

# Valeo Academy



## Academic Year 2019-2020 Parent and Student Handbook

**Admission Standards** ..... 1-2

- Admissions ..... 1
- Kindergarten Admissions ..... 1
- First-grade Admissions ..... 1
- Assessment Testing ..... 1
- Grade Placement ..... 1
- Home-schooled Students ..... 1
- Late Enrollment ..... 1
- Transfer Students ..... 2
- Health Records ..... 2
- Spiritual Requirements ..... 2

**Educational Standard** ..... 3

- Supplies ..... 3
- School Property ..... 3
- Grading Scale ..... 3
- Honor Roll ..... 3
- Promotion ..... 3
- Report Cards ..... 3
- Testing ..... 3

**Notebook Standard** ..... 4

- Writing Standard ..... 4
- Spelling Standard ..... 4
- Math Work Standard ..... 4
- Notebook Grading Standard ..... 4

**Homework Standard** ..... 5-9

- Amount of Homework Time ..... 5
- Assignment Guidelines ..... 6
- What Teachers Will Do ..... 6
- What Administrators Will Do ..... 7
- What Parents Can Do ..... 7
- What Students Will Do ..... 7
- Homework and Grading Standards ..... 8-9

**Dress Code Standard** ..... 9

- Uniforms ..... 9

Casual Days ..... 9

**Girls' Dress Code Standard..... 9-10**

Girls' Hair ..... 9

Girls' Uniform..... 9

    K-2<sup>nd</sup> Grade Required Uniform Items ..... 9

    3<sup>rd</sup> -4<sup>th</sup> Grade Required Uniform Items ..... 10

    5<sup>th</sup> -6<sup>th</sup> Grade Required Uniform Items ..... 10

    7<sup>th</sup> -12<sup>th</sup> Grade Required Uniform Items..... 10

Girls Casual Dress..... 10

**Boys' Dress Code Standard ..... 11**

Boys' Hair..... 11

Boys' Uniform ..... 11

    K-4<sup>th</sup> Grade Required Uniform Items ..... 11

    5<sup>th</sup>-6<sup>th</sup> Grade Required Uniform Items..... 11

    7<sup>th</sup>-12<sup>th</sup> Grade Required Uniform Items..... 11

Boys' Casual Dress ..... 11

**Physical Education Standard..... 12**

P.E. Dress..... 12

P.E. Attendance..... 12

**School Attendance Policy..... 13-16**

Arrival ..... 13

Departure..... 13

Office Hours ..... 13

School Attendance Policy..... 13

General Attendance Procedures ..... 14

Excessive Absence Guidelines 3-12..... 15

Morning Tardiness Policy..... 15

Class Tardiness..... 16

Review of Attendance/Tardiness Policies..... 16

**General School Policies ..... 16-17**

Release from Classes..... 16

Lunch ..... 16

Snacks..... 16

Food Allergies ..... 16

Medication..... 17

Electronic Devices.....	17
Computer Usage.....	17
Gymnasium .....	17
Elevator .....	17
Security .....	17
Classroom Parties and Celebrations .....	17
Off-site Parties .....	17
<b>Guidelines for Student Behavior .....</b>	<b>18</b>
<b>Discipline .....</b>	<b>18-19</b>
<b>Discipline Standards .....</b>	<b>20-26</b>
Grades K-6.....	20-21
Grades 7-12.....	22-24
Corporal Punishment .....	24
Valeo Honor Code Pledge Grades K-12 .....	24
<b>School-Parent Communication.....</b>	<b>25</b>
Weekly Goal Sheet.....	25
PowerSchool Parent & Student Portal .....	25
<b>School-Parent Involvement .....</b>	<b>25-26</b>
Fundraiser and Event Volunteer Opt Out Fee.....	26
Parental Visit.....	26
Attending School Functions .....	26
Prayer .....	26
Attitude.....	26
<b>Handling Problems, Offenses, and Complaints .....</b>	<b>26-27</b>
<b>Discrimination Complaint &amp; Resolution Process.....</b>	<b>27</b>
<b>Miscellaneous .....</b>	<b>27-28</b>
Address or Phone Changes.....	27
Advertising/Brochures/Fliers.....	28
School Closings.....	28
Lost & Found .....	28
Fire/Disaster Drills.....	28
Injuries/Safety.....	28
<b>Emergency Closing.....</b>	<b>29</b>

# ADMISSIONS STANDARDS

## Admissions

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

## Kindergarten Admissions

Determination of Kindergarten eligibility will be made primarily based on age—all students must be 5 years old on or before October 1 to be enrolled in Kindergarten for that year. Students entering Kindergarten will be screened to determine their readiness for the Kindergarten program. Their ability to positively interact with other peers will be assessed as well and will also determine their acceptance. The Kindergarten program runs for a full school day. Note: There may be exceptions to the age requirement if screening determines readiness for all aspects of the Kindergarten program.

## First-grade Admissions

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

## Assessment Testing

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

## Grade Placement

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

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

## Home-schooled students

We at Valeo Academy are happy to welcome home-schooled students. We ask that parents include, along with the application, the following materials from the past two years: number of school days completed, a curriculum list of work completed, and course grades. Transcripts are required for those entering high school. Determination of grade placement will be made on a case-by-case basis and may include the results of test scores. If you have any questions about these requirements, please contact the Valeo Academy Admissions Office at 847-645-9300.

## Late Enrollment

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

---

## Transfer Students

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

## Health Records and Birth Certificates

All students are required by the State of Illinois to have updated health information on file with the school. Parents must submit a copy of the child's birth certificate, proof of immunization, physical examination, and dental examination by the first day of school. For more information, please see the Valeo Academy Health Information sheet. All health examinations and immunizations information, for the years applicable to your child, must be received by Valeo Academy by October 15 or your child will be excluded from attending after that date.

For Asthma Medication: Valeo Academy allows the student self-administration and self-carry of asthma medication and/or epinephrine auto-injectors so long as the parent has provided written authorization from (1) the student's physician, physician's assistant or advance practice registered nurse (hereafter, "physician"), and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered. Written authorization must be submitted to the Valeo Academy office by the first day of school or when the medication has been prescribed to pupil, if within the school year. The written authorization is to be given each school year.

