appropriate administrators and faculty members.
- be aware of and involved in their children's activities in and outside the home.
- respect faculty professionalism, judgment, and commitment to their children's education.
- expect a reasonable, not inordinate, amount of a teacher's or administrator's time.
- treat faculty members, staff, and administrators with respect for their time and commitments outside of school, understanding that it is inappropriate to expect communications in the evenings or on weekends.
- listen and respond constructively to faculty and administration comments and criticisms regarding their children.

## **School Expectations of the Student**

The school expects that students strive to:

- be honest and sincere.
- respect and do their best to follow the rules of the school.
- be a leader in the communities they inhabit.
- take responsibility for their actions and accept both the intended and unintended consequences of those actions.
- treat members of the faculty and fellow students in a respectful and civil manner.
- listen to and respond positively to constructive criticism from teachers and parents.
- celebrate the achievements of all members of the community.
- do their best to meet the expectations established by their teachers.
- always do their best work.
- always do their own work.
- take responsibility for their own actions.
- help to keep the school environment clean and safe for everyone.
- be aware of and report any situations that might be dangerous or unhealthful.
- value learning as a lifelong endeavor.
- let their teachers know if they need help with school work or with any problems that arise at school.
- come to school well-rested and prepared to contribute to activities and classes.
- ask their teachers for help if they need it.
- grow in self-esteem and confidence.
- show kindness and respect for all members of the school community.
- develop themselves academically, spiritually, physically, and socially.

## **Student Expectations of the School**

Students can expect that the school will strive to:

- model professional and respectful behavior.
- provide students with opportunities to practice leadership skills.
- respect the feelings and opinions of all members of the school community.
- communicate expectations clearly.
- enforce expectations appropriately and consistently.
- help to keep the school environment clean and safe for everyone.
- offer practical help to manage stress.

- investigate situations that might be detrimental to safety or health.
- assist students in achieving academic, spiritual, physical, and social growth.
- walk alongside students as they navigate their childhood and teenage years.
- seek to unify and partner with parents for the success of their child.
- help students discover their purpose through God's plan.
- discipline with the aim of helping them become productive, mature, and respectful members of their family, church, school, and community.

## Campus Description

Valorous Academy's campus is located at 2100 Fire Tower Road in North Myrtle Beach, South Carolina off of Robert Edge Parkway and Highway 31. We have four buildings offering us over 21,000 square feet of space (with 700 square foot classrooms): an elementary building that also houses the First Steps 4K program, a secondary building, an assembly building, and an administration building.

## Contact Information

### **School Office**

Email: [hello@valorousacademy.com](mailto:hello@valorousacademy.com)

Call: (843) 548-8474

### **Principal**

[ann.black@valorousacademy.com](mailto:ann.black@valorousacademy.com)

### **Assistant Principal**

[rachel.buckley@valorousacademy.com](mailto:rachel.buckley@valorousacademy.com)

### **Administrative Assistant**

[kelsey.black@valorousacademy.com](mailto:kelsey.black@valorousacademy.com)

### **Teachers**

Class Dojo: send a private message to any of your child's teachers through Class Dojo

Email: All Valorous Academy staff have emails which follow this structure:  
[firstname.lastname@valorousacademy.com](mailto:firstname.lastname@valorousacademy.com)

# ACADEMICS

## Educational Philosophy

### Accreditation and Memberships

Valorous Academy is accredited through the South Carolina Independent School Association (SCISA) and Cognia. We received academic accreditation through SCISA in December 2020 and with Cognia in October 2021. Information on requirements for SCISA schools is available at [scisa.org](http://scisa.org) and for Cognia at [cognia.org](http://cognia.org).

Valorous Academy is a member of Exceptional SC. Students attending Valorous Academy who have a demonstrated learning, physical, developmental, or mental disability are eligible to apply for a scholarship through Exceptional SC. Information can be found at [exceptionalsc.org](http://exceptionalsc.org).

Valorous Academy is a National Beta Club School of Merit.

In February 2020, Valorous Academy was made a Unified Champion School through the Special Olympics of South Carolina, one of only two private schools in the state to receive this designation.

Valorous Academy is a certified AAA Safety Patrol school. Students may apply to take part in the Safety Patrol, which trains students to assist with the safety of younger students during arrival to and dismissal from school.

### Christian Education

Valorous Academy aspires to see students achieve academic excellence and leadership advancement in all they do. The goal of Valorous Academy is to bring a biblical worldview into our curriculum, projects, guidelines, and regulations. It is the hope and desire of the administration and staff that each student has a strong respect for the philosophies and purposes of Valorous Academy.

Bible-based education requires three components in order to make a successful school career for students: the home, the school, and the church. Valorous Academy partners with the family and the church to build the student's character, leadership, biblical knowledge

and application, reasoning, and problem-solving skills, all while placing the highest value on the importance of gaining a solid educational foundation.

Valorous Academy is a ministry of Valorous Church, and is the extension of the church and home working together to bring a biblical perspective through God's principles to every academic discipline. For this reason, we employ only teachers who have come to the acceptance of Jesus as their personal Lord and Savior. We want to ensure all teachings at Valorous Academy come from adults whose lives represent having a relationship with Jesus.

When the family and school are in agreement and working together, the outcome will be the development of men and women who are firmly grounded in truth and are able to fully lead out as they enter adulthood.

## Structure

Valorous Academy is a ministry of Valorous Church and consists of two divisions:

- Valorous Academy (4K to 12th Grade)
- Valorous College (Adult)

## Curriculum

The Bible says that the wise accumulate knowledge—it is a true treasure.

Bible study is a recognized part of the curriculum at Valorous Academy. We use a variety of methods to accommodate each student's individual learning style.

“Wise people treasure knowledge, but the babbling of a fool invites disaster.”  
**Proverbs 10:14**

For core classes, the basis of our curriculum is Abeka. Teachers are encouraged to expand upon the base curriculum depending on the needs of their class. Valorous Academy values projects which demonstrate knowledge and understanding of a given subject.

## School Materials

Students may be assigned textbooks, workbooks, readers, novels, or other materials in various subjects and classes. These materials are school property and must be returned by the student at the conclusion of the class. If the item has been lost, is damaged due to

student action or irresponsibility, or is otherwise unusable due to student action, the parent will be charged for the replacement cost of the item.

## Grading

Students can expect their teachers to be fair and consistent in their assessment of student work. Students can also expect to be given sufficient opportunities to demonstrate learning and progress.

### Grading Scale

A+ 100-98	B+ 89-87	C+ 79-77	D+ 69-67	F 59 or below
A 97-94	B 86-84	C 76-74	D 66-64	
A- 93-90	B- 83-80	C- 73-70	D- 63-60	

#### Grades of Excused

A grade of E (Excused) will be given to any student who received an Excused Absence for the day's attendance and who missed an assignment which cannot be made up (for example, participation in a group activity).

#### Grades of Missing

A grade of M (Missing) will be given to any student who did not turn in an assignment. An M grade is equivalent to a grade of zero.

#### Notice of Poor Academic Progress

When a teacher anticipates assigning a report card grade of D or F, the teacher will alert the student's parents and the administration about the student's academic difficulty prior to the end of the grading period. Such notice should be in the form of the Progress Report, when the student has time to improve their standing in the course.

#### Failing Grades

A student may receive a grade of F on their final report card for failure to complete the requirements of a course.

#### Academic Probation

A student may be placed on academic probation if it appears possible that the student will complete the year with an F average in a course, two D averages, or a greater number of failing or near-failing grades.

Students on academic probation must:

- be in school no later than 8:00am and remain in school until the official end of the day
- remain on campus during the day, even if they are a student driver with permission to leave campus
- attend study hall as required
- commit to staying in close touch with their teachers and the guidance counselor
- arrange for special help at least once each week in every course in which a grade of D or F was received

Students on academic probation may not participate in extracurricular activities, other than the before and after school care program. They may attend extracurricular meetings, but cannot participate in games, competitions, productions, or other similar events.

Students on academic probation will have their grades checked at minimum once per week. If, at the time of the check, the student has raised their grades to passing and their teachers believe they can maintain their grades, the student will be taken off academic probation.

If a student does not improve their grades and/or does not show any effort to improve their grades, the student may face disciplinary action such as in- or out-of-school suspension or withdrawal from the school. Students in K-8th grade may not be promoted to the next grade, and students in 9th-12th grades may not receive credit for the courses failed.

## **Homework**

We operate on a low homework policy. As a general rule, homework is limited to an as-needed basis. Homework will be given to help students advance in their studies, not as busywork. Students are expected to complete homework assignments in the timeframe given. Homework may be given for remedial reasons, or to enhance assignments and projects relating to school academics. Continued failure to complete homework assignments may result in disciplinary action and ultimately in dismissal.

## **Testing**

Valorous Academy is required to test all grade levels yearly. Valorous Academy uses Iowa Form E Core testing in all grade levels. These tests cover the subjects of Mathematics and English/Language Arts. Families can expect to receive scores from these tests six to eight weeks following the test administration week. Particularly in younger grades and as the school deems necessary, students may take practice tests shortly before taking the official test. In addition, students in the third, sixth, and ninth grades take CoGAT, a cognitive abilities test.

Standardized test scores are used to assist the school with assessing student strengths and weaknesses and monitoring student, class, and school progress from year to year. Standardized test scores do not necessarily decide whether a student is promoted, placed, or retained at the end of the school year, however they may help the school and parents make informed decisions regarding the student's next class schedule.

On testing days, the parent is expected to set their student up for success by ensuring they get a good night's rest, eat a healthy and filling breakfast, have all supplies required for the day, and are equipped with the de-stressing techniques which work best for them.

Testing days are full school days. After testing is completed, students will resume their normal schedule, unless otherwise noted. Missed classes are unexcused absences without a permitted reason for the absence.

## **Promotion, Placement, and Retention Guidelines**

### **4K Requirements**

To enroll in the First Steps 4K program, a child must be four years old by September 1st of the school year and meet the requirements of the First Steps 4K program.

### **Kindergarten Requirements**

To enroll in a general education Kindergarten class, the student must be five years of age by August 31st. The student must be fully toilet trained and completely independent in the bathroom without the help or presence of a teacher. Pull-Ups or similar training pants are not allowed.



Students in Kindergarten-2nd grade must pass both reading and mathematics in order to be promoted to the next grade.

Any student in 1st-8th grade who earns two failing grades in core classes for the year may be retained. If a student fails a grade twice, they may be ineligible for re-enrollment. Core classes are: English/Language Arts, Mathematics, Science, and Social Studies.

Students in 9th-12th grade who fail any course will not receive credit for that course, and will be required to retake the course to receive credit. Students may, with the direction of the Guidance Counselor, substitute the course for a different course in the same subject area.

## **Graduation Requirements**

High school students must obtain a minimum of 30 credits to graduate from Valorous Academy. These credits reflect the courses that must be taken by high school students to receive a high school degree from Valorous Academy. Please see the chart below for details on the credits required to graduate.

To receive a diploma from Valorous Academy, a student must be enrolled at Valorous Academy for at least 6 months.

A credit constitutes a one-year course. A half-credit is given for semester-long courses, unless the student is in a specialized accelerated course.

