



TREASURE VALLEY
CLASSICAL ACADEMY

FAMILY HANDBOOK

2019-2020

(7.25.19)

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INTRODUCTION AND ACKNOWLEDGEMENTS

The mission of Treasure Valley Classical Academy is to train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

The vision of Treasure Valley Classical Academy is to form future citizens who uphold the ideals of our country's founding and promote the continuation of our American experiment—through a classical, great-books curriculum designed to engage the student in the highest matters and the deepest questions of truth, justice, virtue, and beauty.

GOVERNANCE

BOARD OF DIRECTORS (BOARD)

Treasure Valley Classical Academy (“TVCA” or “the School”) is governed by its Board of Directors (“the Board” or “Board”). The Board operates in accordance with its bylaws and using the principles of policy governance. The Board has entered into a Charter Agreement with Idaho Public Charter School Commission. The bylaws and Charter Agreement are available on the School’s website, www.tvcademy.org.

BOARD RESPONSIBILITIES

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission.

The Founding Board created Treasure Valley Classical Academy specifically to implement a traditional, classical, liberal-arts education guided by the following mission:

To train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program.

More specific responsibilities of the Board include but are not limited to:

ADVOCACY

- Serving as ambassadors for the school by clearly protecting and articulating the school's mission and goals and by garnering community support.

SCHOOL LEADER SUPPORT

- Providing input and feedback to the Principal on campus-specific issues and concerns (e.g. school culture, discipline policy, student recruitment, etc.).
- Supporting the Principal by ensuring that he/she has the moral and professional support necessary to further the goals of the school.

FISCAL ACCOUNTABILITY

- Participating in the budgeting process each year, providing advice and feedback to the Principal.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.
- Financial reporting of the Treasurer to the Board as required in the bylaws to ensure the Board is “hands-on” as it relates to fiscal controls and responsibility.

COMPLIANCE

- Monitoring and ensuring compliance with the Idaho Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.

- Reviewing school data against charter and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

OTHER

- Serving as a source for appeals for parent and staff grievances that are unable to be resolved by the Principal.
- Actively recruiting new Board directors and advisory council members.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of the School. The Board places responsibility for implementing its policies with the Principal, but the Board remains accountable.

CORE PRINCIPLES HELD BY THE TREASURE VALLEY CLASSICAL ACADEMY BOARD OF DIRECTORS

SCHOOL CULTURE

- Employees will model and encourage students to uphold the school's core virtues: courage, courtesy, honesty, perseverance, self-government, and service.
- Treasure Valley Classical Academy is an open enrollment school with no enrollment criteria outside of statutory and contractual requirements.
- Treasure Valley Classical Academy's educational philosophy requires a small K-12 atmosphere with a closed campus. This conscious choice ensures that all students are known and educated by caring adults.
- The Principal is accountable for the well-being of every student. Faculty members personally know each of their students as well as others.
- Students wear a school-specific uniform and employees adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.
- Classrooms are open for observation at any time by parents after Labor Day.

ACADEMICS

- Our educational philosophy is expressed in the articles "Our Educational Philosophy" and "A Classical Education for Modern Times" as well as the writings of E. D. Hirsch, Jr., and James Kilpatrick's *Why Johnny Can't Tell Right From Wrong*, among many others who echo similar themes.
- Student services provides support to all students with academic and behavioral needs. Interventions utilized to achieve Treasure Valley Classical Academy's expectations are targeted and specific to each individual student.
- Treasure Valley Classical Academy resists grade inflation and social promotion. Mastery of core subjects always takes priority. Latin is required in the Upper School. Successful completion of a senior thesis is a requirement for graduation.
- Students will be academically prepared to pursue multiple post-secondary options. Although many graduates will go on to college, students who do not intend to attend college will always be welcome at Treasure Valley Classical Academy.

- Literacy is taught through an explicit phonics program. Mathematics is taught conceptually. Teachers frequently employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

ROLE OF PRINCIPAL

- The Principal will implement a traditional, classical, liberal arts and science curriculum.
- The Principal makes final decisions on curriculum, subject to the approval of the Board.
- The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.
- The Principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom. Certification is not an initial condition of employment; the School will work with teachers who intend to obtain their certification in the State of Idaho.
- Treasure Valley Classical Academy teachers are treated as professionals. Their professional development consists of required training sessions at the end and the beginning of each school year, to be coordinated by the Principal.