In compliance with ISBE 23 III.Adm.Code 1.540 Valeo Academy is permitted to administer an undesignated epinephrine to any student, per an appropriate plan, and administer an epinephrine auto-injector to any student that the school administration believes in good faith is having an anaphylactic reaction.

## Spiritual Requirements

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

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

# EDUCATIONAL STANDARD

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

## Supplies

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

## School Property

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

1. Any damage done to school property and buildings—including writing on walls, desks, and tables—will be repaired, and the replacement fee for the item will be assessed to the student's account.
2. All schoolbooks should be covered at all times with a book cover that complies with Valeo academic standards.
3. Any damage to schoolbooks, above normal wear and tear, will be paid for by the individual responsible.
4. Failure to comply with the above will cause all records to be withheld until the matter is resolved.

## Grading Scale

The grading scale for Valeo Academy is as follows:

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

## Honor Roll

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

## Promotion

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

## Report Cards

Elementary (K–6) and Junior Prep School (7–8) students receive report cards at the end of each quarter. Senior Prep School (9–12) students receive quarterly and semester report cards. Senior Prep School students receive semester grades for each course, which is comprised of two quarter grades and the final exam score. Report cards will be withheld for any student with an outstanding school account, activity fees, library fines, etc. Parents are given a PowerSchool login and encouraged to check their child's grade regularly.

## Testing

Valeo Academy embraces a comprehensive evaluation program, which incorporates a series of testing instruments employed to accurately assess a student's progress and mastery of subjects. This program supports Valeo Academy's educational philosophy and mission to cultivate excellent reasoning faculties in its students as well as subject mastery. Valeo Academy's K-6 grades evaluative program includes diagnostic testing before course instruction begins, Spalding Tests, WRAT evaluations, and the Morrison-McCall battery of tests administered regularly. The Terra Nova 3 standardized test is given annually in the spring for the grades 3–11. All students in grades 9–11 take the PSATs each fall. Weekly quizzes, biweekly tests, and quarterly exams are administered throughout the year's course of instruction in various subjects. In compiling a complete assessment, equal weight is given to these exams, as well. Additionally, parents can view their child's grades at any time using our Power School online grading system. Parent codes are sent out in September of each academic year. Quarterly evaluative reports are conducted at the end of each quarter for grades K–12. Senior Prep School students receive semester grades for each course, which is comprised of two quarter grades and the final exam score.

# NOTEBOOK STANDARD

## 1. Writing Standards

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

## 2. Spelling Standards

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

## 3. Math Work Standards

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

## 4. Notebook Grading Standards

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



## HOMWORK STANDARD

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

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

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

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

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

### **Amount of Homework Time**

All Valeo students in grades K-12 should expect homework on a regular basis.

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

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

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

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

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

These times do not include inappropriate *cramming*, in which a student who has had an assignment for several days will wait until the night before to study or to complete the paper or project.

### **Assignment Guidelines**

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

### **What Teachers Will Do**

- Plan appropriate assignments with deadlines announced on weekly goal sheets sent home each week.
- See homework as a gauge of progress or mastery in the learning process, prompting further instruction or enrichment in the subject.
- Confer with parents about difficulties and enforce consequences or rewards for homework performance.
- Be available for 15 minutes after school for individual tutoring.
- Assign homework that shall be directly connected to the skill or conceptual development of the class.
- Assign homework that, like the classes taught during the day, will be directly related to the end-of-unit test given on the material. In other words, it should support a student's progress toward a strong test/quiz/project performance.
- Occasionally assign homework assignments on new material, because grappling with new material can help develop students' higher-level cognitive skills. In such cases, the teacher shall take care to explain to students and parents that the student may struggle with it on his or her first try. Parents are not responsible for teaching new material to students.
- Grade for accuracy and thoroughness, for which the student is responsible. Teachers also will check homework quickly and thoroughly to ensure that it provides the learning experience it is intended to provide. In-class follow-up is essential to getting the most out of the assignment.
- Assign and evaluate short and long assignments to determine if the student has done a reasonable job.
- Homework and study review shall not be assigned the night before a major test.
- Teachers *may* use a portion of a class to allow students to work on homework. If they do, they will check for understanding.
- Other than review materials, homework shall not be assigned during semester/final exam weeks.

- Students through the Junior Prep School should have no more than two tests/quizzes/major projects due in any day. Senior Prep School students shall have no more than three. There are circumstances—such as student absences, course load, or odd course selections—in which this limitation may not be possible. In those cases, students and parents shall work out the best arrangement possible with the teachers and the head of the Elementary, Junior Prep, or Upper Prep School.

#### **What Administrators Will Do**

- School administrators will monitor homework assignments through review of daily lesson plans, classroom observations, and routine checking of homework assigned by teachers.
- There are times when we will not be able to follow these guidelines completely. In those cases, we ask that students and parents speak with their teachers and the appropriate administrator. We will make adjustments if it is at all possible.
- If a problem exists over a period of time, or if there is a particularly time-sensitive, acute departure from these guidelines (such as four tests on one day), please contact the Valeo Principal quickly.

#### **What Parents Can Do**

- For grades K–8, parents can check the goal sheet, e-mailed every Monday, for homework assignments. Note your student’s homework performance on the Goal Sheet weekly. This is your notification of incomplete or unsuccessful homework, or of success and cause for rewarding and reinforcement. Reward effort! Reinforce good habits!
- Parents can insist that their children do their own homework/projects.
- Parents can provide an appropriate environment for study in the home, with light, space, no distractions, pens, pencils, rulers, dictionary, paper, and other resources.
- Students and parents should take homework seriously, because it is an essential component of the educational process. Toward that end, parents should remain abreast of their child’s performance on homework. Parents should oversee homework, checking for effort and presentation.
- Parents can read to their children and listen to them read. Parents can ask questions about school subjects and topics their student is learning. Parents of older students, you may be surprised how much they enjoy discussing all that they have learned. *Reflection* is an important part of the learning process.
- Parents can encourage growth in independence and responsibility by openly valuing high performance on homework.
- When there is difficulty, parents can notify the teacher and confer **before** it becomes a problem.
- Parents can notify the teacher(s) or the appropriate administrator when there is a problem with the homework assignment or the number of major assignments due in a given day. Parents can also contact the teacher when they are unsure about directions on an assignment.