<u>English:</u>	4 credits
<u>Mathematics:</u>	3 credits
<u>Science:</u>	3 credits
<u>American History:</u>	1 credit
<u>Other Social Studies:</u>	2 credits
<u>Physical Education:</u>	1 credit
<u>Computer Science:</u>	1 credit
<u>Foreign Language*:</u>	2 credits
<u>Electives**:</u>	9 credits (4 credits must be Bible & Leadership courses)
<u>Total:</u>	<u>26 credits***</u>

*\*At the discretion of the student and the Guidance Counselor, units of the same foreign language may be substituted for two of the following three units: one unit of science, one unit of*

*mathematics, or one unit of social studies. Although the State of South Carolina and Valorous Academy only require one unit for graduation, nearly all 4-year colleges and universities require two units of a foreign language and some require three units.*

*\*\*Electives may be any course which the student has not taken for a credit in a separate category and is a high school level course. For example, if a student has already received three credits in Mathematics, they may take a fourth Mathematics course as an elective credit. Students are required to take Bible & Leadership class each year they attend Valorous Academy, but students who transfer from a different high school may substitute one or more of these credits, equivalent to the number of years of high school completed.*

*\*\*\*This is the minimum number of credits required for graduation. Valorous Academy recommends that students meet with the administration to create their course schedule, determine if their intended college or career plans may require additional courses to be taken, and to see if there are courses available that pertain to the student's interests, talents, or skills, even if that course is not required for graduation.*

*\*\*\*\*Students enrolled in high school at Valorous Academy in 2020/2021 may have additional credit requirements due to the way credits were awarded that school year. Your child should meet with administration to determine which courses are needed for graduation.*

## **Dual Enrollment**

High school students have the option of taking dual enrollment courses through any of the following colleges: Horry Georgetown Technical College (HGTC), Brunswick Community College (BCC), Grand Canyon University (GCU), and Valorous College. Courses taken and passed through a dual enrollment program at any of the above colleges will count toward the student's credits for graduation at Valorous Academy as well as toward the student's required college credits. If a dual enrollment course is dropped or failed, the course will not count toward the student's high school credit requirements.

The student is responsible for ensuring the college credits earned are applicable for the college they intend on attending after graduation. Parents are responsible for the fees, if applicable, required by the college through which the student is taking dual enrollment courses.

Communication with the college is the responsibility of the student. Students enrolled in dual enrollment courses may remain on the Valorous Academy campus during the school

day to complete their coursework. Students should meet with the Assistant Principal to ensure they have periods during the day during which they can independently complete dual enrollment coursework. Dual enrollment classwork may be worked on during Study Hall, breaks, and/or at home. All assigned classes will be taken as regularly scheduled.

The grades in which a student can take dual enrollment courses depends upon the college they are attending. Typically, colleges will only take 11th and 12th grade students, but at the student's request and/or the approval of the school administration, they may accept younger high school students. Acceptance is dependent on the policies of the college.

## **Parent, Teacher, and Administration Communication**

### Parent-Teacher Conferences

Valorous Academy values open lines of communication between parents, teachers, and administrators. Parents, teachers, and/or administration may request conferences as needed throughout the school year. Parents are also encouraged to keep in regular contact with their child's teachers through Class Dojo.

### Parent Concerns

If a parent feels that the actions of another child have infringed upon the rights of their own child, under no circumstances will the parent approach the other child to talk with or chastise them. Instead, the parent will approach the classroom teacher to seek a peaceful resolution to the situation. If a parent has questions or concerns relating to the classroom or class, they will first address the staff member in question directly.

All communication regarding issues with other parents, teachers, school staff, or school events shall remain respectful and address the issues at hand, not participate in yelling, taunting, threatening, abusive language or behaviors, cursing or other foul language, derogatory remarks, gossip, including on social media outlets. Parents, teachers, and administrators will seek to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.

## **Progress Reports and Report Cards**

Quarterly progress reports and report cards will be made available to parents on the FACTS Family Portal at specified times throughout the year, to give an accurate indication of the progress, or lack thereof, being made. The academic grade is based upon the

average for daily work, quizzes, tests, and projects. Additional marks reflect effort and conduct.

## **Extracurricular Activities**

Extracurricular activities vary from year to year. Registration for these activities will open at appropriate times during the school year.

Participation in extracurricular activities depends upon the student's age, grade, and behavior. Students who are failing one or more classes will not be allowed to participate in any extracurricular activities, including athletics. Students who are suspended or cause behavior issues may not be allowed to participate in extracurricular activities until improvement is demonstrated.

## **Summer Programs**

Valorous Academy offers a summer camp for rising K-6th grade students. Details regarding this program are announced in the spring.

Middle and high school students may apply to volunteer and/or work at the K-6th Summer Camp program. They may also apply to intern with Valorous Church to work in one of the many ministry areas and experience the inner workings of the church.

# **CODE OF CONDUCT**

## **Overview**

Valorous Academy's overall mission is education with a commitment to developing the next generation of leaders. We desire for them to become leaders who use their natural, God-given gifts and abilities to impact those around them. In keeping with this overall mission, Valorous Academy has put into place the following Code of Conduct which all students are expected to respect and follow.

High standards of conduct are expected of students at Valorous Academy. The administration has the right to withdraw any student who they believe is in violation of the school's code of conduct, practices, or philosophy.

Elementary School: Though they are some of the youngest students at Valorous Academy, elementary students can be amazing leaders. Upper elementary students are expected to be role models for lower elementary students. Lower elementary students are expected to be role models for preschool students. Regardless of their young age, we believe that elementary students are capable of being amazing leaders in their families, school, and community.

Middle and High School: Middle and high school students are capable of more than they are typically given credit for. We recognize that they are in a time of transition from the role of child to the role of adult, but emphasize that the term “teenager” is relatively modern, having come to popular usage in the 1940s. Historically, teenagers often assumed great responsibility in their families, communities, and nation. As such, Valorous Academy places high expectations on our preteen and teenage students because we believe that they are capable of meeting set expectations. Middle schoolers are expected to be role models for elementary students. As the oldest students in the school, high schoolers are expected to be role models for the rest of the student body.

## **Dress Code and Uniforms**

The purpose of Valorous Academy’s uniform and dress code policy is to maintain an atmosphere of modesty, unity, and prestige. Valorous Academy expects students to dress appropriately for school and for the season. All clothing items should be an appropriate size for the student. Official Valorous tops will be worn for all school activities unless otherwise announced by the administration.

The administration will be the final judge on any item in question concerning dress and appearance. If a student is found to be in violation of the dress code the student will, at the teacher or administrator’s discretion, receive a write-up. They will be sent to change; if they do not have a suitable replacement item, the parent will be contacted to bring the student a replacement item. The student will remain in the school office until a replacement item has been provided and the student has changed.

All items worn should be clean, in good condition, and an appropriate size for the student.

No items of clothing or accessories may be worn which feature imagery, words, or phrases that are vulgar, obscene, profane, sexually suggestive, illegal activities, against biblical morals, or are related to drinking, smoking, or drugs.

## Elementary Girls (K-5th) Dress Code

- Tops
  - The Valorous Academy logo must be visible at all times. This logo must be worn on an official uniform item.
  - School shirts must be purchased from the school office, the Falcon Store, or French Toast.
  - Tops, including tops worn underneath over shirts, should not be so long that they cover the student's shorts, skirt, or skort when the student is standing.
  - Tank tops worn underneath the school shirt are permitted, but not required.
  - Ascent Christian Academy shirts are no longer permitted.
  - Homemade items are not permitted. The Valorous Academy logo is trademarked.
  - Tops may not show the outline or color of undergarments.
- Bottoms
  - Elementary girls may wear the following bottoms:
    - Jeans
    - Pants
    - Capris
    - Shorts
    - Skirts
    - Skorts
    - Leggings
  - Bottoms must be of the following colors:
    - Black
    - Gray
    - White
    - Blue
    - Khaki
    - Bottoms must reach at least 3 inches above the knee
    - Bottoms may have tears and holes if no skin is visible above 3 inches above the knee
      - Tears or holes which are larger than 6 inches are not permitted.
    - Jeans can be of any shade of the above colors (for example, both dark blue and light blue jeans are permitted).

- Leggings may only be worn if the student's shirt is long enough to completely cover the student's behind.
    - Bottoms can have patterns or prints if the pattern or print is within the colors listed above, and are not patterns or prints of graphics, words, or images unless directly purchased from the Falcon Store or French Toast
    - Bottoms may not show the color or outline of undergarments
  - Students may wear dresses or jumpers purchased from the school store on French Toast.
  - Students may not wear the following:
    - Bottoms which do not reach 3 inches above the knee
    - Pajama pants
    - Bottoms that are so long as to be a tripping hazard
    - Bottoms that show the color or outline of undergarments
  - Bottoms should be worn with a belt if the item is so loose as to be distracting to the student, or if the item is not well-fitting without a belt.
- Footwear
  - Students may wear any closed-toed shoes or sandals with heel straps, as long as the shoe is well-fitting and is not a tripping hazard to the student.
  - Flip-flops or other shoes without backing straps are not permitted on any school day, including Fridays.
  - Students may wear crocs if they are well-fitting, are worn with the backing strap, and do not cause the student to have difficulties walking.
  - On gym days, students should wear sneakers or bring a pair of sneakers to change into before gym class.
  - Shoes should close securely with laces, buckles, or straps.
  - Shoes should be sized appropriately and stay on the student's feet when walking.
  - Students must keep their shoes on while at school, before or after school care, extracurricular activities, and all other school events.
- Outerwear
  - Any sweater, jacket, hoodie, cardigan, blazer, zipped item, pullover, coat, or other item of outerwear that is worn inside a school building must be an official Valorous Academy item.
  - Items worn outside of the school building (for example, walking to and from buildings, recess, etc.) may be outside apparel. Non-Valorous outerwear must be removed upon entry to any school building.

- Hair and Accessories
  - Hair should be clean, well-kept, and not distracting to students.
  - Students may not wear hats, with an exception for winter hats worn outside on cold weather days.
  - Students may wear jewelry if the jewelry has no inappropriate phrases or imagery and is not distracting to the student.
  - Regular watches (not smartwatches) can be worn, but students should be mindful of the noises watches make.
  - Smartwatches are not permitted.
  - Only ear piercings are permitted. No other piercings are permitted.
- Dress Down Fridays
  - On Fridays, students who pay \$2 may choose to wear the shirt of their choice. Students may also wear bottoms in the color of their choice, if the bottoms follow all other dress code rules.
  - The following shirts are not permitted:
    - Tank tops on which the straps are less than two finger-widths apart
    - Muscle shirts
    - Strapless tops
    - Crop tops or other tops which expose the back or stomach
    - Off-shoulder shirts
    - Sleeveless tops
    - Tops with necklines that expose cleavage or too much of the chest (four fingers between the collarbone and the top of the shirt)
    - Items with offensive, suggestive, or inappropriate imagery or words
  - Clothing worn on Dress Down Fridays must still follow dress code rules.
  - Hats are permitted on Dress Down Fridays.
- Extracurricular Activities
  - All students must wear their Valorous Academy uniforms and follow the dress code during extracurricular activities, unless otherwise stated by the administration. Exceptions are made for athletic activities during which athletes must wear their school-approved sport uniform or dress-out gear, and for dress rehearsals during which participants must wear costumes or formal wear.
  - Field Trips
    - Unless otherwise stated by the administration, all students must wear their Valorous uniforms and follow the standard dress code on field trips.



