

# **Valley Academy Handbook**

## **2025 – 2026**

### **Mission Statement**

To provide a high-quality education that gives students a solid foundation in academics, creativity, and strong character, giving them success in life.

### **Vision**

Our vision is that Valley Academy HSE will bring students from the community into a vigorously academic and developmentally appropriate school environment that will help build strong values.

**Phone: 719.465.3932**

**[www.valleyacademy.school](http://www.valleyacademy.school)**

# Welcome to Valley Academy!

## **Purpose**

The purpose of Valley Academy Homeschool Enrichment is to partner with parents in raising their child up in a way that instills strong values and morals at the center of their education. This will be achieved through continual self-examination with a focus on continuous improvement.

## **Non-Discriminatory Enrollment**

Valley Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and admissions policies.

## **Enrollment Policy General**

Enrollment at Valley Academy is open to students in K-8<sup>th</sup> grade.

Space permitting, all students who are residents of Colorado are eligible to attend Valley Academy (VA).

VA will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

The State of Colorado dictates that students may only be enrolled in one publicly funded program at a time. If enrollment at VA is desired, you may not be enrolled in any other publicly funded programs in Colorado. It is the parent's responsibility to determine if their student is already enrolled in a publicly funded program.

Valley Academy seeks to provide a classical Math and Language Arts centered education.

VA grants enrollment priority to siblings of currently enrolled students, and to the children of staff members.

## **ENROLLMENT FOR THE 2025-26 SCHOOL YEAR**

VA offers program information made public through marketing and word of mouth. Open

enrollment for the 2025-26 school year will begin January 6, 2025. VA accepts enrollments until all spaces are filled then families are put on a waitlist. Families desiring to enroll their student will complete an online waitlist application form. Enrollment is offered on a

first come, first serve basis. In order to be eligible to enroll in Valley Academy, students must turn five before October 1, 2025.

After classes are fully enrolled, the school will maintain a wait list for each grade, as required. If the Director chooses to fill a vacant seat, he/she will draw from the first name on the waitlist, moving down the wait list until the position is filled. If there is no wait list, vacant seats will be filled on a first-come, first-served basis.

## **Attendance and Tardiness**

Valley Academy exists to support and supplement the education of students being taught in a home-based environment. Attendance is critical in order for each student to keep HSE funding. However, it is VA's policy that students should be kept home if they have symptoms of illness.

## **Drop off and Pick up Procedures**

### **Friendship Campus**

Main building at 3685 New Center Point. Enter through the main doors of the church. Pass through the lobby and directly to your child's classroom. You will also pass right by the bathrooms, so please have your child use the bathroom and wash their hands before class.

### **Restoration Campus**

Kindergarten to 5<sup>th</sup> grade: Main building located at 9355 Peaceful Valley Rd. Enter through the middle set of doors at the church. Pass straight through The Gathering Place to the right of the Coffee Shop bar. Pass through to the double doors to enter the children's wing. You will also pass right by the bathrooms so please have your child use the bathroom and wash their hands before class.

Valley Academy students in 6<sup>th</sup>-8<sup>th</sup> grade will have class in Restoration Church's Youth Center at 9495 Peaceful Valley Rd. Please park in the Youth Center parking lot and children will enter through the main doors. Drop off is at 9 am. Pickup is at 3 pm, please do your best to be on time.

## **Recess**

Students are asked to bring weather-appropriate clothing as the majority of recesses and breaks are outside. Occasionally, due to inclement weather or outside temperatures below 25 degrees, students will have recess in the multipurpose room.

Students are asked to abide by simple, easy-to-follow rules:

- hands, feet, and body to oneself
- be respectful of others

## **Safety and Security**

Emergency drills, such as fire, tornado, or lockdown drills, are conducted throughout the year to ensure that students know what to do in the case of an emergency.

## **Code of Conduct**

Valley Academy is committed to protecting students and staff from discrimination, bullying, and harassing behaviors. Bullying is verbal or physical behavior that is intentional and targeted towards an individual or group. Bullying is ongoing and is not an isolated incident. Bullying, hazing, intimidation, and harassment of any kind will not be tolerated at Valley Academy, regardless of whether they occur verbally, on social media, off of school property, or after school hours. Any student committing an act of harassment, or bullying is subject to disciplinary action. Students should report bullying behavior immediately to a school staff member, the director, or call Safe2Tell at 1-877-542-SAFE.

General rules of conduct:

Students shall accept responsibility for their own behavior; develop and use problem-solving skills to resolve conflicts; follow established school and classroom rules; refrain from interfering with learning and teaching; maintain appropriate dress and hygiene; respect others and treat them with kindness; respect the rights and property of others; refrain from harming themselves or others; not use threats or intimidation against others; not engage in unlawful activities. Additionally, at Valley Academy we strive to create an environment in which all students and staff are appreciated and respected and expect that any social or political issues not be discussed at school, to include personal and romantic relationships with other students. At Valley Academy, we do not openly recognize those relationships while at school and restrict any public displays of affection on school property. Personal space is to be respected at all times with students and staff keeping their hands, feet, bodies, and objects to themselves during the school day. The following standards are expected from each child. Your efforts to support the teachers and to help uphold these standards will aid in a well-run program.