PARENTS AND STUDENTS

- Parents' support of the school's academic and moral mission is essential. Parents are encouraged to learn more about the school's philosophy and curriculum in order to help support and guide their students.
- To thrive at Treasure Valley Classical Academy, students must be polite and attentive in class and have a strong work ethic and willingness to learn.

FISCAL RESPONSIBILITY

- Our budgeting philosophy is conservative. We do not expend funds until we know they are in our possession. When budgeting, first priority is given to instructional materials, then faculty salaries, then other areas of the school deemed important by the Administration and the Board.

CONFLICT OF INTEREST POLICY

Board Members will confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving Treasure Valley Classical Academy. Board Members shall keep on file and update at least annually the Conflict of Interest disclosure forms as required by the Idaho Department of Education.

ADHERENCE TO LAW

CHARTER AGREEMENT

The Board will adhere to federal, state, and local laws identified explicitly or implicitly in the Charter Agreement. In most instances, when the Board has been granted autonomy through its full flexibility waiver, the Board will develop its own policy.

OPEN MEETINGS ACT

The Board will adhere to the Idaho Open Meetings laws. The Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location (date, time, location);
- Post agendas not more than 1 week in advance but at least 2 days before a meeting;
- Post and place 24-hour notice for emergency called meetings in a local news vehicle (e.g., paper) and must state the reason for the emergency meeting in the notice;
- Provide specific meeting agendas to communicate publicly the matters expected to come before the Board. Matters not anticipated prior to the meeting can be addressed by amending the agenda;
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, record of votes.

COMMUNITY COMMENTS AT PUBLIC MEETINGS

The Board welcomes public comments at each Board meeting. Community Comments are limited to 2 minutes. To ensure the accurate representation of the comments in the Board's meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing.

If a non-Board member would like to make a comment, offer information, or has a question, he/she should raise his/her hand to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, faculty member, or a personally identifying situation. Such interjections will be recognized at the discretion of the Board Chair.

EXECUTIVE SESSION

The Board Chair shall permit Executive Sessions for *meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee or interviewing applicants for a position of employment. The vote on any matter covered in this paragraph (if required) shall be taken in public.* Adapted from Idaho Code 74-206A.

OFFICIAL POSTING PLACE FOR COMMUNICATIONS

Committee meeting times and agendas are visibly posted in the front office and on the school website. Board of Directors meeting agendas are posted in the same manner.

OPEN RECORDS ACT OF IDAHO

The Board shall be subject to the Freedom of Information Act (FOIA)/Open Records Act of Idaho requirements.

POLICY MAKING

The Board shall operate according to the policy governance model. The Board shall be solely responsible for adopting, repealing, or amending governance policies for Treasure Valley Classical Academy. The Principal shall be solely responsible for reasonably interpreting those policies and executing them. The

Principal shall be responsible for maintaining all school-level operating procedures, policies, and manuals.

FUNDRAISING

Fundraising activities must not undermine the mission and philosophy of the school. Students of Treasure Valley Classical Academy will not engage in door-to-door sales of any kind.

PARENT GRIEVANCES

GRIEVANCE RELATED TO THE CLASSROOM

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the Administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student and situation.

- **The Teacher:** Parents should schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
- **The Principal:** If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Principal.
- **The Board:** If the grievance cannot be resolved with the Principal, the parent should refer the matter to the Board.

Parental concerns and grievances may also be raised during the community comments portion of the Board of Directors meeting. The concern or grievance must be submitted in writing, and no more than two minutes will be granted. Grievances or discussions involving specific personnel will not be entertained at a public meeting. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.

GRIEVANCE RELATED TO A SCHOOL LEADER

Grievances regarding an administrator should be directed to the individual first, then in writing to the Board.

IMPORTANCE OF FOLLOWING THE CHAIN OF COMMAND

The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. Treasure Valley Classical Academy understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the Principal. If further communication is warranted, then the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can the Principal or a board member. We understand that some parents are “conflict averse” and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the Principal initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the Principal first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Principal can act on that information. General comments such as “Treasure Valley Classical is really hard” may be true but cannot be acted on as effectively as specific comments about the nature of the coursework or the teaching.

ACADEMIC POLICIES

EDUCATIONAL PRIORITIES

The Board desires that all students receive a classical liberal arts and science education. To this end the Board has determined the following educational priorities.