- Students attending a SCISA event must follow the SCISA Student Dress Code found at [scisa.org](http://scisa.org).

### Elementary Boys (K-5th) Dress Code

- Tops
  - The Valorous Academy logo must be visible at all times. This logo must be worn on an official uniform item.
  - School shirts must be purchased from the school office, the Falcon Store, or French Toast.
  - Tops, including tops worn underneath over shirts, should not be so long that they cover the student's shorts when the student is standing.
  - Tank tops worn underneath the school shirt are permitted, but not required.
  - Ascent Christian Academy shirts are no longer permitted.
  - Homemade items are not permitted. The Valorous Academy logo is trademarked.
  - Tops may not show the outline or color of undergarments.
- Bottoms
  - Elementary boys may wear the following bottoms:
    - Jeans
    - Pants
    - Shorts
  - Bottoms must be of the following colors:
    - Black
    - Gray
    - White
    - Blue
    - Khaki
    - Bottoms must reach at least 3 inches above the knee
    - Bottoms may have tears and holes if no skin is visible above 3 inches above the knee
      - Tears or holes which are larger than 6 inches are not permitted.
    - Jeans can be of any shade of the above colors (for example, both dark blue and light blue jeans are permitted).
    - Bottoms can have patterns or prints if the pattern or print is within the colors listed above, and are not patterns or prints of

graphics, words, or images unless directly purchased from the Falcon Store or French Toast

- Bottoms may not show the color or outline of undergarments
- Compression shorts are considered undergarments. If worn, the bottoms worn over them must cover the compression shorts completely.
- Students may not wear the following:
  - Dresses, skirts, leggings, or skorts
  - Bottoms which do not reach 3 inches above the knee
  - Pajama pants
  - Bottoms that are so long as to be a tripping hazard
  - Bottoms that show the color or outline of undergarments
- Bottoms should be worn with a belt if the item is so loose as to be distracting to the student, or if the item is not well-fitting without a belt.
- Footwear
  - Students may wear any closed-toed shoes or sandals with heel straps, as long as the shoe is well-fitting and is not a tripping hazard to the student.
  - Flip-flops or other shoes without backing straps are not permitted on any school day, including Fridays.
  - Students may wear crocs if they are well-fitting, are worn with the backing strap, and do not cause the student to have difficulties walking.
  - On gym days, students should wear sneakers or bring a pair of sneakers to change into before gym class.
  - Shoes should close securely with laces, buckles, or straps.
  - Shoes should be sized appropriately and stay on the student's feet when walking.
  - Students must keep their shoes on while at school, before or after school care, extracurricular activities, and all other school events.
- Outerwear
  - Any sweater, jacket, hoodie, cardigan, blazer, zipped item, pullover, coat, or other item of outerwear that is worn inside a school building must be an official Valorous Academy item.
  - Items worn outside of the school building (for example, walking to and from buildings, recess, etc.) may be outside apparel. Non-Valorous outerwear must be removed upon entry to any school building.
- Hair and Accessories
  - Hair should be clean, well-kept, and not distracting to students.

- Students may not wear hats, with an exception for winter hats worn outside on cold weather days.
- Students may wear jewelry if the jewelry has no inappropriate phrases or imagery and is not distracting to the student.
- Regular watches (not smartwatches) can be worn, but students should be mindful of the noises watches make.
- Smartwatches are not permitted.
- Piercings are not permitted.
- Dress Down Fridays
  - On Fridays, students who pay \$2 may choose to wear the shirt of their choice.
  - The following shirts are not permitted:
    - Tank tops on which the straps are less than two finger-widths apart
    - Muscle shirts
    - Strapless tops
    - Crop tops or other tops which expose the back or stomach
    - Off-shoulder shirts
    - Sleeveless tops
    - Tops with necklines that expose too much of the chest (four fingers from the collarbone to the top of the shirt)
    - Items with offensive, suggestive, or inappropriate imagery or words
  - Clothing worn on Dress Down Fridays must still follow dress code rules.
  - Hats are permitted on Dress Down Fridays.
- Extracurricular Activities
  - All students must wear their Valorous Academy uniforms and follow the dress code during extracurricular activities, unless otherwise stated by the administration. Exceptions are made for athletic activities during which athletes must wear their school-approved sport uniform or dress-out gear, and for dress rehearsals during which participants must wear costumes or formal wear.
- Field Trips
  - Unless otherwise stated by the administration, all students must wear their Valorous uniforms and follow the standard dress code on field trips.
  - Students attending a SCISA event must follow the SCISA Student Dress Code found at [scisa.org](http://scisa.org).

## Middle & High School Girls (6th-12th) Dress Code

- Tops
  - The Valorous Academy logo must be visible at all times. This logo must be worn on an official uniform item.
  - School shirts must be purchased from the school office, the Falcon Store, or French Toast.
  - Tops, including tops worn underneath over shirts, should not be so long that they cover the student's shorts, skirt, or skort when the student is standing.
  - Tank tops worn underneath the school shirt are permitted, but not required.
  - Ascent Christian Academy shirts are no longer permitted.
  - Homemade items are not permitted. The Valorous Academy logo is trademarked.
  - Tops may not show the outline or color of undergarments.
- Bottoms
  - Middle and high school girls may wear the following bottoms:
    - Jeans
    - Pants
    - Capris
    - Shorts (must reach at least 3 inches above the knee)
    - Skorts (must reach at least 3 inches above the knee)
    - Skirts (must reach at least 3 inches above the knee)
  - Bottoms must be of the following colors:
    - Black
    - Gray
    - White
    - Blue
    - Khaki
    - Bottoms must reach at least 3 inches above the knee
    - Bottoms may have tears and holes if no skin is visible above 3 inches above the knee
      - Tears or holes which are larger than 6 inches are not permitted.
    - Jeans can be of any shade of the above colors (for example, both dark blue and light blue jeans are permitted).
    - Bottoms can have patterns or prints if the pattern or print is within the colors listed above, and are not patterns or prints of

graphics, words, or images unless directly purchased from the Falcon Store or French Toast.

- Bottoms may not show the color or outline of undergarments
- Skirts, shorts, or skorts are permitted if they reach at least 3 inches above the knee.
- Students may wear dresses or jumpers purchased from the school store on French Toast.
- Students may not wear the following:
  - Leggings
  - Leggings with shorts on top
  - Bottoms which do not reach 3 inches above the knee
  - Pajama pants
  - Bottoms that are so long as to be a tripping hazard
  - Bottoms with graphics, words, or images unless purchased from the Falcon Store or French Toast
  - Bottoms with patterns or prints with colors outside of those permitted
  - Bottoms may not show the color or outline of undergarments
- Bottoms should be worn with a belt if the item is so loose as to be distracting to the student, or if the item is not well-fitting without a belt.
- Footwear
  - Students may wear any closed-toed shoes or sandals with heel straps, as long as the shoe is well-fitting and is not a tripping hazard to the student.
  - Flip-flops or other shoes without backing straps are not permitted on any school day, including Fridays.
  - Students may wear crocs if they are well-fitting, are worn with the backing strap, and do not cause the student to have difficulties walking.
  - On gym days, students should wear sneakers or bring a pair of sneakers to change into before gym class.
  - Shoes should close securely with laces, buckles, or straps.
  - Shoes should be sized appropriately and stay on the student's feet when walking.
  - Students must keep their shoes on while at school, before or after school care, extracurricular activities, and all other school events.
- Outerwear
  - Any sweater, jacket, hoodie, cardigan, blazer, zipped item, pullover, coat, or other item of outerwear that is worn inside a school building must be an official Valorous Academy item.

- Items worn outside of the school building (for example, walking to and from buildings, recess, etc.) may be outside apparel. Non-Valorous outwear must be removed upon entry to any school building.
- Hair and Accessories
  - Hair should be clean, well-kept, and not distracting to students.
  - Students may not wear hats, with an exception for winter hats worn outside on cold weather days.
  - Students may wear jewelry if the jewelry has no inappropriate phrases or imagery and is not distracting to the student.
  - Regular watches (not smartwatches) can be worn, but students should be mindful of the noises watches make.
  - Smartwatches are not permitted.
  - Only ear piercings are permitted. No other piercings are permitted.
- Dress Down Fridays
  - On Fridays, students who pay \$2 may choose to wear the shirt of their choice. Students may also wear bottoms in their choice of color.
  - The following shirts are not permitted:
    - Tank tops on which the straps are less than two finger-widths apart
    - Muscle shirts
    - Strapless tops
    - Crop tops or other tops which expose the back or stomach
    - Off-shoulder shirts
    - Sleeveless tops
    - Tops with necklines that expose cleavage or too much of the chest (four fingers between the collarbone and the top of the shirt)
    - Items with offensive, suggestive, or inappropriate imagery or words
  - The following bottoms are not permitted:
    - Leggings
  - Clothing worn on Dress Down Fridays must still follow dress code rules.
  - Hats are permitted on Dress Down Fridays.
- Extracurricular Activities
  - All students must wear their Valorous Academy uniforms and follow the dress code during extracurricular activities, unless otherwise stated by the administration. Exceptions are made for athletic activities during which athletes must wear their school-approved sport uniform or dress-out gear, and for dress rehearsals during which participants must wear costumes or formal wear.

- Field Trips
  - Unless otherwise stated by the administration, all students must wear their Valorous uniforms and follow the standard dress code on field trips.
  - Students attending a SCISA event must follow the SCISA Student Dress Code found at [scisa.org](http://scisa.org).

### Middle & High School Boys (6th-12th) Dress Code

- Tops
  - The Valorous Academy logo must be visible at all times. This logo must be worn on an official uniform item.
  - School shirts must be purchased from the school office, the Falcon Store, or French Toast.
  - Tops, including tops worn underneath over shirts, should not be so long that they cover the student's shorts when the student is standing.
  - Tank tops worn underneath the school shirt are permitted, but not required.
  - Ascent Christian Academy shirts are no longer permitted.
  - Homemade items are not permitted. The Valorous Academy logo is trademarked.
  - Tops may not show the outline or color of undergarments.
- Bottoms
  - Middle and high school boys may wear the following bottoms:
    - Jeans
    - Pants
    - Capris
    - Shorts
      - Bottoms may have tears or holes if no skin is visible above 3 inches above the knee. Tears may not exceed 6 inches.
  - Bottoms must be of the following colors:
    - Black
    - Gray
    - White
    - Navy
    - Khaki
      - Bottoms must reach at least 3 inches above the knee
      - Bottoms may have tears and holes if no skin is visible above 3 inches above the knee

- Tears or holes which are larger than 6 inches are not permitted.
  - Jeans can be of any shade of the above colors (for example, both dark blue and light blue jeans are permitted).
  - Bottoms can have patterns or prints if the pattern or print is within the colors listed above, and are not patterns or prints of graphics or images
  - Bottoms may not show the outline or color of undergarments.
  - Compression shorts are considered undergarments. If worn, the bottoms worn over them must cover the compression shorts completely.
- Students may not wear the following:
  - Dresses, skirts, and skorts
  - Leggings
  - Leggings with shorts on top
  - Bottoms which do not reach 3 inches above the knee
  - Pajama pants
  - Bottoms that are so long as to be a tripping hazard
  - Bottoms with graphics, words, or images unless purchased from the Falcon Store or French Toast
  - Bottoms with patterns or prints with colors outside of those permitted
  - Bottoms may not show the outline or color of undergarments.
- Bottoms should be worn with a belt if the item is so loose as to be distracting to the student, or if the item is not well-fitting without a belt.
- Footwear
  - Students may wear any closed-toed shoes or sandals with heel straps, as long as the shoe is well-fitting and is not a tripping hazard to the student.
  - Flip-flops or other shoes without backing straps are not permitted on any school day, including Fridays.
  - Students may wear crocs if they are well-fitting, are worn with the backing strap, and do not cause the student to have difficulties walking.
  - On gym days, students should wear sneakers or bring a pair of sneakers to change into before gym class.
  - Shoes should close securely with laces, buckles, or straps.
  - Shoes should be sized appropriately and stay on the student's feet when walking.