- Students must respect the rights and properties of others and treat those in authority with respect.
- When talking, students should use an appropriate conversational tone.
- Students should be punctual to class.
- Students are expected to listen when others are speaking and raise hands for permission to speak in class.
- Writing and passing notes, tossing objects, and playing with irrelevant objects will not be allowed in class.
- All electronic devices, such as cell phones, iPad, iPod, Tablets, Laptops, etc. must be silenced or turned off and put away during class unless use is permitted by the teacher for class.
- Class assignments must be turned in promptly on the day they are due.
- Teachers, assistants, staff, and other adult volunteers should be addressed with the appropriate titles of respect unless otherwise communicated.
- Cheating will not be tolerated and will be dealt with according to the improper conduct procedure.
- The teacher may request additional classroom standards as needed.

Students are free to make choices. During the middle school years, we expect them to make positive and productive choices, but in the event they do not, there will be consequences. At all times, students shall be expected to conduct themselves in keeping with their age and level of maturity, and acting with respect for those in authority who are expected to maintain the environment.

### **Field Trips**

Valley Academy students in 6<sup>th</sup> through 8<sup>th</sup> grade will periodically go on field trips throughout the year. Parents have the right not to allow their children to participate in field trips. The field trip form must be signed before a student may participate.

### **Food and Lunchtime**

Valley Academy does not have the facilities to provide lunches for students, lunches will need to be brought from home.

## **Volunteering**

Parents and guardians are encouraged to volunteer. All volunteers will be required to undergo Valley Academy AND Valley Christian Academy's standard background check procedures. For information about available volunteering opportunities, please contact your student's teacher.

## **School Hours and Inclement Weather Policy**

Valley Academy hours are: K-5 M-F 9:00am-11:00a, 6<sup>th</sup>-8<sup>th</sup> Thursdays 9:00am -3:00pm. Valley Academy will close due to inclement weather. (to include snow, wind, severe storms, etc.) along with area district closures. If the school district we follow is on a two-hour delay, Valley Academy is on a two-hour delay as well. Valley Academy follows Districts 3, 8 & 11. The school reserves the right to override this policy if they feel the roads are too dangerous for any travel.

## **Dress Code**

All Valley Academy participants and families are encouraged to dress in a modest, tasteful fashion. If you are unsure if something is appropriate, please do not wear it.

For girls, any skirts, dresses, or shorts should be no shorter than fingertip length. Shirts and dresses should cover cleavage and midriff. No spaghetti straps or tanks without a blouse over it. Boys and girls should wear jeans, pants, or shorts that are neat, clean, fit comfortably, and are not too tight or excessively baggy. Students should wear shoes that are appropriate for all activities, including outdoor activities and fieldtrips. Shoes, sneakers, hard-soled sandals, Crocs, and clogs are allowed. Flip-flops, slippers, or soft-soled footwear designed as beach or athletic wear is not allowed.

Parents should monitor their child's clothing carefully. The teacher has the right to request that a child refrain from wearing a particular article of clothing in the future. If a student wears something that is seriously offensive, parents will be requested to bring a change of clothing.

**Personal Items** Valley Academy is not responsible for any items that are lost or stolen. If distracting in the class, any personal items brought to Valley Academy may be confiscated by the teacher and returned after class.

## **Medication Usage**

Parents are responsible for giving their student any type of medication, such as prescription drugs, Tylenol, aspirin or similar medication. It is not permissible for teachers or administration to dispense medication unless previous arrangements have been made.

## **Lost and Found**

Staff will collect items left in the classroom and will place them in the lost and found bin. Items will be held for the duration of the school year and if unclaimed, will be donated at the end of the school year. Valley Academy is not responsible for lost or stolen items.

## **Grievance Procedures**

In order to problem-solve effectively, it is important to direct people to the proper person. Please respect the confidentiality of all those involved and refrain from discussing the issues with others. Specifically, the following steps need to be taken:

1. Go to the person with whom you have disharmony
2. If not resolved, go to the person with a teacher
3. If not resolved, bring the issue to an Executive director

Enrichment classes are the perfect opportunity to train your children in these principles regarding conflict resolution.

## **Technology Agreement**

We value interpersonal relationships and want to foster an environment conducive to building those relationships. Students are allowed to bring cell phones to school but they must be turned off and in the phone basket during instructional time unless they are being used for instructional purposes and with approval from the teacher. Laptops and tablets are to be used for instructional purposes only.

## **Acknowledgment of Handbook**

I have read Valley Academy's handbook and agree to its terms and regulations.

Student Name \_\_\_\_\_

Date \_\_\_\_\_

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