- Basic cognitive skills and academic fundamentals: reading/writing/mathematics;
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics;
- Other classical subjects: music; art; Latin;
- Auxiliary subjects: foreign languages, physical education, performing arts, other social sciences; and
- Extracurricular activities as defined by the Principal.

Note: The School receives detailed curricular guidance for the entire K-12 Scope and Sequence from the Barney Charter School Initiative (BCSI). Changes to the curriculum will not be made by the Principal without first thoroughly coordinating those changes with BCSI.

K-8: The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the School will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The Board and Principal will determine these instances. The Principal will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8.

9-12: The High School will feature an advanced arts and sciences curriculum. The objective of the high school curriculum is to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western Civilization sequence. In all humanities courses priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. *In all subjects, textbooks will be used as a resource, not as the basis of the curriculum.*

Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the Board.

HOMEWORK AND CLASSWORK

Homework is a fundamental part of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. Homework’s immediate educational purpose is:

- to reinforce skills and concepts and knowledge learned in class;
- to develop good skills and habits of study;
- to practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom;
- to work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
- to prepare for the following day’s work so that the most can be made of class time; and
- to inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each younger child to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone, but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one’s lifetime. We believe that becoming a competent reader is critical to being a good student and the first step to exploring the world. Reading to a child encourages the child’s growth and also elevates conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

The expected homework time allotment for each grade is as follows:

Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes plus reading time
Grade 7	70 minutes plus reading time
Grade 8	80 minutes plus reading time
Grades 9 -12	90-120 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments well in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep. In the upper school, students will often have the opportunity of taking a study hall, thus reducing the amount of time at home that must be devoted to homework.

Teachers may require students to redo poorly done or incomplete work. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

GRADING POLICY

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore grades will be assigned in all classes and subjects. Treasure Valley Classical Academy will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject.

Grade inflation will be discouraged. In relation to the student's performance, the following letter grades have these meanings:

A	Mastery
B	Proficiency
C	Sufficiency (Competence)
D	Insufficiency
F	Failing

In addition to these general parameters, Treasure Valley Classical Academy uses a 4.0 grading scale. The letter and numerical grades for this system are listed below:

A	94-100%	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten through second grade, where the scale will reflect Beginning (B), Intermediate (I), Proficient (P), M (Mastery) in specific skill sets. Incompletes will only be given under special circumstances and must be approved by the Principal. Parents and students should be regularly informed of the student's progress.

"Extra credit," whether to make up for work not turned in on time or to increase a student's grade, will be discouraged at Treasure Valley Classical Academy.

TEACHER CONFERENCES

Parent/teacher conferences are scheduled in the fall and spring semesters. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

ACADEMIC TEXTBOOKS AND SUPPLIES

Students will receive a variety of books and materials. All books will have a Treasure Valley Classical Academy barcode on the back in the upper right-hand corner. The teacher resource room will use two different barcodes. The first barcode will start with a "TB" followed by 6 digits. TB stands for textbook. These items should be returned to the school at the end of the year. Other books, mainly literature and workbooks, will be labeled with a barcode that begins with "SB" which signifies a student book. Once checked out to the individual student, SBs become the property of the child (meaning that our students will be building their own collection of the classics).

Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given or loaned to a student are lost or damaged the student must pay for any needed replacement.

In the case that reimbursement has not been made to Treasure Valley Classical Academy for lost or damaged materials, no further materials will be issued to that student until the past due fees are paid.

REPORTING

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their student's academic progress:

- Soon after the beginning of the year, teachers will send home an initial evaluation of the students' progress.
- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Interdisciplinary Reports: These reports are sent home half-way through each quarter to students with a C minus grade or lower in any subject.
- Once a semester (after the first and third quarters), parent-teacher conferences will be scheduled to discuss the students' academic progress. Parents will receive report cards at the conference.
- Semester report cards will be mailed home.
- Grades will be posted within 7 business days after the due date unless otherwise scheduled by the teacher.
- Final report cards will be mailed approximately two weeks after the end of the school year.

SCHEDULE CHANGES

There will be no class schedule changes during the semester unless it is deemed in the student's best interest by the Principal.

PLAGIARISM

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as *the appropriation of another's ideas or words in order to present them as one's own*. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply re-phrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Principal of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the Principal will inform the student's parent of the plagiarism.

- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, including suspension or expulsion, may be instituted.
- High school students found guilty of academic dishonesty or similar serious offenses may lose their class rank, and, where applicable, the status of valedictorian or salutatorian.
- Instances of plagiarism may be placed in the student's permanent record.

CHEATING

Like plagiarism, cheating will not be tolerated by any teacher in any subject. *Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work.* Cheating comes in many forms. One student copying off another, using a "cheat sheet" to answer questions on a test, and trying to pass off another student's work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating. A student who allows others to copy his work will also be held accountable in the same fashion.

A disciplinary referral will be issued if cheating has occurred. High school students found guilty of academic dishonesty or similar serious offenses may lose their class rank and, when applicable, their status as valedictorian or salutatorian.

PROMOTION AND RETENTION

GENERAL

It is our goal for parents, teachers, and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses.

ATTENDANCE

Treasure Valley Classical Academy may consider a student's unexcused absences when determining course grades and/or promotion or retention for the next school year.

ELEMENTARY SCHOOL PROMOTION CRITERIA

Literacy:

Solid literacy is the foundation of all learning. Without the ability to read well, a student cannot advance in English, history, the sciences, the arts, and even mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy. The ability to read, particularly in the early elementary grades, will therefore be a requirement for promotion. The school will follow the criteria of reading competency set forth in the Access Literacy Phonics program.

Kindergarten:

- The student must be recommended for promotion by the classroom teacher and Principal based on satisfactory classroom performance.
- The classroom teacher and additional reading support personnel will make recommendations for placement based on student progress in the Access Literacy Phonics Curriculum.
- The teacher will also make placement his or her recommendation based on the student's behavior and maturity level as observed in the classroom setting.

Grades 1-2:

- The student must perform at or above grade level in English and Language Arts and mathematics on the student report card.
- Grade level performance is determined by mastery of academic skills as measured by classroom and standardized assessments.
- The student must be recommended for promotion by the classroom teacher and Principal based on satisfactory classroom performance.
- The classroom teacher and additional reading support personnel will make recommendations for placement based on student progress in the Access Literacy Phonics Curriculum.

Grades 3-5:

- The student must perform at or above grade level in English and Language Arts and mathematics on the student report card.
- The student must be recommended for promotion by the classroom teacher and Principal based on satisfactory classroom performance.
- Grade level performance is determined by mastery of academic skills and are measured by classroom and standardized assessments.

Grade 6:

- The student must perform at or above grade level in reading, language arts and mathematics on the student report card.
- The student must be recommended for promotion by the classroom teacher and Principal based on satisfactory classroom performance.

UPPER SCHOOL PROMOTION CRITERIA**Grades 7-8:**

- The student must perform at or above grade level in reading, language arts and mathematics on the student report card.
- The student must be recommended for promotion by the classroom teacher and Principal based on satisfactory classroom performance.
- A student must attain a 1.7 GPA in core courses (English, history, math, science). In order for a student to attain a core GPA of 1.7, he or she must earn a C- across the four core courses.
- In the case where a student has a core GPA of 1.7 or higher, yet received a D grade in a single class, the student support team (teachers, Principal, and Student Services) may meet with the parent and discuss repeating the course on a case-by-case basis. The student may pass the class at the discretion of the Principal.
- A grade of F in a core course will require the student to retake the class.

Grades 9-12:

- Freshmen must earn 12 credits to be considered Sophomores (8 core, including 2 units each in English/Language Arts, Mathematics, Science, and History).
- Sophomores must earn 24 credits to be considered Juniors (16 core, including 4 units each in English/Language Arts, Mathematics, Science, and History).
- Juniors must earn 36 credits to be considered Seniors (24 core, including 6 units each in English/Language Arts, Mathematics, Science, and History).
- Seniors must earn 48 credits to graduate.
- Except for semester courses, subjects in the High School are taken as yearlong courses. Each semester of a yearlong course carries 1 credit.
- Students must take at least 10 credits per year and are limited to 14 credits per year.

- Grades between A-D will earn 1 credit per semester. *No credit is awarded for an F.* Failing a core course will require the student to retake the class.
- While a D will be considered a passing grade and awarded credit, the student support team (teachers, Principal, and Student Services) may meet with the parent and discuss repeating the course on a case-by-case basis. For example, if a student receives a D grade in a foundational course—where mastery of content is critical for student success in subsequent courses—the school team may recommend that the student repeats the course.
- Students are not permitted to take makeup courses through a summer program other than those recommended by Treasure Valley Classical Academy.