- Students must keep their shoes on while at school, before or after school care, extracurricular activities, and all other school events.
- Outerwear
  - Any sweater, jacket, hoodie, cardigan, blazer, zipped item, pullover, coat, or other item of outerwear that is worn inside a school building must be an official Valorous Academy item.
  - Items worn outside of the school building (for example, walking to and from buildings, recess, etc.) may be outside apparel. Non-Valorous outerwear must be removed upon entry to any school building.
- Hair and Accessories
  - Hair should be clean, well-kept, and not distracting to students.
  - Students may not wear hats, with an exception for winter hats worn outside on cold weather days.
  - Students may wear jewelry if the jewelry has no inappropriate phrases or imagery and is not distracting to the student.
  - Regular watches (not smartwatches) can be worn, but students should be mindful of the noises watches make.
  - Smartwatches are not permitted.
  - Piercings are not permitted.
- Dress Down Fridays
  - On Fridays, students who pay \$2 may choose to wear the shirt of their choice. Students may also wear bottoms in their choice of color.
  - The following shirts are not permitted:
    - Tank tops on which the straps are less than two finger-widths apart
    - Muscle shirts
    - Strapless tops
    - Crop tops or other tops which expose the back or stomach
    - Off-shoulder shirts
    - Sleeveless tops
    - Tops with necklines that expose too much of the chest (four fingers from the collarbone to the top of the shirt)
    - Items with offensive, suggestive, or inappropriate imagery or words
  - Clothing worn on Dress Down Fridays must still follow dress code rules.
  - Hats are permitted on Dress Down Fridays.
- Extracurricular Activities
  - All students must wear their Valorous Academy uniforms and follow the dress code during extracurricular activities, unless otherwise stated by the

administration. Exceptions are made for athletic activities during which athletes must wear their school-approved sport uniform or dress-out gear, and for dress rehearsals during which participants must wear costumes or formal wear.

- Field Trips
  - Unless otherwise stated by the administration, all students must wear their Valorous uniforms and follow the standard dress code on field trips.
  - Students attending a SCISA event must follow the SCISA Student Dress Code found at [scisa.org](http://scisa.org).

## **Academic Integrity**

Academic integrity involves a student remaining honest in all schoolwork and doing their best work on all assignments. This means refraining from receiving too much help on an assignment, cheating, or plagiarism.

“Pay careful attention to your own work, for then you will get the satisfaction of a job well done, and you won’t need to compare yourself to anyone else. For we are each responsible for our own work.”  
**Galatians 6:4-5**

### **Cheating**

Cheating is defined as any unauthorized communication before or during any grading event or any attempt to receive unauthorized assistance before or during a test, homework assignment, or project. If a student is considering getting or receiving help on your work, it is always a good idea to ask the teacher first. Cheating will result in a zero for the assignment/test and may be cause for immediate suspension. Additional cheating incidents will result in longer term suspensions and/or expulsion. Also see the Plagiarism section below.

### **Plagiarism**

Plagiarism is a serious offense at Valorous Academy because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. It is a combination of stealing, lying, cheating, and laziness. It violates the distinctly Christian perspective on which Valorous Academy is based.
2. Plagiarism is an attack on academic integrity in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned.

With readily available internet access, it is very easy for students to plagiarize. Therefore, Valorous Academy imposes stiff penalties for plagiarism. Ease of access does not justify violation of scholarly standards.

Examples of plagiarism include, but are not limited to: copy and pasting text without quotations and giving credit; paraphrasing without attribution; insufficient acknowledgment of a borrowed source.

The penalties for plagiarism are severe. They include both academic and disciplinary consequences. These will apply for both minor plagiarism such as use of non-attributed quotations occasionally in a paper, and more extensive plagiarism such as copying an entire paper from another source with only minor editing.

## Artificial Intelligence (AI) Policy

According to ChatGPT, AI-generated content is defined as: “any text, images, audio, video, or other forms of media that are created or substantially generated through the use of artificial intelligence algorithms, without direct human involvement in the content creation process. This includes but is not limited to content generated by language models, image synthesis algorithms, audio synthesis algorithms, and deep learning networks.”

There are both appropriate and inappropriate ways to use artificial intelligence within educational spaces:

The following are situations in which students are permitted to use artificial intelligence:

- The teacher has specifically permitted the use of the program to enhance an assignment
- The student is using a program such as a smart search engine that presents information in easy-to-read and easy-to-understand ways
- The student is asking clarifying questions
- The student is generating writing prompts, ideas, or topics
- The student is generating practice questions
- The student appropriately attributes images or text when used in the student’s work

The following are situations in which students are not permitted to use artificial intelligence:

- The student is using the program to avoid doing their own work

- The student is copying text, images, or videos from the program without proper attribution
- The student is not fact-checking the AI-generated content
- The student is not exploring potential plagiarism issues with the AI-generated content
- The student is submitting personal data, either their own or someone else's, to the program (examples: the student's name, the school's name, location, the names of other people, the student's age or birthday)
- The teacher has prohibited the use of AI for a given assignment, project, or class

Proper attribution is determined by the teacher, and will depend on the subject, type of content, and type of project. Students unsure how to give proper attribution should seek assistance of their teacher.

AI should be used appropriately and responsibly. Students should never share their personal data with an AI program. AI should never be used to invade someone else's privacy; to tease, demean, or bully another person; or to generate inappropriate or immoral content.

Consequences for violating this policy will depend on the type of infraction made. For example, a student found to have used Ai-generated content to avoid doing an assignment will receive a zero for that assignment and may receive further consequences, as is deemed necessary.

## **Spiritual Integrity**

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable. In addition, students are frequently faced with the conflict of how to deal with friends who have broken or are breaking stated school expectations. It is vital that students learn to behave in a way that does not compromise their influence on others or that calls their character into question.

“...Keep your conscience clear. Then if people speak against you, they will be ashamed when they see what a good life you live because you belong to Christ.”  
**1 Peter 3:16**

## Conflict Resolution

If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses.

**Matthew 18:15-16**

It is our desire that students learn how to biblically deal with conflict. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, we suggest the student invite a teacher with whom they have a

positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one who they have invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.

## Attendance, Absence, and Tardiness

### Attendance

It is important that each student attends Valorous Academy faithfully. Students participating in extracurricular activities will be expected to be in attendance at school for at least 3.5 hours on the day the activity occurs.

Elementary School: Attendance is taken at the beginning of every day. Students will be marked as Tardy if they are not in their seat and ready to learn at 8:00am. The student must be present at school for a minimum of 2 hours to be counted as present for the day.

Middle and High School: Attendance is taken at the beginning of every period. Students will be marked as Tardy if they are not in their seats ready to learn at the start of the period. Students who arrive at class 15 minutes or later will be marked as Absent for that class.

### Absences

We recognize that certain absences are unavoidable and that parents may take their children out of school when they consider it necessary. The final decision regarding whether an absence is excused or unexcused is at the discretion of the administration.

#### 1. Excused Absences

Illnesses, bereavement, family emergencies, and medical appointments are considered

excused provided parental permission or confirmation is given by the day of the absence. Students will bear the responsibility for completing assigned work and will have one makeup day for each day of absence without penalty, up to one week.

An absence for a school-related activity will be excused and will not be counted toward a student's total absences.

For planned absences, students are required to have a completed Pre-Excused Absence Form signed by their parent, principal, and all of their teachers at least two school days prior to the first day of the absence for it to be excused. Older students to complete the form themselves and bring it to their teachers to be signed. Elementary students should have the form completed by themselves or a parent. If work is assigned prior to the absence, the student is responsible for turning in the work upon their return to school.

## 2. Unexcused Absences

All absences which do not meet the excused absence criteria will be considered unexcused. All assignments and assessments due the day of an unexcused absence will receive an automatic 50% reduction in the grade. Students will receive a grade of 0% for assignments which cannot be made up, such as class participation grades or presentation grades. The teacher will be the primary decision maker regarding which assignments can or cannot be made up after an unexcused absence.

## 3. Accumulated Absences

Valorous Academy considers students truant after 10 absences, whether excused or unexcused, in any class. These students may be subject to an attendance probation contract. Additional consequences, ranging from detention to suspension, may apply at the discretion of the principal.

Elementary school students with more than 10 absences per semester will not receive credit for that semester or class unless otherwise decided by the administration. This may result in the student's retention in their current grade.

Middle and high school students with more than 10 absences in a particular course may not receive credit for that class unless otherwise decided by the administration. This may result in the student needing to retake the course.

## Extended Absences

Additional documentation may be required in the event of an illness, accident, or extenuating circumstance which makes a student incapable of meeting attendance requirements at school. If this is the case for their student, the parent should contact the school administration to make them aware of the situation and secure accommodations for their student, as appropriate. The administration will be the final decision maker regarding extended absences.

## Tardiness

Tardiness is defined as not being in your seat, ready to start the lesson, when the class starts. School begins at 8am, and all students are expected to be in class ready by 8am, unless they are an upper high school student who does not have a class for that period. Students arriving after 8:00am must get a tardy slip from the school office immediately upon entering the building. A parent must accompany the student to the office to receive a tardy slip. (Students who drive themselves to school may sign themselves in.) Tardiness may be excused at the discretion of the administration. A tardy becomes an absence 15 minutes after class begins for middle and high school students, regardless of if the student arrives after that 15 minute period.

Examples of excused tardies include medical appointments, unavoidable traffic or car concerns, or family emergencies. Examples of unexcused tardies include oversleeping, family vacations, personal or family issues, or no reason given by the parent. The final decision regarding whether a tardy is excused or unexcused is at the discretion of the administration.

A tardy, whether excused or unexcused, equates to  $\frac{1}{4}$  of an absence and will be counted toward the student's total absences.

The consequences for unexcused tardiness are as follows:

1st tardy: Warning

2nd-4th tardies: Before school detention (one morning per tardy)\* (for morning tardiness); lunch detention or after school detention (for tardiness between classes)

5th-9th tardies: Increased consequences at the discretion of the administration (such as before school detention, lunch detention, after school detention, loss of privileges, work duty, release from extracurricular activities, or suspension)

10th tardy: Attendance Probation Contract

\*A detention must be served within three school days. Failure to appear for a detention

will result in an additional day of detention.