#### **What Students Will Do**

- Students will record the assignment as directed by the teacher on the homework folder or in their planner. Students in K–2 will follow their teacher’s instruction with regard to recording homework assignments.
- All Jr. and Sr. Prep students record assignments in an Assignment Notebook.

- Homework must take priority over personal interests. *Work-before-play* is a tough path for some students, but it leads to success.
- Students will learn to take pride in accomplishments done well and presented neatly. Students will use spell-check and grammar-check resources where appropriate. Students will present the homework to the teacher in a neat, complete form that exhibits true effort, **on the due date**.
- Students will correct errors after the teacher checks homework and file as directed in the notebook.
- Students will show parents when an assignment is complete, and they will submit work on time in order to participate fully in review and correction of homework in class. If the student experiences difficulty, the parent should send a note to the teacher attached to the attempted assignment on or before the day it is due.
- Students will cite their sources appropriately if they are using the ideas of others in their assignments.
- Students will take advantage of available study hall time or free blocks so that they can reduce their homework load at home and get the help they need from their teachers at school.
- Absent students are responsible for contacting each teacher to get homework assignments, and grades K–8 can refer to the weekly goal sheet to get homework assignments.
- Students must do their own work. Parental assistance is not appropriate until the student has made every effort on his or her own; at that point, help should be aimed at restarting the student's own efforts.
- Because some homework is graded and used as a diagnostic tool to assess student progress, it is important that students submit real samples of their own understanding of concepts and information.

### **Homework and Grading Standards**

- Homework is graded according to the regular academic grading scale.
- Homework is graded as is when handed in.
- For grades K–6, if homework is not passed in on time, it is considered one day late and 10% is deducted. If it is two days late, 20% is deducted. Three days late, it is recorded as a zero (0). The homework assignment might still be required to be completed and handed into the teacher.
- For grades 7–12, if homework is not turned in on time, the student will receive a zero (0); however, *the project must still be completed*.
- Incomplete assignments: a note will be sent home for grades 1–6 when assignments are not completed. If the assignment is not turned in within 3 days, the student will receive an “I” (incomplete). and another note will be sent home informing the parents. If a student continually receives I's on their assignments, a meeting with the parent(s) will be required.
- Plagiarism: Turning in another's work is a violation of Valeo Academy standards. Doing so ultimately retards academic growth; over time it can also devastate the moral lives of the young people who engage in cheating/plagiarism. Plagiarism undermines the instructor's ability to accurately assess student progress. In the long run, students will not learn what they need to perform the advanced work required by a college preparatory curriculum. Unless specifically prompted by the teacher to work with others, as in a group project, students should work alone on homework. Getting help from

parents at times is acceptable, so long as parents encourage the independence and responsibility we seek through the assignment of homework. *Students **must** cite every source for any and all ideas, words, phrases, paraphrases, quotes, or images* that they find through their online or book research, which they consequently include in their work. Teachers take a positive view of cited evidence of students' research, and they understand that students do not originate facts they have researched. *Conclusions and independent thinking*, in which the student writes original thoughts derived from their research, *do not need to be cited, because* the student has thought of it her- or himself. **Students will receive a zero for any assignment with any evidence of plagiarism—no exceptions.**

## DRESS CODE STANDARD

### Uniforms

The uniform policy at Valeo Academy was established to create an aspect of discipline, enhance the learning environment, and lessen the peer pressure students often face to dress a certain way or have the latest style.

Valeo Academy students are expected to wear their uniforms at all times, except during specified days of casual dress. Uniforms are purchased directly from **Dennis Uniform** and may be ordered by contacting them via phone at 1-800-854-6951, through their website [www.dennisuniform.com](http://www.dennisuniform.com) (school code GVAGV), or by visiting one of their two local stores. Directions and information for ordering can also be obtained from the Valeo Office.

Please note that infractions to the uniform dress code will be handled as follows:

The first three infractions per student, for the school year, will be recorded along with a verbal warning given. Every infraction after that will be handled by calling the parent to pick up student so he or she can comply with uniform code and return to school.

### Casual Days

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

### Gym Uniforms

Please see standards on page 12.

## GIRLS

### Girls' Hair

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

### Girls' Uniform

#### Grades K-2 required uniform items

- Navy jumper
- White blouse w/navy piping, short sleeve w/Peter Pan collar and school logo (*plain white turtlenecks are permissible under uniform for colder months*)
- Navy sweater with school logo. Required for fall picture day
- Black or navy comfortable shoes with a soft sole or base are best; boots are permitted as long as they are dressy and black or navy in color; no gym shoes
- White, black, or navy socks only
- Gym shoes for gym only

### Grades 3–4 required uniform items

- Navy box pleat skirt
- White blouse or blue, short/long sleeve with Peter Pan collar and school logo (*plain white turtlenecks are permissible under uniform for colder months*). The white blouse is required for fall picture day
- Navy sweater with school logo. Required for fall picture day
- Black or navy comfortable shoes with a soft sole or base are best; boots are permitted as long as they are dressy and black or navy in color; no gym shoes
- White, black, or navy socks only
- Shorts must be worn over leggings, yoga pants and jeggings.
- Gray gym T-shirt with Valeo Academy logo – purchased through Valeo
- Gym shoes for gym only

### Grades 5–6 required uniform items

- Navy box pleat skirt
- White oxford button-down blouse, short/long sleeve and school logo (*plain white turtlenecks are permissible under uniform for colder months*)
- Navy sweater with school logo. Required for fall picture day
- Black or navy comfortable shoes with a soft sole or base are best; boots are permitted as long as they are dressy and black or navy in color; *no gym shoes*
- White, black, or navy socks
- Navy blue mesh gym shorts with Valeo Academy logo purchased through Valeo Academy.
- Gray gym T-shirt with Valeo Academy logo – purchased through Valeo
- Gym shoes for gym only