GRADUATION REQUIREMENTS

The following are required to earn a High School diploma:

- 48 credits (per the course distribution matrix)
- Cumulative GPA of 2.0 or higher on a 4.0 scale
- 1 year of Latin

Note: A diploma may be awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in State Board of Education Rule 160-3-1-.07 Testing Programs- Student Assessment, or who have not completed all of the requirements for a high school diploma but who have completed their Individualized Education Program (IEP).

SPECIAL EVENTS AND PARTIES

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event must be approved by the Principal a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next.

Treasure Valley Classical Academy recognizes that birthdays are a special day for our students. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all of our students. *Parents, visitors, staff, and students may not bring food into the school to share with students with the exception of two parties per year: a winter break party and an end-of-the-year party.*

To clarify, parents and visitors may not bring in birthday cupcakes, donuts, or other treats to share with children on their child's birthday. Parents are encouraged to eat lunch with their child on his/her birthday and to read a book to the child's class in honor of the birthday.

Neither the School nor PTCA will use food or beverages as rewards or incentives for academic performance, good behavior, or goal attainment.

SPECIAL EVENTS – GUEST SPEAKERS

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the students should be studying the given topic at the time of the presentation.

Guest speakers must be approved by the Principal prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest speakers who cover controversial topics must be screened by the Principal. The screening may include an interview of the guest by the Principal or designee. Parents must be notified prior to guest

speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations; in which case the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for a student to be excused.

SPECIAL EVENTS – FIELD TRIPS

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Principal a minimum of two weeks prior to planned execution. The field trip planner will work with the Administration and staff to ensure that all procedures are followed.

EXTENDED FIELD TRIPS

All extended field trips require Board approval a minimum of 90 days prior to the trip. All students attending the extended field trip must have the approval of the administrators of Treasure Valley Classical Academy. All extended field trips must have liability insurance protecting all the trip attendees and the school. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees of trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the Administration and staff to ensure that all procedures are followed.

ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES (K-12)

Students are ineligible for extracurricular activities if they have two D's or one F in any subject(s). Academic eligibility will be determined with quarter ending grades. Ineligible students will remain ineligible for the remainder of the following quarter. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. The Principal may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES BY NON-ENROLLED STUDENTS

Only enrolled students may participate in Treasure Valley Classical Academy extracurricular activities.

TEACHING CONTROVERSIAL ISSUES

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions run high. Controversial issues will be explored only when emanating from some part of the curriculum in grades 9 through 12. When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the Core Knowledge sequence without Principal approval. No part of the curriculum will be used to undermine the nobility of America's experiment in liberty and self-government under the rule of law.

TEACHING EVOLUTION

Treasure Valley Classical Academy embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high-school biology textbooks and as also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns

adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God. Treasure Valley Classical Academy recognizes a clear distinction between *science* and *scientism*. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief—and it is a belief—that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion.

Keeping in mind this distinction, the teachers at Treasure Valley Classical Academy will leave matters of faith up to students and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

ROLE OF PARENTS AND SCHOOL IN RELATION TO HUMAN SEXUALITY

We believe parents own the fundamental responsibility for their children’s education, which includes the areas of morality and sexuality. The school’s role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

TEACHING HUMAN SEXUALITY

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will only be discussed in the context of a monogamous relationship between two people of opposite sexes. Depending on the general maturity level of the 5th grade boys, Treasure Valley Classical Academy may decide that this curriculum is too much information and less necessary for boys at this stage of development and therefore delay these lessons for a later time.

Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In the upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way.

In the higher grades, students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Administration or a faculty member who has the full confidence of the Principal in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out.

In addition, and as mandated by the state, sex education will be taught in the high school in the context of human health. Sex education via the health class will be taught in a gender-separated environment. Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

VIDEO VIEWING POLICY

From time to time videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Principal to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate.

SCHOOL LIFE AND ENVIRONMENT

ATTENDANCE

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage doctors' and other appointments when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement.

	School Day Start Time:	School Day End Time:
Elementary (K-6):	8:00 a. m.	2:30 p.m.
Upper School (7-12):	7:45 a.m.	3:00 p.m.