## Arrival and Dismissal

### Arrival Time

School begins at 8:00am. Students may be dropped off no earlier than 7:45am unless they are participating in the before care program or safety patrol. Students arriving earlier than 7:45am will be marked as present in the before care program and parents will be charged the appropriate fee (\$10 per student per morning).

### Dismissal Time

School dismisses at 2:40pm. Students not participating in extracurricular activities must be picked up at this time. Parents of students remaining on campus at 3:00pm who are not involved in an after school activity will be charged for after school care (\$10 per student per afternoon).

### Drop Off and Pick Up Procedures

Valorous Academy is committed to ensuring student and staff safety during arrival and dismissal. All families are required to follow these procedures when in the drop off or pick up car line:

1. No adult may enter the school during drop-off or pick-up times, with the exception of accompanying a 4K or Kindergarten student on their first day of school or accompanying an exceptional needs student to their classroom. Parents are responsible for the safety of their child when accompanying them inside the building.
2. To enter the car line, pull in via the road next to the substation.
3. Drop off and pick up will be located between the admin and cafeteria buildings.
4. To exit, pull around the back of the church and continue to the main road.
- 5. Students should only be dropped off at the designated areas.**
6. Staff members and members of the safety patrol will be present to assist students in getting in and out of cars.
7. Wait in the lane to drop off or pick up your child.
8. If it is necessary for the driver to leave their vehicle for any reason, they should pull back out and go through the line again.
9. During dismissal, pull into the church parking lot (example: directly behind the playground) to secure your child in a car seat.



10. Do not allow your child to cut through the line of cars without the assistance of a staff member or member of the safety patrol.
11. The school will provide cards to be placed on the driver's side of the windshield of your car. Have this card in place before reaching the designated pick-up area.
12. If you choose to not go through the car line, your child **must** be dropped off at the church's circular drive and walk on the sidewalk. **Families are responsible for the safety of their child if they choose to not drop off via the car line.** 4K and Kindergarten students must be dropped off in the car line only.

## **Technology**

Valorous Academy recognizes the important role that technology plays in modern-day life. We also recognize the distractions that come from the use of technology in a school setting. For these reasons, we encourage the use of certain electronic devices in the classroom at the teacher's discretion, but have strict policies regarding the use of electronic devices outside of this purpose.

Parents wishing to reach their student during the school day should contact the teacher or the school office. This helps minimize distractions during the school day. School staff will deliver important messages to the student, and will allow the student to call a parent from the school office when necessary.

### **Cell Phones**

Valorous Academy recommends that students do not bring their cell phones to school. In the event that a student does bring their cell phone, the phone must be turned off at the beginning of the school day and remain off until dismissal. Middle and high school students may use their cell phones during lunch, as long as the phone is used appropriately and maturely.

If the student is found with a cell phone during an inappropriate time, or if the cell phone is being used inappropriately, they will be subject to disciplinary action and the cell phone will be confiscated. The parent may be required to collect the cell phone on behalf of the student.

Parents wishing to reach their student during the school day should contact the teacher or the school office. This helps minimize distractions during the school day. School staff will deliver important messages to the student, and will allow the student to call a parent from the school office when necessary.

## Laptops and Tablets

The teacher may require the class to bring either a laptop or a tablet to school with them each day. These may be brought out only when the teacher requires or allows the use of the student's laptop or tablet. Students are responsible for bringing a charger and headphones.

Parents wishing to reach their student during the school day should contact the teacher or the school office. This helps minimize distractions during the school day. School staff will deliver important messages to the student, and will allow the student to call a parent from the school office when necessary.

## Smartwatches

Smartwatches (or similar devices) are not allowed to be worn at school.

## Use of Technology Policies

1. Valorous Academy recommends leaving cell phones at home. If a student does bring a cell phone, it should be turned completely off during the school day. Middle and high school students may use their cell phones during lunch, as long as the phone is used appropriately and maturely.
2. Phone calls home may be made from the school office phone, when permission is granted.
3. Electronic devices (such as computers or tablets) may only be used for academic purposes and with the teacher's permission.
4. A student may not take pictures or record video or audio in the classroom without the teacher's permission.
5. A student may never take pictures or record video or audio in a bathroom.
6. A student may not take pictures or record video or audio of a student or staff member without the permission of that person.
7. Students may not use their electronic devices during extracurricular activities without the permission of the teacher, coach, or leader.
8. Students may never text, post, or otherwise distribute images, video recordings, or audio recordings of any members of the school community without the permission of those people.
9. Valorous Academy is not responsible for broken, lost, damaged, or stolen electronic devices or accessories, or for dead batteries. All personal electronic devices and accessories are brought to school at the student's own risk.

# Discipline

## Overview

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives and to aid them in the development of godly character. Valorous

“A person without self-control is like a city with broken-down walls.”  
**Proverbs 25:28**

Academy wants to help students understand their responsibilities, learn how to accept the consequences of their actions whether positive or negative, and learn self-control in a variety of circumstances.

Discipline of a student is the joint responsibility of the family, teachers, and administration. We believe that parents and school personnel must cooperate fully with one another. Anything that breaks down respect and confidence for either may harm the student.

“People who accept discipline are on the pathway to life, but those who ignore correction will go astray.”  
**Proverbs 10:17**

The Bible gives several principles regarding discipline. Thus, at Valorous Academy, consistent discipline is maintained while tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for the students. Likewise, misbehavior is dealt with firmly and consistently.

## Disciplinary Responsibility and Chain of Command

The teacher is responsible for most discipline issues in the classroom. If the teacher has to correct the student for multiple infractions, they may contact the parents of the student to inform them of the recurring issue and seek parental correction of the issue. If parental involvement with the situation proves to be an ineffective remedy, the issues may be referred to the administration, who will counsel and impose further discipline if deemed necessary.

If a parent has a concern or question regarding student discipline, or a discipline-related situation occurs that is not understood, the parent should discuss it first with the teacher who implemented the discipline. If the situation remains unresolved, the parent may then consult the administration.

## Discipline Policy

Some behaviors requiring disciplinary action are character development issues while others are issues of the heart. Character development issues tend to be accidental, minor, and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues tend to be deliberate actions and indicate a heart issue.

All disciplinary actions given are Valorous Academy's effort to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination. The school reserves the right to refrain from disciplining a student when it is deemed appropriate to do so.

Examples of behavior that may result in disciplinary action include, but are not limited to, the following: unexcused or repeated tardiness, unexcused or repeated absence, unpreparedness, dress code violations, disruptive behavior, failing to turn in work, turning in work late, disobedience, disrespectfulness, deceitfulness, destruction of property, inappropriate physical contact, stealing, cheating or plagiarism, profanity or obscene gestures, forgery, fighting or violence, vandalism, skipping school, leaving campus without permission, harassment, bullying, making threats, forcible or unauthorized entry into any school building, sexual misconduct of any kind, the use of illegal or prohibited substances, bringing or using vape pens/cartridges or similar/related items, (such as unauthorized medication, alcohol, tobacco, illegal drugs, or bringing or using weapon or statements regarding a weapon, either found or pretending, by a student or possession on the school campus.)

The teacher will be the primary decision-maker regarding discipline. The administration may be brought in to assist with repeated or serious disciplinary issues.

School personnel will decide upon the most appropriate course of action based on the specific student and the specific misbehavior. Consequences may include, but are not limited to, the following: a lowered grade, phone call or message to parents, loss of extracurricular or other privileges, work duty, extra assignments or projects, lunch detention, before or after school detention, in-school suspension, out-of-school suspension, temporary expulsion, or withdrawal from the school. The school reserves the right to apply any of the above disciplinary actions which it deems appropriate.

In the event of an incident between two or more students, Valorous Academy understands a parent's desire to know what disciplinary actions will be taken toward other students involved. However, Valorous Academy does not discuss disciplinary matters with anyone

outside of the student involved, their parents, and staff. Valorous Academy requests that parents trust the school to do appropriate investigations into all incidents that occur at school, and to make the best decisions for all students involved in a particular incident.

## Bullying: Definition and School Policy

Valorous Academy does not permit bullying of any type. For a behavior to be considered bullying, the behavior must be aggressive and include both of the following:

### 1. An Imbalance of Power

People who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and situations, even if the same people are involved.

### 2. Repetition

Bullying behaviors happen more than once or have the potential to happen more than once.

There are several different types of bullying:

Verbal bullying includes saying or writing mean things. Examples include teasing, name-calling, inappropriate sexual comments, taunting, or threats of physical violence.

Social bullying involves hurting someone's reputation or relationships by purposefully excluding someone, telling others not to be friends with someone, spreading rumors about someone, or embarrassing someone in public.

Physical bullying is harming a person's body or possessions, such as by hitting, kicking, pinching, spitting, tripping, pushing, or taking or damaging someone's possessions.

Cyberbullying is the act of sending, posting, or sharing negative, harmful, or mean content about another person that causes embarrassment or humiliation through digital devices including cell phones, computers, and tablets. Cyberbullying can happen day or night by taunting, harassing, threatening, or humiliating someone. Examples of cyberbullying include sending vicious text messages, email, or instant messages; spreading rumors or gossip by posting it on social media; taking, sending, or posting embarrassing pictures or videos without permission; or creating a fake profile and pretending to be someone else.

## Disciplinary Probation

If it is found necessary to put students on disciplinary probation, it will be as the last resort before dismissal from Valorous Academy. The administration will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

## Readmission After Disciplinary Withdrawal

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and parents/guardian must meet with the school administration to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's administration will only consider a student for re-enrollment after at least one semester has elapsed.

## Corporal Punishment

Valorous Academy does not employ the use of corporal punishment on any student at any time.

## **Transportation and Student Drivers**

Valorous Academy does not provide transportation services to or from school. Parents will drop their students off in the designated area in the car line. No parents will be allowed to enter the school building with their child during drop-off times, with the exception of accompanying a kindergarten student on their first day, or accompanying an exceptional needs student as determined by the Exceptional Needs Program Director.

## Student Drivers

Students must be fully-licensed drivers to drive themselves to and from school. Students may park in the school parking lot only. Student drivers are responsible for their own safety and the safety of those in their car while driving to or from school; the school assumes no liability regarding student drivers, their passengers, their vehicle, or any vehicles involved in an accident with the student driver. Students may not leave the school campus during the day without explicit permission from a parent, unless the student is 18 years of age or older.

Parents can give permission for their student driver to leave campus during the school day (for example, for a doctor's appointment or to pick up lunch) on the Permission to Leave Campus form available from the school office. Students must sign themselves out at the

school office before leaving and sign back in upon arrival back to the campus. Parents may also give one-time permission for their student to leave campus during the school day by calling, texting, or emailing the school office. Valorous Academy reserves the right to not permit a student driver to leave the campus during the school day, or to revoke the privilege entirely, at the discretion of the administration.

## Gender and Sexuality

Valorous Academy enrolls students from all types of families, but does not necessarily affirm the lifestyle choices of any given family. We do not believe that the sins of a parent, whether sexual or otherwise, should be held against the student. We believe a Christian education is beneficial to all students and wish to instill foundational Christian beliefs to any family who wants their child enrolled at Valorous. God created humanity with free will. He has called us as Christians to love all people including those who believe differently than us. Jesus came to save, not to condemn.