### Grades 7–12 required uniform items

- Navy pleated plaid skirt
- White or blue oxford button-down blouse, short/long sleeve and school logo, white or navy V-neck shirts. (*plain white turtlenecks are permissible under uniform for colder months*)
- Navy sweater with school logo. Required for fall picture day
- Black or navy dress shoes, no gym shoes or slippers please; boots are permitted; **snow boots are not permitted.**
- Navy, black, or white knee socks or tights (nylons acceptable also); lace or patterned nylons not permitted; legs must be covered; no bare feet
- Navy blue mesh gym shorts with Valeo Academy logo purchased through Valeo Academy
- Gray gym T-shirt with Valeo Academy logo – purchased through Valeo
- Gym shoes for gym only

### Girls' Casual Dress

- **Shirts/Blouses:** All must be long enough to be and remain tucked in at all times. Blouses must be opaque and conform to the jewel-neckline. They must be tasteful and properly sized when worn. Tight-fitting blouses of any kind or spaghetti straps are **not** allowed. All clothing with written words, logos, etc. must be edifying and not promote ungodly ideas
- **Pants:** Sweatpants, joggers, jeggings, spandex, and short pants are **not** permitted. Pants must be in good repair and jeans must be free of holes or tears
- **Dresses:** Proper fitting skirts and dresses are permitted. Skirt lengths and slits in skirts are to be no higher than the top of the kneecap while standing
- **Sweaters:** Sweaters may or may not have sleeves. If sleeveless, it must be worn over a shirt that meets the dress code above and may not replace a shirt. Fleece material is permitted in keeping with the shirt and blouse codes
- **Shoes:** Well-kept dress shoes or sandals strapped around the heel may be worn. Any unsafe footwear may not be worn (i.e. flip-flops, rubber footwear, Velcro-type, etc.)

# BOYS

## Boys' Hair

Neatly cut in a masculine style, should not cover eyes or obstruct student's view.

## Boys Uniform

### Grades K–4 required uniform items

- Navy pants with black belt
- White golf shirt, short/long sleeve with school logo
- Navy V-neck sweater with school logo. Required for fall picture day
- Black or navy comfortable shoes, no gym shoes or hiking boots
- Solid navy or black gym shorts (3<sup>rd</sup>/4<sup>th</sup> Grades only)
- Gray gym T-shirt with Valeo Academy logo (3<sup>rd</sup>/4<sup>th</sup> Grades only)
- Gym shoes for gym only

### Grades 5–6 required uniform items

- Navy pants with black belt
- White or blue oxford button down shirt, long/short sleeve and school logo
- Navy V-neck sweater with school logo. Required for fall picture day
- Black or navy comfortable shoes, no gym shoes or hiking boots
- Navy blue mesh gym shorts with Valeo Academy logo purchased through Valeo Academy.
- Gray gym T-shirt with Valeo Academy logo purchased through Valeo Academy.
- Gym shoes for gym only

### Grades 7–12 required uniform items

- Navy or black pants with black belt
- White or blue oxford button down shirt, long/short sleeve and school logo
- A tie—solid navy, navy with stripe, pattern, or gold (school colors of navy and gold). Fridays are “fun tie” day.
- Navy V-neck sweater with school logo. Required for fall picture day
- Black or navy dress shoes, no gym shoes or hiking boots or casual shoes.
- Navy blue mesh gym shorts with Valeo Academy logo purchased through Valeo Academy.
- Gray gym T-shirt with Valeo Academy logo purchased through Valeo Academy

## Boys Casual Dress

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

# PHYSICAL EDUCATION STANDARD

## P.E. Dress Code

1. Students in 3<sup>rd</sup> -12<sup>th</sup> grades must be in an approved P.E. uniform to participate in class.
  - a. Approved P.E. Uniform:
    - i. Valeo Gym T-shirt and shorts with Valeo Academy logo (purchased through Valeo)
    - ii. During colder weather, plain navy or plain black sweatshirt (hoodie) and solid navy or black sweatpants. Only athletic hoodies with Valeo Academy printed on them are approved (No yoga pants, jeggings, leggings etc.)
    - iii. Students must wear socks & gym shoes
2. During the course of the year any student not dressed in a P.E. uniform will receive a verbal warning from P.E. teacher for the first uniform violation. For every infraction after the student will not be allowed to participate in class and loss of participation points will be given.
3. If a student misses 3 P.E. classes in one quarter, due to uniform violation, a conference will be held with the parent and immediate compliance to uniform code is required. A zero will be given if uniform code is violated.

## P.E. Attendance

1. Only the following will be accepted as an EXCUSED absence from P.E.
  - a. *Medical condition.* When a student needs to be excused due to a medical reason a parent/guardian must call the Valeo Academy office in order to be excused from PE for that day. Without a call from a parent/guardian, student is expected to dress and be ready to participate. If student is exempt from activity, parent must state the reason for the exemption and the expected date of return. If the student's medical condition persists for more than two days, a doctor's release will be required for his/her absence to be considered excused. This form needs to be submitted to the P.E. instructor at the beginning of the 3<sup>rd</sup> day. If no doctor's release is given, student will be expected to dress and participate in all physical activity. If student does not participate a zero will be given for the day.
  - b. *Student not in attendance for the school day, as noted by Valeo Office.*
2. The following will be considered as UNEXCUSED absences
  - a. Student forgets uniform or gym shoes
  - b. Student is tired or fatigued
  - c. A parent phone call has not been received to excuse the student (see above)
  - d. Student leaves campus early for a personal appointment
  - e. Student decides to work on unfinished homework/tests/quizzes
3. **ALL** students are expected to be in the gym by start of gym class, regardless of whether they have an excused release from P.E. for that day. If student is tardy, they are expected to get a note from the teacher of the previous class. Students should not remain in the upstairs wing of the building during the P.E. hour.



## SCHOOL ATTENDANCE POLICIES

### Arrival

To ensure that students are prepared for the start of classes upon morning arrival, students are asked to arrive at school 15 minutes prior to their first period start time. Students are instructed to go *immediately* to their classrooms and be seated at their assigned desk. Students arriving after their first period start time will be considered tardy. All children who are tardy, except student drivers, must be accompanied to the Valeo office by their parent in order to obtain an admission slip. Elementary School begins at 8:15 A.M. Prep School begins at 8:00 A.M.