Students who arrive after 11:00 a.m. will be considered absent for the day. Students who depart before 1:00 p.m. will be considered absent.

TARDINESS

Students who arrive after the beginning of the school day will be considered tardy. Students must make it not only to the school but to class on time to avoid being tardy. Students who are either tardy or returning to school from an appointment must be signed in at the front desk by a parent. The student will be issued a tardy slip (red) or a returning slip (green), and the student will be required to deliver this slip to their teacher when they enter the classroom. In the upper school, tardy students may be held out of class for the period affected to keep from disrupting the class. Repeated tardiness may affect a student's "seat time" and therefore his eligibility for promotion. Tardiness will be considered an unexcused absence for that class.

ABSENCES (EXCUSED/UNEXCUSED)

The following will be considered excused absences:

- Absences for medical reasons;
- Absences for religious holidays;
- Absences for mental or emotional disabilities;
- Pre-arranged absences of an educational nature that are approved by the Principal (e.g., visits to colleges for high-school students; scheduled, performance-related activities);
- Attendance at any school-sponsored activity; and
- Bereavement (please notify the school if absence will extend beyond three days).

For these excused absences, students will have one day for every day absent after coming back to school to make up the work missed. The school will require suitable proof of excused absences, including written statements from medical sources.

All other absences will be considered unexcused absences. Students will not receive credit for academic work missed during unexcused absences.

Students who have accumulated 5 unexcused absences or 5 tardies at any anytime throughout the school year may not be permitted to:

- Participate in school field trips
- Attend school dances
- Receive student-of-the-quarter or honor or high honor roll awards
- Serve on student government
- Participate in extracurricular activities and programs
- Participate in school sports

TREASURE VALLEY CLASSICAL ACADEMY'S GUIDELINES FOR STUDENT BEHAVIOR

GENERAL

Student self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues. The aim of Treasure Valley Classical Academy is to teach students. "Student" derives from the Latin word *studēre*, which means "to give attention to," "to take pains with," "to apply oneself to," "to strive after," "to pursue," "to desire." Students, then, should be diligent in, attached to, and zealous for their studies. Simply put, we expect students to live up to their name. The teachers of Treasure Valley Classical Academy will work hard to prepare their lessons. These lessons are designed to teach students nothing less than who they are and what the world offers them. Students must in turn take fullest advantage of these lessons and make the best use of this time in life given to preparing their minds for the opportunities and challenges that await them. All policies regarding student conduct and discipline flow from this general principle: students must fully engage themselves in the education Treasure Valley Classical Academy offers them.

Therefore, students will:

- Be polite and attentive both in and outside of class;
- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent;
- Be prepared for class and follow directions;
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property;
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working at the school;
- Communicate in an acceptable tone of voice using an acceptable choice of words;
- Follow lunchroom, playground, field-trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events;
- Adhere to the uniform policy;
- Not use threats or intimidation against any other person;
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school;

- Be dismissed by the teacher, not the bell or the clock;
- Not leave the school premises without signing out in the main office;
- Not bring CD players, radios, pagers, gaming devices, etc. to school;
- Not bring anything to school that could be used to harm another or that is illegal.

Cell phones will be turned off and stored in the students' lockers or other appropriate place. A cell phone used during the school day will be confiscated and held by the Principal until the end of the day, at which time a parent must pick up the phone.

School employees may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

Treasure Valley Classical Academy is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may be required to help repair damaged property.

HONOR CODE

Treasure Valley Classical Academy was founded to develop students in both mind and character. The school's virtues are the guiding principles used to cultivate and nurture character: courage, courtesy, honesty, perseverance, self-government, and service. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well. The Treasure Valley Classical Academy Honor Code is as follows:

Treasure Valley Classical Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility.

Treasure Valley Classical Academy students will not lie, cheat, or steal, and will discourage others from such actions.

Please refer to Appendix 1 for a full explanation of the Honor Code. Parents are expected to discuss the Honor Code with their student(s) and are required to turn in the Parent Compact and Student Compact signature page at the beginning of the school year.

DISCIPLINE

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the school's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others. Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the student. Whenever a student misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive students to the office, normally to the Principal.

In accordance with this policy, Treasure Valley Classical Academy has adopted the following procedure for disruptive behavior that requires an office referral:

The teacher issues the student a Discipline Referral Form (a.k.a. pink slip), and the student is required to visit the Principal. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.