### Gender and Pronouns

We believe that since the human body is a creation of God where gender is biologically determined, disagreement with one's biological sex or gender identity only leads to emotional chaos and spiritual confusion, and is regarded as sinful in its intent. For this reason, Valorous Academy will use the pronouns that match the student's biological sex.

"So God created human beings in his own image. In the image of God he created them; male and female he created them."  
**Genesis 1:27**

Students and family members are expected to use the bathroom that matches their biological gender. Family members are permitted to take young children of the opposite gender into the bathroom of the family member's gender. Students not willing to adhere to their biological gender will not be enrolled at Valorous Academy.

### Sexuality

As a ministry of Valorous Church, we welcome all people, but do not affirm all lifestyles. Put clearly, we do not affirm lifestyles that involve sexual intimacy within premarital relationships, homosexual relationships, polyamorous relationships, bisexuality, adultery, bestiality, incest, or pornography. For students struggling with temptation, repenting of sin, and desiring to walk in who God called them to be, we will provide grace, love, care, and direction to encourage them to grow and walk with God.

Reference:  
**1 Corinthians 6:9-20**

# HEALTH AND SAFETY

## Overview

Valorous Academy is committed to maintaining an environment that is safe and healthful for all students, faculty, and visitors.

It is imperative that parents are honest about their student's current and past medical history. Parents should ensure that the teacher and administration is aware of any medical conditions that may be pertinent in the normal school day and emergency situations, as well as acute situations such as injuries.

## Activity Participation

By signing the Family Agreement at the end of this Family Handbook, the parent(s) or guardian(s) acknowledge that participation in the activities of a school day involves risk to the student (and to the student's parents or guardians, if the student is a minor), and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in the activities of a school day (the "activity"), the student (or parent/guardian if the student is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The student (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the student that is authorized by the school or its agents, employees, volunteers, or any other representatives (collectively referred to as the "activity sponsor"). Further, the student (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of the negligence of the activity sponsor, the student, or otherwise. If a dispute over this agreement or any claim for damages arises, the student (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the student (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a



three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

### School Day, Off-Campus Activities

For off-campus activities that take place during the school day, such as field trips, a permission slip will be sent home. For students younger than 18, a parent or guardian must complete and sign the permission slip for the student to participate. Students who are 18 years old or older may sign their own permission slip.

### Extracurricular Activities

Students who participate in extracurricular activities must have all required forms completed prior to participating in the activity. These include all SCISA forms applicable to the activity, all Valorous Academy forms applicable to the activity, and all applicable waivers or permission slips.

## **Illness Policy**

Should a student become ill at school with symptoms of a contagious illness, the school will contact the student's parents to pick them up from school. The parent is then required to pick up their child, or secure another person to pick up their child, as soon as possible. If this person is not the parent or a person noted on the student's list of authorized pick-up persons, the parent is responsible for informing the school.

By signing the agreement at the end of this handbook, parents agree to observe and check their child prior to dropping them off at school every day. This includes, but is not limited to, ensuring they are free of signs or symptoms of contagious illnesses such as COVID-19, influenza, gastroenteritis (stomach flu), strep throat, the common cold, pink eye, and lice. Parents agree to keep their child at home if they are displaying any of the following symptoms: fever, (100.4 degrees or higher) severe or worsening cough, severe runny nose, shortness of breath, loss of taste or smell, sore throat, nausea or vomiting, open sores, worsening rash, or diarrhea. Students should be free of symptoms without the aid of medication for a minimum of 24 hours before returning to school, unless a doctor's note is provided to the school releasing the student.

By signing the agreement at the end of this handbook, parents also acknowledge their understanding of the contagious nature of the above illnesses and symptoms. They acknowledge that Valorous Academy has preventative measures in place to reduce the

spread of contagious diseases, but that Valorous Academy cannot guarantee that their child, or those their child may come in contact with, will not contract a contagious disease.

## **Medication**

Students are not permitted to carry medications of any kind without permission from both a parent and the school administration. Please see the Life-Saving or Emergency Medications section below for more information.

Parents whose child must take prescription medication or a medication from home during school hours or activities should see the Prescription Medication or Medication from Home section below for information.

Valorous Academy staff members are not medical professionals. Medications are given based on the package's dosing for the child's age, instructions from the child's medical provider, or emergency personnel.

### **First Aid and Over-the-Counter Medication**

Valorous Academy will provide first aid to all students as deemed necessary. Examples of aid or medications that may be administered include but are not limited to:

- Band-aids, gauze, or other materials to cover an injury
- Antibiotic ointment such as Neosporin (cuts, scrapes, or similar wounds)
- Aloe vera gel (minor burns, sunburns, chafed skin)
- Insect bite/sting relief (minor insect bites or stings)
- Saltwater rinse (minor sore throat, basic first aid)
- Baking soda paste (splinters, insect stings)
- Hand lotion (minor irritation, dry skin)
- Petroleum jelly (dry or irritated skin)
- Anti-itch lotion such as calamine lotion (bug bites, itchy skin)
- Epi-Pen/Epi-Pen Jr. (anaphylaxis: an emergency)

If parents have questions about how or why the above aid or medications would be administered to their child, they should contact the school office. Parents of students with allergies to common first aid items or any of the items listed above should inform the school office.

Parents of students who come to the office regularly for over-the-counter medication may be asked to provide the medication from home. Parents of students whose requests for over-the-counter medication seem excessive may be requested to complete a form detailing when the parent would like their children to receive the medication.

#### Elementary Students and Over-the-Counter Medications

Students in K-5th grade will be given medications according to the Over-the-Counter Medication Administration form in their file. The school will contact the student's parent prior to giving an over-the-counter medication to a K-5th grade student if the student does not have this form on file, or if the student's form indicates the parent did not give the school permission to administer a particular medication. Generally, elementary students are given a children's version of the medication, unless the student is too old or the parent has requested otherwise. All dosing and frequency of administration is based on the medication's label. Medications may be the generic equivalent of the medication listed.

Medications on the Over-the-Counter Medication Authorization form are: Tylenol, Advil/Ibuprofen, Benadryl, Cough Drops, Tums/Rolaids, Pepto-Bismol, and artificial tears.

Permission can also be given to the school to administer medication via email, over the phone, in person, or in a Class Dojo message. A record of all medications given at school is kept in the school office. Parents may also come to the school to administer medication to their child. In this case, the student will be called to the school office to meet their parent.

#### Middle & High School Students and Over-the-Counter Medications

Students in 6th-12th grades will be given these medications at their request within reason as determined by the staff member administering the medication. Parents may request in writing that this privilege is not to be given to their student. If a current-year Over-the-Counter Medication Administration form is on file for the student, the school will only administer medications permitted on the form, unless permission is given by the parent. All dosing and frequency of administration is based on the medication's label. Medications may be the generic equivalent of the medication listed.

Over-the-Counter Medications include but are not limited to: Tylenol, Advil/Ibuprofen, Excedrin, Benadryl, Cough Drops, Tums/Rolaids, Pepto-Bismol, and artificial tears.

Permission can also be given to the school to administer medication via email, over the phone, in person, or in a Class Dojo message. A record of all medications given at school is

kept in the school office. Parents may also come to the school to administer medication to their child. In this case, the student will be called to the school office to meet the parent.

## Prescription Medication or Medication from Home

Parents of a student who must take prescription medication while at school, or who regularly or temporarily take an over-the-counter medication, are required to:

- Complete and sign the Administration of Prescription Medication form
- Provide the student's medication in its original container
- Restock the medication as necessary
- Keep the school up-to-date on any changes in dosing, time of administration, or other instructions regarding the administration of the medication

Examples of students who should have an Administration of Prescription Medication form on file include but are not limited to: students who take medicine every day at a specific time which falls during the school day, students who are temporarily taking prescription medication (such as pain medication following a medical procedure), students whose doctor or parent have them taking an over-the-counter medication every day at a specific time which falls during the school day, and students who have a medication they were prescribed to take on an as-needed basis

## Life-Saving or Emergency Medications

Students who have been prescribed life-saving or emergency medications (such as inhalers, insulin, or Epi-Pens) can, with both parent and school permission, carry the medication with them. The parent must request this allowance be granted to their student on the Administration of Prescription Medication form. For this request to be approved, the student must be capable of administering the medication and carrying it responsibly with them throughout the day. Any changes to the medication should be communicated to the school administration, as a new Administration of Prescription Medication form may be required. If the student does not demonstrate responsibility in carrying their medication, the parent or the school may require the medication to be kept in the school office instead.

## Emergency Albuterol, Epi-Pen, and Narcan

As permitted by the SCDHEC, Valorous Academy keeps an emergency stock of certain lifesaving medications (albuterol, epi-pen, and narcan). Selected staff members have received training from SCDHEC regarding when and how to administer these medications. These medications will be administered to a student, staff member, or visitor of Valorous Academy if deemed necessary by these individuals or emergency personnel.

## **Health Information**

### **Medication Administration Records**

A record of all medication administered by the school is kept, regardless of student age or the nature of the medication (over-the-counter or prescription).

### **Health Records**

Student health records are kept confidential. All health records are kept on file for the duration of the student's enrollment in Valorous Academy. These records include, but are not limited to, immunization records, medication administration records, medical excuses and releases, sports physicals, and health examinations.

### **Confidentiality**

Student medical information is kept in their official student record. These records are kept confidential and will only be shared with Valorous Academy and/or Valorous Church faculty and staff as necessary, medical personnel in situations in which the information is needed, or to a school the student is enrolling in which submits an official release of records request.

## **Emergency Procedures**

### **Life-Threatening Emergencies**

In life-threatening medical emergencies, the school will contact 911. If a student is involved in a life-threatening medical emergency, the school will contact the parent as soon as possible. If a parent cannot be reached, the school will notify the student's designated emergency contacts. If the student's emergency contacts cannot be reached, the school will designate a person to continue attempting to reach the parents and emergency contacts until someone is reached. A school administrator will remain with the student at all times until a parent or emergency contact arrives, including transportation to a hospital if applicable.

### **First Aid**

The school keeps an up-to-date and regularly restocked first aid kit in the school office. Physical Education teachers keep a first aid kit with them during their classes. Every classroom has an emergency kit near its main entrance. The main school building is outfitted with an Automated External Defibrillator (AED). All faculty and staff members have access to the AED and are trained in its appropriate usage.

## Emergency Action Plan

All faculty and staff are trained on the school's Emergency Action Plan which covers a wide variety of emergency situations. For security purposes, this plan may only be accessed by Valorous Academy faculty and staff members, Valorous Church staff members, and emergency personnel and first responders.

## Fire Drills

The school holds fire drills at regular intervals. The school expects that during these drills, all students, faculty, staff, and visitors evacuate the buildings in an orderly manner, following the guidelines identified for their specific location. Teachers and administrators will give instructions as needed. Students are expected to move quickly and silently to the designated meeting area. Adult visitors are expected to move with the class they are with to the designated meeting area.

## Tornado Drills

The school holds tornado drills at regular intervals. The school expects that during these drills, all students, faculty, staff, and visitors move to the meeting area in an orderly manner, following the guidelines identified for their specific location. Teachers and administrators will give instructions as needed. Students are expected to move quickly and silently to the designated meeting area. Visitors are expected to move with the class they are with to the designated meeting area.