### Departure

Students must be picked up by 3:15 P.M. on full school days and 12:15 P.M. on half days. Any students who have not been picked up by 3:20 P.M. will be charged the afternoon Extended Care fee for the day. Parents of any students remaining after school for tutoring, after-school clubs, rehearsals, or any faculty-authorized project must make prior arrangements for pickup with students' teacher. Any students not involved in after-school activities or meetings *will* be placed in Extended Care. All students must be picked up at the conclusion of all tutoring, activities, rehearsals, detentions, and/or projects; or they must join Extended Care for the remainder of the day. High school students must remain in the front door waiting area until they are picked up.

### Office Hours

The Valeo Office opens at 7:30 A.M. and closes at 4:00 P.M.

### School Attendance Policy

Success in school is directly linked to daily attendance. Students who miss classes put themselves in an academic disadvantage as it is difficult to re-duplicate the exact classroom experience. Therefore it is a requirement of Valeo Academy that all students attend school every class day. Academic achievement is enhanced when students are present for instruction. Students who are absent are responsible for ensuring that they make up any assignments, quizzes, or tests that took place, as well as obtain any notes that were missed during their absence.

- If a student misses more than half the day due to an illness, morning appointment, and so on, and arrives at school after 11:30 A.M., that student is considered to be absent for that day.

**-After 4 consecutive absences, a doctor's note will be required before a student may return to school.**

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

1. In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities of the parents, it is the policy of Valeo Academy that students shall attend school on a regular basis. Student attendance in class is not optional; it is a requirement of every class. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of self-discipline and responsibility. The school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance.
2. While the major responsibility for attendance rests with the student, the school and the parents share responsibility. Students are expected to attend every meeting of every class and study hall, the school has an obligation to inform both students and parents of the student's progress and attendance in all classes, and **parents are obligated to inform the school when their child is absent and to give the reason for the absence. A student is considered truant when a parent does not call in the absence. Excused absence is given when a parent or guardian calls the school office by 8:15 A.M. the day of their child's absence.**

## General Attendance Procedures

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

1. **Parents must call the Valeo Office at 847-645-9300 before 8:15 A.M. on each day of absence to give the reason for their child's absence. Failure to do this will result in an unexcused absence.** (Please feel free to leave a voicemail.)
2. Valeo Academy recognizes two categories of absences:
  - Excused Absences
  - Unexcused Absences

### A. Excused Absences

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

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

#### Reasons for prearranged absences include the following:

1. An absence for reasons such as medical, dental, and orthodontist appointments will be excused if it has been cleared prior to the absence. A doctor's note will be required when the student returns to campus.
2. A college visitation day if it has been cleared one day prior to the absence.
3. Family vacation—**Family vacations should not be taken when school is in session.** However, if it becomes absolutely necessary to arrange a vacation during school time, a student must present a note from a parent a minimum of three days prior to the absence. Please note: family vacation days count toward the total number of absences per quarter. Please refer to the Review of Attendance/Tardies Policy table.

### B. Unexcused Absences

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

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

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

### **Excessive Absences: Guidelines for Grades 3-12**

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

1. Attendance staff will screen absences/truancies daily and call home for any student who is not present in class *after 1<sup>st</sup> period. (9:00 A.M.)*
2. Whenever a student is truant (absent without parental consent) from a class, the Valeo Office will contact the parent that day to confirm the truancy. Truancies will be documented in the school's database, PowerSchool.
  - **A student who accumulates four (4) truancies in a given subject(s) within a semester will lose credit for each semester class.**
  - For every unexcused absence, there will be a contact with the student and an attempt to call the student's parent.  
All absences, even excused absences, interfere with student achievement. After 4 consecutive absences, a doctor's note will be required before a student may return to school.
  - During any given quarter, when a student accumulates **five (5) absences (excused or unexcused)** from a class, there will be an attendance conference with his teachers, and parent contact will be made.
  - Should the student reach **eight (8) absences (excused or unexcused)** in any given quarter, the following will take place:
    - Grades 3-6 - 3% will be deducted from his/her overall quarter grade for each class
    - Grades 7-12 - 5% will be deducted from his/her overall quarter grade for each class
  - A student in grades 7-12 who reaches **fifteen (15) absences (excused or unexcused)** in any given semester **will lose credit for each semester class.**
  - **PLEASE NOTE THAT EVERY 3 TARDIES WILL CONSTITUTE 1 ABSENCE, WHICH WILL BE COUNTED TOWARD THE TOTAL NUMBER OF ABSENCES.**

### **Morning Tardiness Policy**

- Students at Valeo Academy are expected to come to class on time. A tardy is defined as a late arrival to a class. Students who are tardy to class can cause major disruptions to the learning environment. Tardiness interferes with the teacher's instruction and interrupts learning opportunities for students.
- All children who are tardy, except student drivers, must be accompanied to the Valeo office by their parent in order to obtain an admission slip. The admission slip is presented to the classroom teacher.
- Students who accumulate eight (8) tardies in any given quarter will have the following will take place:
  - Grades 3-6 - 3% will be deducted from his/her overall quarter grade for each class
  - Grades 7-12 - 5% will be deducted from his/her overall quarter grade for each class
- **PLEASE NOTE THAT EVERY 3 TARDIES WILL CONSTITUTE 1 ABSENCE, WHICH WILL BE COUNTED TOWARD THE TOTAL NUMBER OF ABSENCES. EXCESSIVE TARDIES WILL AFFECT THE NUMBER OF ABSENCES, WHICH CAN FURTHERMORE REDUCE A STUDENT'S OVERALL GRADE BY AN ADDITIONAL 3% or 5% (see policy on absences above).**

## Class Tardiness

Tardies to individual classes for Junior and Senior prep school students will be monitored by teacher and will affect class participation grade.