- First infraction: Student removed from class, sees the Principal. Parents must sign Discipline Referral Form, and the student must return it to the Principal.
- Second infraction: Student removed from class, sees the Principal, and they call a parent. Again, the pink slip must be signed and returned.
- Third infraction: Student removed from class, sees the Principal, calls home, leaves that day, and may not return without parent attending school with the student for the entire day, as scheduled by the Principal.
- Fourth infraction: Student removed from class, sees the Principal, calls home, must attend ten hours of detention on five consecutive days, for two hours each day. Student will be suspended from attending any school field trips in grades 7 to 12. Elementary students may attend if accompanied by an adult.
- Five or more infractions: Automatic two-day suspension for each referral.

Students who have been suspended will not be on the honor roll for that quarter. Students may be suspended for reasons other than receiving the fifth pink slip.

Students' misbehavior will not be used to "teach" the class a lesson.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in order to discern the truth.

SUSPENSION AND EXPULSION

The Principal has the authority to suspend students as appropriate.

Suspensions last from one to nine days depending on the severity of the infraction. All suspensions will require a conference between the parent(s) and the Principal. A remedial student discipline plan will be created during this conference. The conference will occur before the student is re-admitted to class. *The Principal may require the parent to attend a full day of class with the student upon return.* Note: *All suspensions will be treated as an unexcused absence; thus students will not be able to make up the work missed during the period of suspension.* The loss of class time due to repeated suspensions may be grounds for retaining a student at the current grade level for the following year.

For especially serious violations of school order and safety or for habitually disruptive behavior, Treasure Valley Classical Academy will pursue expulsion. Serious violations include, at minimum, the following:

- Bringing or using a dangerous weapon;
- Sale or distribution of a drug or controlled substance;
- The commission of an act which, if committed by an adult, would be robbery or assault other than third-degree assault.

UNIFORMS AND GROOMING

At Treasure Valley Classical Academy, students wear uniforms to eliminate distractions, to level the playing field, and to remind ourselves that we are doing important work.

The spirit of the uniform policy is that students will dress and groom themselves in a manner that it is traditional, not distracting, and not obstructive.

Students must be in uniform to attend class. Students not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

The uniform and dress code policy is that students will dress according to the mandatory and optional items listed on the school-approved “uniform boards” for boys and girls, respectively, plus the following series of directives.

- Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If they are cold in the classroom, they should wear one of the long sleeve uniform items, or one of the uniform outerwear items.
- Skirts shall fall no higher than 2 inches above the knee as measured when the student is standing.
- Girls may wear gym shorts underneath their skirts on physical education days.
- All uniform pieces should be labeled with students first initial and last name.
- Students may use any backpack if it is clean and tasteful.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles are permitted. Hair accessories must be modest and match the uniform colors.
- All girls’ and boys’ polo shirts may have the top button unbuttoned. All other buttons must be buttoned.
- Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Girls may wear no more than two necklaces at one time. Girls may wear one earring per ear on the earlobe, and it must not be larger than a quarter. No stretched piercings (gauge) or holes may be visible. Boys will not be permitted to wear earrings.
- Tattoos must be covered at all times.
- Makeup must look natural. Black nail polish and lipstick are not acceptable.
- No hats, visors, bandanas, or sunglasses are permitted (religious headgear is authorized).
- Non-marking tennis shoes are required for physical education class and/or sports in the gym. K-4th grade students will not change out for gym classes. 5-8th grade students will dress according to the approved uniform boards posted on the school website.
- Good personal hygiene is required. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.

UNIFORMS AND FINANCIAL ASSISTANCE

The School will not allow financial need to limit access to Treasure Valley Classical Academy, and this includes access to uniforms. At minimum, the School will fund one complete uniform set for children whose families qualify for financial assistance. Parents requesting financial assistance for uniforms should contact the Principal.

LOST AND FOUND

The student Lost and Found is in the front office. Students are responsible for retrieving their misplaced items.

Due to limited space, all unclaimed items will automatically be donated to either Goodwill or the school uniform store on the 15th and 30th of each month.

USED UNIFORM STORE

The school will maintain a Used Uniform Store which allows families to purchase “experienced” items at a significant discount. The store will be opened with prior announcement, typically coinciding with school events throughout the year, and accepts donations of gently used items during open times. Store credit vouchers will be issued for each acceptable donated item.