## Armed Intruder Events

Valorous Academy staff is trained yearly by the North Myrtle Beach Police Department regarding our response in the event of an armed intruder event. For security purposes, we do not disclose the details of our plan. So that families can talk to their students about these situations on an age-appropriate level, here is the basic outline of our plan:

Plan A: Run - remove yourself from the school as quickly as possible

Plan B: Hide - hide in a secure location if running is not an option

Plan C: Fight - as a last resort if running or hiding are not options, fight against an armed intruder

Based on guidance from the American Academy of Pediatrics, the FBI, and clinical psychologists, Valorous Academy does not conduct armed intruder drills with students.

## Concealed Carry Policy

The safety and security of our students, staff, and visitors is our utmost priority. In line with our commitment to creating a secure learning environment, select staff members have been authorized to carry concealed firearms on school property. This measure is part of a comprehensive safety plan designed to enhance our ability to respond to potential threats effectively.

1. Authorized Personnel: Only staff members who have been thoroughly vetted and possess a Concealed Weapons Permit are permitted to carry concealed firearms.
2. Confidentiality and Discretion: The identities of staff members who carry concealed firearms are kept confidential to maintain the security and integrity of the school. This information is not disclosed to the general public, students, or non-authorized staff members.
3. Emergency Response: The presence of authorized concealed carriers is intended to provide an immediate and effective response to any potential threat, ensuring the safety of everyone on campus. These measures are in place to complement our existing security protocols, which include secured entrances, surveillance systems, and collaboration with and training by local law enforcement.
4. Policy Review: Our concealed carry policy is reviewed annually to ensure it remains in compliance with state and federal laws and reflects the latest in safety and security standards. Any changes to the policy will be communicated to the school community in a timely and transparent manner.

We understand that the presence of concealed firearms on campus may raise questions or concerns. Please be assured that this policy has been implemented with the utmost consideration for the well-being of our school community.

No person may conceal carry on school premises without written consent from the principal.

## Camera Policy

Valorous Academy has cameras both inside and outside the school grounds. Our cameras record both video and audio. It is important for all students, staff, and visitors to be aware that security cameras on campus record both audio and video footage. These cameras are in place to ensure the safety and security of everyone on school grounds. All recorded

footage is strictly for security purposes and will be handled in accordance with school policies and applicable laws.

## **Weather-Related School Closings**

Valorous Academy is not a school within Horry County Schools, thus families should not assume that because HCS has closed, Valorous is also closed. Instead Valorous Academy's Class Dojo school story and social media pages. On days when weather conditions are deemed too hazardous to open the school, Valorous Academy will notify families as soon as possible.

Notifications and updates will initially be sent through Class Dojo. Parents are responsible for checking the Class Dojo app when the weather may be concerning. Valorous Academy may also alert parents via email, text, local radio stations, local TV stations, or any combination thereof, as soon as information is available.

As a guideline, Valorous Academy may consult the decisions of Horry County Schools regarding school closures. However, Valorous Academy may not abide by their decisions in any particular circumstance. In events of extended closings, such as for hurricanes, Valorous Academy is often able to return to school earlier than Horry County Schools and will use Class Dojo, social media, and/or email to communicate this information. Parents are responsible for keeping their contact information up-to-date with the school office and their child's teachers, and for checking their Class Dojo app, text messages, and emails for announcements regarding school closures and reopenings.

In the case of an extended closing, Valorous Academy will keep families up-to-date as information is available, and will announce reopenings and make-up days, when appropriate, as soon as possible.

## **Food and Drink**

### **Water Bottles**

All students are allowed and encouraged to bring a water bottle to school with them every day. Water bottles may be filled as needed throughout the day. Classroom teachers set the standard in their classroom regarding beverages other than water.



## Lunch

Valorous Academy offers several options to students for school lunch:

- Packed Lunch
  - Microwaves are available on a limited basis. Students should be respectful of others and not bring items which take several minutes to heat up.
  - Refrigerators or freezers are not available for student use.
- Hot Lunch
  - Students have the option of ordering a hot lunch to be delivered to the school.
  - Lunches are ordered through a third-party vendor called School Eatery. Parents are responsible for the ordering, payment, and cancellation of lunches.
- Snack Shack
  - Items from vending machines and freezers are available for student purchase before school, breaks, during lunch, and after school.

## Snacks

Classroom teachers set the standard in their classroom regarding food. Parents should contact the classroom teacher to inquire about snacks in the classroom.

## Gum

Gum is not permitted on the school campus.

## **Field Trips**

Individual classes or the school as a whole may take field trips throughout the year. Permission slips will be required to be signed by a parent prior to the student leaving campus for a field trip. Student drivers may not drive themselves on field trips without explicit permission from a parent. If the student is 18 years of age or older, the student may sign their own permission slip to be transported during the field trip or to drive themselves during the field trip.

Chaperones must be approved by the teacher in charge of the field trip and pass a background check through the school. Chaperones who are driving for the field trip must also have a valid driver's license and follow all traffic laws while transporting Valorous Academy students or staff.

If the field trip is a SCISA trip, students and chaperones must follow SCISA dress code rules as outlined at [scisa.org](http://scisa.org). On all other field trips, students will follow the standard Valorous Academy uniform and dress code rules unless otherwise noted by administration.

## Overnight Trips

Students participating in overnight trips will adhere to the Code of Conduct at all times. Failure to do so will result in the family being required to pick the student up from the trip location, or provide alternate transportation home.

Students will be punctual for all activities, maintain a clean and orderly environment, and demonstrate respect for others, including their peers, chaperones, and members of the public. Students will stay with their designated groups or assigned buddies and chaperones. Students will stay in their assigned accommodations at the times specified by their chaperones. Students or their families will be responsible if charges are incurred due to property damage (for example, hotel fees for damaged items).

Disciplinary actions may be taken for misbehavior on an overnight trip, either immediately during the trip or upon the student's return. Disciplinary actions will follow those outlined in this handbook.

An appropriate number of approved chaperones will be responsible for the safety and supervision of students on overnight trips. All chaperones must be background checked and approved by the school administration to attend the trip.

Chaperones will be responsible for administering any over-the-counter or prescription medications. Students under the age of 18 cannot carry medications on their person, unless they are permitted to carry a life-saving medication such as insulin, an Epi-Pen, or inhaler.

Families must sign all required forms prior to the student attending the trip. Specific information regarding accommodations, schedule, etc. for overnight trips will be provided to families along with any required forms.

## **Lockers**

Secondary students will be assigned their own locker as lockers are available, with priority given to the oldest students by grade. Students will only access their own locker, and are not permitted to open other students' lockers.

Locks are not permitted on lockers. Decorations are not permitted. Lockers are for books and school materials only. Students are expected to keep their lockers organized and clean.

The school may search any student's locker at any time for any reason deemed necessary, with or without the student present.

Students who do not follow locker policies may lose their locker assignment.

## **Mandatory Reporting Procedures for Child Abuse and Maltreatment**

The State of South Carolina requires that certain professionals report suspected cases of child abuse or neglect. These persons are called mandated reporters. Those employed in education are included in this list of mandated reporters.

All Valorous Academy faculty and staff receive training in understanding their role as mandated reporters, including how to recognize common signs and symptoms of child abuse or neglect and how to report suspected cases of child abuse or neglect.

Students have the right to feel safe and respected, and to work and learn in an environment free from abuse and neglect. Valorous Academy prohibits all forms of abuse from any persons, employed or not, who are on the school campus or at a school activity. This applies to all employees of Valorous Church and Valorous Academy, parents, volunteers, visitors, and other adults on the school grounds or at a school activity.

"Abuse" is defined as follows:

- Acts that create a substantial risk of physical injury to a student
- Acts that inflict physical injury to a student
- Acts that qualify as child sexual abuse, including but not limited to sexual touching, sexual assault, sexual intercourse with a student, sending or

showing a student inappropriate material, attempting to send or show a student inappropriate material

- Any sexual or romantic conduct between a student and an employee, volunteer, or employee of a contracted service provider, regardless of the student's age, and even if consented to or welcomed by the student. This is strictly prohibited and will result in dismissal of the adult involved.

"Neglect" is defined as follows:

- The negligent treatment or maltreatment of a child, including the failure to provide adequate food, clothing, shelter, medical treatment, or supervision.

## **Gavin's Law**

*Gavin's Law (H.3583) was signed into law by Governor McMaster in 2023. While at this time, this legislation only places requirements on public schools in South Carolina, Valorous Academy emphasizes the importance of this law in protecting all children and teenagers from sexual violence.*

According to the SC Department of Education: "Gavin's Law (H.3583) is legislation that makes sexual extortion, the act of blackmailing someone using sexually explicit images or videos, a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers bodily injury or death directly related to the crime. In 2022, 17-year-old Gavin Guffey was a victim of sexual extortion, resulting in him taking his own life."

In response to this legislation, Valorous Academy is implementing the following in the 2024-2025 school year:

1. Parents will be provided with age-appropriate resources on the dangers and consequences of sexual extortion.
2. Students will receive age-appropriate instruction regarding online safety.

## **Tobacco, Drug, & Alcohol Policy**

The possession, use, sale, and/or distribution of the following substances is strictly prohibited on the Valorous Academy campus: alcohol, cigarettes, cigars, vapes/vaporizers, pipes, e-cigarettes, smokeless tobacco, snuff, marijuana, illegal drugs in any form, inhalants

(such as glue or paint) not used for their intended purpose, look-a-like or imitation substances.

Prescription drugs must only be taken by the person they are prescribed to and at the dosage prescribed. All medications (prescription and over-the-counter) must remain in the office; students may not carry medications on them without the proper documentation on file.

Announced or unannounced searches for these or other prohibited items may take place at any time, both inside and outside the school building (lockers, backpacks, cars, etc.)

## ADMINISTRATIVE SERVICES

### Admissions Procedures

*We are a Christian faith-based church school and are a ministry of the Bible-believing Valorous Church. Our standards are set. Families not willing to allow their children to learn and follow the teachings of the Bible will not be happy at our school.*

Families considering enrolling their children in Valorous Academy should follow these steps:

- Obtain information at [valorousacademy.com](http://valorousacademy.com).
- Schedule a tour of the school with the child(ren) being enrolled.
- Complete and submit an application with the non-refundable application fee.
- Submit previous school records to the school office or complete paperwork required by the previous school for the release of records, if applicable. Families of homeschooled students are required to submit up-to-date academic records.
- Review and discuss the Family Handbook with the administration team.

Following the above steps:

- The administration will review the application.
- The principal will make a recommendation regarding enrollment.
- The school will send a formal communication informing the family of the decision. If a student is accepted, the family will receive information on the steps required to complete enrollment.

- The family will provide a copy of the child's immunization record, birth certificate, and social security card.
- The family will set up their payment plan, with the assistance of the school.

## **Withdrawal Procedures**

### **Withdrawal by Parent**

Parents wishing to withdraw their student from Valorous Academy mid-year for any reason are required to fill out a Withdrawal Form. This form can be obtained from the school office.

The Withdrawal Form is required no later than four weeks prior to the student's final date of enrollment.