### REVIEW OF ATTENDANCE/TARDINESS POLICIES

ACTION	GRADING PERIOD	POLICY
<b>4 Truancies (unexcused absences)</b>	SEMESTER	Lose credit for all semester classes
<b>15 Absences (excused/unexcused)</b>	SEMESTER	Lose credit for all semester classes
<b>8 Morning Tardies (excused/unexcused)</b>	QUARTER	Gr 3-6 3% off all quarter grades Gr 7-12 5% off all quarter grades
<b>8 Absences (excused/unexcused)</b>	QUARTER	Gr 3-6 3% off all quarter grades Gr 7-12 5% off all quarter grades
<b>3 tardies will constitute 1 absence, which will be counted toward the total number of absences. Excessive tardies that turn into enough absences can furthermore reduce a student's overall grade by another 3% or 5% and may result in losing credit for all semester classes.</b>		

### GENERAL SCHOOL POLICIES

#### Release from Classes

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

#### Lunch

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

#### Snacks

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

#### Food Allergies

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

### **Medication**

The school will not be responsible for and refuses to administer medication of any kind to any student without a doctor's *and* parent's written permission to do so. In any case where the required written permission is presented, parental permission is required to give over-the-counter medications by the first day of class, and both parental *and* physician permission is required to give prescription medications. All medication will be administered only in the dosage amount clearly indicated on the bottle. No expired medication shall be administered, and prescription medication administered must be specifically prescribed to the child receiving the medication.

### **Electronic Devices**

Personal cell phones, iPods, and tablets are allowed on school property, but must be **turned off and placed in locker/school cubby** during school hours, except for designated times determined by the teacher and/or administration, or in the event of an emergency.

### **Computer Usage**

All computers are strictly for academic use during designated times during which students may work on writing/research assignments from their teachers. All work that is done must be saved on a jump drive or google docs and no other work may be done on the computers other than that which is assigned. Any work saved to a computer will be deleted. Changes to the background, icons, colors, or the condition of programs installed or uninstalled are prohibited. *Any violations of the computer usage rule will result in a \$25 fine and a 1-hour detention after school; and computer usage of any kind will not resume until the fine is paid.* Students are not allowed to use computers for *Facebook* or any other social networks, and they will be fined \$25 for each violation. Any work saved to a hard drive will be deleted.

### **Gymnasium**

Students from grades K–8 are not allowed in the gymnasium without staff supervision. High school students (9–12) are allowed to use the gymnasium if they have permission from the Physical Education instructor.

### **Elevator**

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

### **Security**

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

### **Classroom Parties and Celebrations**

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

### **Off-site Parties**

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

# GUIDELINES FOR STUDENT BEHAVIOR

## Respect and Honor

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

All Valeo students shall show proper courtesy and respect to all adults on campus as well as to their fellow classmates.

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

Courtesy and respect to all adults should include the following:

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

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

Students shall stand when an adult enters the classroom, or when asked to do so by the teacher.

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

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

## DISCIPLINE

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

Leading Ideas:

1. Discipline and education are interdependent. There can be no learning without discipline. The successful education of the child is in proportion to the quality of the discipline administered within the school.
2. The home, the church, and the civil spheres are three spheres of government ordained by God. Teachers in private schools derive their authority to educate (i.e., discipline) children directly from parents. Each teacher, therefore, must know and respect the authority of the home of each student. This is in contrast to teachers in government-funded schools, who derive their authority to educate from the civil government.

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

## DISCIPLINE STANDARDS (Grades K-6)

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

Grades	Offense	Consequence
K-6	Verbal mistreatment of another student, bullying, or cyber-bullying	<b>Students will be sent to office, parent will be called and student will be sent home. Incident report will be written and placed in permanent student record. Before returning to class, student will report to Valeo Office next morning with parent(s) where disciplinary action will be administered and may include detention, community service and possible suspension/expulsion.</b>
K-6	Leaving school building or grounds during school hours without permission or wandering to unsupervised church areas	<b>Student is considered truant and parent will be called. Student will receive a zero grade for all classes missed. Student will report to Valeo office next morning where disciplinary action will be administered and may include detention, community service and possible suspension/expulsion.</b>
K-6	Being disruptive or causing a disturbance in class, study hall, or hallway	<b>K-4<sup>th</sup>: Lose the privilege of speaking for 15 minutes. 5<sup>th</sup> &amp; 6<sup>th</sup> After school one-hour detention in the Valeo Office with a written assignment given.</b>
K-6	Unauthorized handling other people's property, including hiding materials and/or stealing.	<b>K-4<sup>th</sup> Write an apology letter stating the offense as well as apologizing in person and restore the item to owner. Parents may be contacted depending on the severity of the offense. 5<sup>th</sup> – 6<sup>th</sup> Write an apology letter stating the offense as well as apologizing in person and restore the item to owner. Parents may be contacted depending on the severity of the offense and disciplinary action may be administered and could include detention, community service and possible suspension/expulsion</b>
K-6	Arguing/Strife	<b>After school detention for 1 hour with writing assignment or community service. Parent contacted. Incident report will be written and placed in permanent student record.</b>
K-6	Gossiping	<b>Silent lunch 2 days (lower grades will adjust to make age-appropriate).</b>



K-6	Unauthorized use of a cell phone/iPad/Computer, etc. during class	Item will be confiscated and only released to the parent (lower grades will adjust to make age-appropriate). Additional consequences will be given for repeat incidences.
K-6	Noncompliance with uniform policy	The first 3 violations will be recorded with a warning given. For every violation after that, the student will be sent home to change.
K-2	Excessive Absences/Tardiness	8 Absences or tardies a quarter: Notice will be sent home with parent signature required and a consequence will be issued.
3-6	Absences	8 absences a quarter = 3% off final quarter grade for every class. 15 absences a semester = Failing grade for the semester. Note: Every 3 tardies constitute an absence.
3-6	Tardiness (per quarter)	8 tardies /quarter = 3% off final quarter grade for every class. Note: Every 3 tardies constitute an absence.
K-6	Cheating, plagiarism, fabrication, and aiding & abetting academic dishonesty	Zero on work, parent contacted (lower grades will adjust to make age-appropriate).
K-6	Lying	Find 10 scriptures in the Bible on telling the truth and write a summary, parent contacted (lower grades will adjust to make age-appropriate).
K-6	Abuse or willful destruction of school, church, or others' property (i.e., writing on walls/tables/desks, writing in textbooks, defacing office or computer equipment, etc.)	Parents contacted and fine issued for repairs (lower grades will adjust to make age-appropriate).
K-12	Inappropriate and/or illegal harassment including cyberbullying or cyberstalking as defined per Illinois law and/or physical bullying or mistreatment of others. (not keeping hands to oneself, hitting or improper touching, pushing, kicking, etc.)	Students will be sent to office, parent will be called, student will be sent home, and incident will be reported to law enforcement when required, Incident report will be written and placed in permanent student record. Before returning to class, student will report to Valeo Office next morning with parent(s) where disciplinary action will be administered and may include mandatory counseling, report to law enforcement, detention, community service and possible suspension/expulsion.
K-12	Inappropriate physical touch among students	
K-12	Sexual harassment of teacher or fellow student. (on or off school grounds)	
K-12	Drinking, smoking, vaping, or possession of tobacco or alcoholic beverage. (on or off school grounds)	
K-12	Committing a serious breach of conduct inside or outside of the school that has an adverse effect on the testimony or reputation of the school and disregards the code of conduct agreement signed by student	
K-12	Possession, sale, or use of any substance which is illegal due to age requirements or for any other reason, as stated in state and/or federal law (on or off school grounds)	Expulsion
K-12	Possession or use of a weapon of violence	Expulsion
K-12	Arson or attempted arson (false alarms)	Expulsion
K-12	<b>Bomb threats</b>	Expulsion

## DISCIPLINE STANDARDS (Grades 7-12)

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

Grades	Offense	Consequence
7-12	Verbal mistreatment of another student, including bullying, or cyber-bullying (includes sarcastic, mocking or degrading remarks)	<b>Students will be sent to office, parent will be called and student will be sent home. Incident report will be written and placed in permanent student record. Before returning to class, student will report to Valeo Office next morning with parent(s) where disciplinary action will be administered and may include detention, community service and possible suspension/expulsion.</b>
7-12	Leaving school building during school hours without authorized permission or wandering to unsupervised church areas	<b>Student is considered truant and parent will be called. Student will receive a zero grade for all classes missed. Student will report to Valeo office next morning where disciplinary action will be administered and may include detention, community service and possible suspension/expulsion.</b>
7-12	Being disruptive or causing a disturbance in class, study hall, or hallway	<b>After school 90 minute detention in the Valeo Office with a written assignment given.</b>
7-12	Unauthorized handling other people's property, including hiding materials and/or stealing.	<b>Write an apology letter stating the offense as well as apologizing in person and restore the item to owner. Parents may be contacted depending on the severity of the offense and disciplinary action will be administered and could include detention, community service and possible suspension/expulsion</b>
7-12	Arguing/Strife	<b>After school detention for 90 minutes with written assignment given. Parent contacted. Incident report will be written and placed in permanent student record. Disciplinary action will be administered and may include possible suspension/expulsion.</b>
7-12	Student came to class unprepared (i.e., no homework, paper, pen, calculator, etc.)	<b>Students may not return to their lockers or desks for forgotten items once class has begun. Teacher will deduct points from participation grade if student is not fully prepared for class.</b>
7-12	Gossiping	<b>Write an apology letter to the person whom student gossiped to or about. Eat lunch in classroom for 2 days.</b>
7-12	Unauthorized use of cell phone—including text messaging, taking	<b>Item will be confiscated and only</b>

	pictures, downloads, playing games, etc.—during class time	released to parent. Cell phones, i-pods, & other electronic devices must remain <u>off</u> and in <u>student's locker</u> . Lunch period only permissible time students may use these items. 2 <sup>nd</sup> infraction, student loses 3 day phone privilege. Student will turn phone into office and office will hand back at the end of day. 3 <sup>rd</sup> infraction will result in the phone privilege permanently taken away for the remainder of the school year.
7-12	Noncompliance with uniform policy	The first 3 violations will be recorded with a warning given. For every violation after that, the student will be sent home to change.
7-12	Absences	8 absences a quarter = 5% off final quarter grade for every class. 15 absences a semester = Failing grade for the semester. Note: Every 3 tardies constitute an absence.
7-12	Tardiness (per quarter)	8 tardies /quarter = 5% off final quarter grade for every class. Note: Every 3 tardies constitute an absence.
7-12	Defiance/Disobedience/Disrespecting those in authority* (i.e., arguing, undermining teacher authority, not addressing those in authority properly, critical or derogatory remarks about the school or a class whether in person, through text, e-mail, or social media etc.)	Students will be sent to office, parent will be called and student will be sent home. Incident report will be written and placed in permanent student record. Before returning to class, student will report to Valeo Office next morning with parent(s) where disciplinary action will be administered and may include detention, community service and possible suspension/expulsion.
7-12	Truancy (unauthorized absence from school) or skipping class	Receive a zero on assignments for that day. 90-minute detention and an extra assignment given. Parent contacted immediately. Incident report will be written and placed in permanent student record. (4 truancies in a semester constitute loss of credit.)
7-12	Cheating, plagiarism, fabrication, and aiding & abetting academic dishonesty	All students involved will receive an automatic zero on the assignment/test. Parent contacted.
7-12	Lying and/or deception	90 min. detention; essay assigned. Parent contacted.
7-12	Abuse or willful destruction of school, church or others' property (i.e., writing on walls, tables, desks, writing in textbooks, defacing office or computer equipment, etc.)	Student(s) pay for repairs or replacement and receive 90 min. detention with extra assignment. Parent contacted. Incident report will be written and placed in permanent student record. Disciplinary action will be administered and may include possible suspension/expulsion.
7-12	Careless and/or reckless driving on school/church parking lot	1 <sup>st</sup> Offense: Verbal Warning 2 <sup>nd</sup> Offense: Parent contacted and school driving privileges will be suspended for 3 days. 3 <sup>rd</sup> Offense: Parent contacted and

		<b>school driving privileges will be revoked.</b>
K-12	Inappropriate and/or illegal harassment including cyberbullying or cyberstalking as defined per Illinois law and/or physical bullying or mistreatment of others. (not keeping hands to oneself, hitting or improper touching, pushing, kicking, etc.)	<b>Students will be sent to office, parent will be called, student will be sent home, and incident will be reported to law enforcement when required, Incident report will be written and placed in permanent student record. Before returning to class, student will report to Valeo Office next morning with parent(s) where disciplinary action will be administered and may include mandatory counseling, report to law enforcement, detention, community service and possible suspension/expulsion.</b>
K-12	Inappropriate physical touch among students	
K-12	Sexual harassment of teacher or fellow student. (on or off school grounds)	
K-12	Drinking, smoking, vaping, or possession of tobacco or alcoholic beverage. (on or off school grounds)	
K-12	Committing a serious breach of conduct inside or outside of the school that has an adverse effect on the testimony or reputation of the school and disregards the code of conduct agreement signed by student	
K-12	Possession, sale, or use of any substance which is illegal due to age requirements or for any other reason, as stated in state and/or federal law (on or off school grounds)	<b>Expulsion</b>
K-12	Possession or use of a weapon of violence	<b>Expulsion</b>
K-12	Arson or attempted arson (false alarms)	<b>Expulsion</b>
K-12	<b>Bomb threats</b>	<b>Expulsion</b>

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

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

\*\*Writing assignments during after school detention must be completed during detention time. If assignment is not completed, detention will continue the next day until assignment is completed. Parents will be given a 24-hour notice before all detentions.