With four weeks of notice to the school, a parent withdrawing their student prior to April will be responsible for all tuition and fees up to the final month in which their student is enrolled. A parent withdrawing their student in April, May, or June will be required to pay the remaining balance of tuition through the end of the school year.

With less than four weeks of notice to the school, a parent withdrawing their student prior to April will be responsible for all tuition and fees up to the final month in which their student is enrolled as well as the following month. A parent withdrawing their student in April, May, or June will be required to pay the remaining balance of tuition through the end of the school year.

All tuition and fees must be paid and all school property returned for Valorous Academy to release the student's records, including but not limited to transcripts, report cards and progress reports, test scores, exceptional and special needs documentation, and behavior records or reports.

A Withdrawal Form is not required if a student is finishing the year at Valorous Academy but will not be returning the following year. Parents may still complete a Withdrawal Form if the student's new school requires one for the transfer of the student's records.

### **Withdrawal by School**

Students may be withdrawn by the school administration for any of the following reasons:

1. Parent(s) will not cooperate with the school administration
2. A student's negative influence makes it inadvisable for him/her to remain at Valorous Academy
3. Continual failure to achieve academically or continual lack of effort
4. Threats to teacher, staff member, or student(s)
5. Fighting, bullying, or other violent and/or abusive behavior
6. Destruction of school property
7. Entry into any building without permission, whether locked or unlocked
8. Obscene gestures or language
9. Chronic absenteeism or tardiness which the parent will not address and/or which the school does not find reasonable
10. Late, unpaid, or otherwise delinquent tuition and/or fees

## **Financial Policies**

Tuition payments at Valorous Academy are made via FACTS Management. This allows us to offer convenient and flexible tuition payment options. Payments can be made via bank account or debit/credit cards.

**Payments can be set up at [online.factsmtg.com/signin/4P0YL](https://online.factsmtg.com/signin/4P0YL).** All families at Valorous Academy are required to have a FACTS account.

1. Valorous Academy does not receive government funding. It is necessary that fees and tuition be paid in a timely manner.
2. Payments are collected through FACTS Management. Families are required to pay tuition, and specific fees, through their FACTS account.
3. Late payments will receive a late fee of 3% of the payment.
4. Unpaid balances cannot be carried over from month to month. Parents who are 30-60 days behind on their payments may be notified that their child(ren) cannot attend school until payment is received.
5. Parents who are 60 or more days behind on payments may be notified that their child(ren) will be withdrawn from Valorous Academy until payment is received.
6. All fees (other than tuition under specific circumstances) are non-refundable and non-transferable.
7. Tuition is non-refundable if the student has been to school any day during the month, or if the student drops out without proper notification. Please see the Withdrawal Procedures section for details.

8. Registration for the Before and After School Program is arranged through the Valorous Academy office. Fees for before and after school care are due by the tenth of the following month (ex. fees for care provided during August will be due by September 10th). An invoice will be sent to the parent via FACTS.
9. There will be a \$20 emergency drop-in fee for all children requiring after school care who are not pre-registered with the after school care program ahead of time.
10. There will be a financial hold on report cards, transcripts, and all other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current. Students whose accounts are not up-to-date by the end of each semester will not be allowed to take final exams for that semester's work. This includes all fees and tuition due up to the point of the end of the grading period.
11. Valorous Academy reserves the right to withhold student records, including test scores, transcripts, report cards, and diplomas, until all tuition and fees are paid.
12. Parents are ultimately responsible for all payments.
13. Any special financial or payment arrangements must be requested in writing and approved by the administration.

## **Reduced Tuition, Financial Aid, and Scholarships**

The above terms are defined as follows:

Reduced Tuition: lowered tuition awarded to a family by Valorous Academy

Financial Aid: lowered tuition awarded to a family which is compensated to the school via donations or sponsorships

Scholarship: a donation provided to the school to award a family with a year of fully-paid tuition

Valorous Academy strives to maintain an affordable level of tuition, however we recognize that private school tuition is a large expense. A limited amount of reduced tuition is given out to select families. A request for reduced tuition, financial aid, or a scholarship must be made with an official application. A link to this application is available from the school office upon request. It is important to note that Valorous Academy does not provide fully reduced tuition; all parents pay some tuition for their children to attend, unless a donor specifically names their child in a full scholarship donation.

Valorous Academy does not award merit-based scholarships. Parents must reapply each year to continue to receive reduced tuition; assistance is not guaranteed in any given year.



The amount of financial aid and scholarships awarded in a given year is determined by the donations and sponsorships donated to the school.

Valorous Academy families have been successful in seeking assistance from their children's family members, family friends, doctors, therapists, and business leaders who know the child. Valorous Academy encourages families seeking financial assistance to inquire with the people who know their child about assisting with tuition costs.

Parents interested in applying for reduced tuition, financial aid, or scholarships should submit an application at the following website: [online.factsmgt.com/signin/4P0YL](https://online.factsmgt.com/signin/4P0YL). Applying for assistance does not guarantee that assistance will be given. Valorous Academy awards assistance based on funds available.

## Education Scholarship Trust Fund (ESTF) Program

Valorous Academy is an approved vendor through South Carolina's ESTF program. Eligible students may apply for a scholarship through the state and use the scholarship for approved school fees.

If a family receives a scholarship through the ESTF program, the acceptance email must be forwarded to the Valorous Academy office. **The school is not notified when a family receives an ESTF scholarship.** Families must still go through the full application process. Receiving an ESTF scholarship does not guarantee that the student will be accepted into Valorous Academy.

ESTF funds are released quarterly beginning in July. Families must use their ClassWallet accounts to transfer the appropriate amount of funds to Valorous Academy. **Families paying for tuition with an ESTF scholarship must still create a FACTS account.** These families will be set up on a special type of tuition payment plan. Incidental invoices (such as for after school care fees) will be sent through FACTS. Families can transfer the appropriate amount of funds to the school through ClassWallet for these incidental invoices. Families are responsible for any late payments or fees.

## Exceptional SC

Valorous Academy students with disabilities are eligible to apply for scholarships through Exceptional SC. Details regarding eligibility and the application process are available at [exceptionalsc.org](http://exceptionalsc.org). If a student is awarded a scholarship through Exceptional SC, Valorous

Academy will refund the family any tuition or applicable fees which they have already paid and which are covered by the scholarship.

## Sponsorships

Valorous Academy invites individuals or businesses to sponsor students by providing either partial or full scholarships. Valorous Academy also allows sponsorships to be given to the general operating account or for specific funds such as STEM tools or equipment, extracurricular activities, or special events. For details regarding sponsorship, contact the school office.

## Adult Visitors and Volunteers

### Visitors and Volunteers During the School Day

Upon arriving at the school, all visitors should check in at the office. Visitors will not enter any school building or classroom without the permission of an administrative staff member. Valorous Academy also prohibits adults, including parents, from entering the school building to drop off their student, with the exception of a kindergarten student's first day of school, to aid an exceptional needs student to their classroom, or to bring a tardy student to the school office to receive a tardy slip.

Adults looking to volunteer at Valorous Academy, whether during the day or at a school event, must first pass a background check. Interested adults should contact the school office for information regarding how to become a volunteer.

## Parent-Teacher Connection

The Parent-Teacher Connection (PTC) consists of parents and teachers partnering together to support the development of the critical partnership between school, family, and community. The PTC fosters a positive impact on academic success of students. This group is responsible for implementing activities for school fundraising, dances (formals and prom), teacher appreciation week, class parent involvement, and other various events and activities throughout the school year.

Parents interested in participating in the PTC should contact the PTC at [ptc@valorousacademy.com](mailto:ptc@valorousacademy.com).

## **Statement of Nondiscrimination**

Valorous Academy enrolls students of any race, nationality, or ethnicity and grants them all rights, privileges, programs, and activities generally accorded or made available to students of our school. Valorous Academy does not discriminate on the basis of race, nationality, or ethnicity in the administration of its educational policies, admissions policies, or athletic or other school-administered programs.

## **Photo and Video Use Policy**

Valorous Academy is a ministry of Valorous Church. Therefore, the Valorous Church Photo and Video Use Policy applies to Valorous Academy and is as follows:

Photo and video use policy, including photos and videos on our website and media outlets of people and events at Valorous Church is a privilege for us, and we intend to respect and honor you in the taking of any photos and video.

Therefore, at Valorous Church:

- Photos and videos are always taken of people in public spaces, and/or at public events.
- We will not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in any photo or video.
- We do not identify people by their full name in the photos and videos we post in our media outlets without permission from that person or the parent or guardian.
- If copyrights for a photo are held by someone other than Valorous Church, we will receive permission to post it and gladly credit if desired by the photographer.
- We will gladly remove any photo upon request if you see a photo or video that includes you or your child and would like it removed from any of our website or media outlets. We will gladly remove it upon request.

Unless otherwise indicated, photographs throughout our website and media outlets are the property of Valorous Church and may not be used for any purpose (including but not limited to downloading, printing, distributing, linking) without permission from Valorous Church. Please call 843.280.1270 or stop by our church offices if you have any questions or concerns about our photo and video use policy.

## **Compliance with School Policies, Rules, and Regulations**

By signing the Family Agreement at the end of this handbook, parents acknowledge that they understand and agree to abide by all of the school's policies, rules, and regulations, including the financial policies of the school.

Parents further acknowledge and agree that the student agrees to comply with all policies, rules, and regulations of the school, and both agree to comply with all directives of the school administrators, faculty, and staff. Parents acknowledge that the school has the right to discipline, suspend, expel, or terminate the enrollment of any student at any time at the school's sole discretion. Such discipline, suspension, expulsion, or termination may result when:

- a student fails to abide by the policies, rules, and/or regulations of the school;
- the school determines that a student's conduct or performance demonstrates an unwillingness or inability to be productive within the school community;
- a parent fails to cooperate with the school or fails to abide by the policies, rules, and/or regulations of the school;
- the school determines that the continued attendance of the student in the school is not in the best interests of the student and/or the school;
- the school determines that the continued involvement of a parent with the school is not in the best interests of the student and/or the school;
- the parent is delinquent with respect to any financial obligation to the school.

Parents acknowledge that the school reserves the right to withhold the student's records, including but not limited to report cards and/or test scores, until their financial obligation(s) are fully paid.

# FAMILY AGREEMENT

2024-2025

At least one parent must sign the Family Agreement every year. Students in 6th-12th grade must also sign the Family Agreement every year.

By signing below, I agree to cooperate with the expectations set forth in the Valorous Family Handbook and understand the penalties involved with any kind of misconduct or misuse.

## Parent Signatures:

\_\_\_\_\_  
Printed Name of Parent                      Signature of Parent                      Date

\_\_\_\_\_  
Printed Name of Parent                      Signature of Parent                      Date

## Student Signatures (6th-12th Grades):

\_\_\_\_\_  
Printed Name of Student                      Signature of Student                      Date

\_\_\_\_\_  
Printed Name of Student                      Signature of Student                      Date

\_\_\_\_\_  
Printed Name of Student                      Signature of Student                      Date

\_\_\_\_\_  
Printed Name of Student                      Signature of Student                      Date

If a Family Agreement is not on file the application agreement suffices as an acknowledgement of reading and agreeing with the Family Handbook.

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### *Office Use*

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_