### **Corporal Punishment**

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

### **Valeo Honor Code Pledge Grades K-12**

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

## SCHOOL-PARENT COMMUNICATION

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

### **The Weekly Goal Sheet**

The goal sheet is a valuable weekly communication for k-8<sup>th</sup> grade parents. The best way to keep informed about school life at Valeo Academy is to read your child's goal sheet every Monday afternoon when your child brings it home. On Monday afternoons, teachers will also e-mail a copy to parents.

The goal sheet contains:

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

### **PowerSchool Parent and Student Portal**

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

## SCHOOL-PARENT INVOLVEMENT

We welcome involvement of our parents in the activities of the school. At the time of orientation parents are asked to identify ways they can assist their child's teacher(s) by giving of their time and talents in ministry. Valeo parents are required to give 10 hours of volunteer work, per family, toward assisting with school run events. Volunteer work brings you in close communication with the teachers, staff, and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. There is something about working together which binds hearts together while accomplishing the tasks to be done.

The hours must be logged in at time of volunteering to be counted at the end of the school year total. Failure to do so will cause you to incur additional fee.

*\* Families with Scholarship Awards are also required to volunteer 7 hours as well.*

**Event Volunteer Opt Out Fee:** Event Volunteer Opt Out Fee is a \$200.00 non-academic fee charged per student to families who do not complete **10 hours of volunteer time per family** between July 1, and May 30 of each school year. Volunteer partnership is key in the advancement of the school and reduces personnel cost. Volunteer service must be preapproved by the school and/or qualify with the school as volunteer service. The volunteer must log their time in the Volunteer Log Book located in the Valeo office. The time must be approved and signed by Valeo staff at the time of service. You must complete the entire 10 hours, per student, in order to avoid being billed. The fee will be charged in June, of that academic year, and will be added to the final ACH withdrawal of year.

**Fundraisers:** Although Valeo Academy provides various fund-raising opportunities where all students and their families are encouraged to participate, **the Valeo 5k run for Education is a mandatory fundraiser requiring every student to fundraise and collect at least \$100 for this event.** All collected funds from this fund raiser (including minimum \$100 per student) are due every year no later than 2 weeks after the event has taken place.

### **Parent-Teacher Conferences**

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

### **Parental Visits**

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

### **Attending School Functions**

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

### **Prayer**

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

### **Attitude**

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

## **HANDLING PROBLEMS, OFFENSES, AND COMPLAINTS**

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

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

The Bible tells us to first *believe the best* of one another in *love*. Relationships are built on *trust!*

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

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

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

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

## DISCRIMINATION COMPLAINT RESOLUTION PROCESS

If a student or parent has a complaint based on discrimination pertaining to a teacher or staff member, please follow the below procedures:

1. Deal immediately with problems when they arise, no matter how insignificant they appear.
2. Call 847-645-9300 to file a complaint with the Valeo Academy school office.
3. The Valeo Academy office will follow procedures to be certain the complaint is resolved. The process for resolving discrimination complaints may include some or all of the following actions: informal inquiry and discussion, mediation (except in cases of sexual harassment), disciplinary action, or other appropriate action. If the subject matter or issue of the complaint does not fall within the jurisdiction of this policy, the Valeo Academy office staff member will advise the complainant of other available procedures.

## MISCELLANEOUS

### Address or Phone Changes

Whenever there is a change of address, e-mail address, or phone number, *please call the office immediately and notify us of the change*. In the event of an emergency or urgent matter, it is vital that the school has updated contact information for parents, as well as emergency contacts. The same is true for changes in

doctors' and/or emergency numbers, and people who are authorized to sign your children out once they have been brought to school.

### **Advertising/Brochures/Fliers**

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

### **School Closings**

Parents, students and employees can check the status of your facility the following ways:

- 1) Go to our public website, <http://www.emergencyclosingcenter.com/complete.html>, and search for the facility by typing the name and city or by the main phone number of the facility.
- 2) Call 847-238-1234 from a touchtone phone and enter the main phone number of the facility (8476459300).
- 3) Receive an e-mail notification of a change made to your facility by signing up on our website, [www.emergencyclosings.com](http://www.emergencyclosings.com).
- 4) Listen to WGN Radio 720-AM, WBBM Radio 780-AM, or watch CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable, for closing information.

Notices for school closings due to inclement weather will be placed on the Valeo Academy voicemail by 6:00 A.M. on the day of the closing. Please call the Office of Valeo Academy (847-645-9300), beginning at 6:00 A.M., to determine whether school will be in session that day.

### **Lost and Found**

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

### **Fire/Disaster Drills**

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

### **Injuries/Safety**

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

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

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



# More Ways To Know Before You Go

Tune in to:



**Call:** **847-238-1234** Touch-Tone phone needed.

**Online:** Go to the website of any of the radio or TV stations above, or go to **[www.EmergencyClosings.com](http://www.EmergencyClosings.com)** to search for your facility by name and city or by phone number

**E-mail:** Sign up for personalized E-mail notification of your facility's status at **[www.EmergencyClosings.com](http://www.EmergencyClosings.com)**

**To find information for the following:**

FACILITY NAME  
VALEOACADEMY

FACILITY LOCATION (CITY)  
HOFFMAN ESTATES

MAIN PHONE NUMBER  
847-645-9300

**EMERGENCY CLOSING CENTER™**

Tribune Tower 435 N. Michigan Avenue Chicago, Illinois 60611 312-222-4467 FAX: 312-222-4876