TOILETING

All students of Treasure Valley Classical Academy must be independent in toileting. On occasion students may have “accidents.” When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

If there are repeated “accidents”, a meeting with the parents, the teacher, and the Principal will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

BUS BEHAVIOR POLICY

For students who ride buses to and from school, the school day begins when they set foot on the bus in the morning and ends when they step off the bus in the afternoon. This means that TVCA's high expectations for behavior apply on the bus just as they do at school. Of TVCA's virtues, courtesy and self-government are of special relevance to bus rides. Students are expected to practice these virtues and will be held accountable for failing to do so. Students must listen to their bus drivers' instructions just as they must listen to their teachers' instructions, and they are to show their bus drivers the same respect as they show their teachers.

BUS SAFETY RULES

- Parents and drivers must confer and designate a safe, convenient place where students are to stand as they wait for the bus.
- Students must wait until the bus comes to a complete stop, the doors open, and the driver gives them the go-ahead to approach and step aboard.
- Students must always exercise caution when crossing the street. In particular, students must always cross the street in front of a stopped bus and never behind it.
- Parents, students, and drivers must take note of any particular dangers or difficulties presented by specific bus stops and proceed accordingly.
- Students are not allowed to eat, drink, or get out of their seats while on the bus.
- Parents are strongly advised to wait with students at the bus stop for the first few days of school.
- Parents must review these bus behavior and safety rules with students, affirm the importance of these rules, and exhort students to take responsibility for their own behavior and safety.

STUDENT PUBLICATIONS POLICY

Student publications must uphold Treasure Valley Classical Academy's mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the Treasure Valley Classical Academy community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted subject to prior review by the Principal. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

LOCKERS

Treasure Valley Classical Academy provides lockers (as available) for students in 7th grade and higher. The lockers and locks are school property. Students will be issued a lock and a combination. Students who misplace their lock will be required to pay \$5 for its replacement. Only locks issued by the school are to be used.

Treasure Valley Classical has the authority to search lockers when deemed necessary, even if it requires removal of the lock.

Treasure Valley Classical Academy is not responsible for lost or stolen items. Valuables such as tablets, iPods, compact discs, pagers, and video games are NOT to be brought to school. Problems with lockers should be reported to the office.

Students must observe the following rules:

- Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the Principal.
- Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor may be removed or disposed of.
- We strongly discourage students from sharing their locker combinations with others, as that may lead to conflicts should items go missing.

HEALTH AND MEDICINE

MEDICINE ADMINISTRATION (INCLUDING SELF-ADMINISTRATION BY STUDENTS)

In accordance with Idaho Code 33-520, Treasure Valley Classical Academy recognizes that students may be required to take medication while at school or school sponsored activities, either on a short-term or daily basis. The school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication for all students.

SELF-ADMINISTRATION OF PRESCRIPTIONS

1. For the purposes of this section of the policy, "self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

2. Any student for whom a physician or other authorized medical professional has prescribed 1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, 2) an epinephrine auto-injector for severe allergic reaction (anaphylaxis), 3) insulin, or 4) blood glucose monitoring supplies will be permitted to self-administer such medication, as prescribed by a physician during the school day and at school-sponsored activities.
3. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler, epinephrine auto-injector, insulin, or blood glucose monitoring supplies at all times as prescribed by their physician during the school day and at school-sponsored activities.
4. The student's parent/guardian must annually submit an *Administration of Medication/Medical Procedures* form. For children with emergency medications (such as Epi Pens or rescue inhalers), parents must also fill out an *Emergency Action Plan*.
5. The parent/guardian may be requested to sign a release to allow school staff to communicate directly with the health care provider.
6. The parent/guardian is responsible for notifying the school of any changes to the student's medical condition that would impact the self-administration of medication.
7. A student who is self-administering medication consistent with this policy may be required to maintain a current duplicate of the prescription medication with the Principal or designee.
8. If a student requires blood glucose testing or insulin injections during the school day or at school-sponsored activities, the following policy applies: Students with diabetes may self-administer blood glucose testing and insulin injections as prescribed by their physician. In practicing self-administration, students are required to practice universal precautions for the disposal of waste.

UNIVERSAL PRECAUTIONS

Universal precautions for the disposal of waste will be posted in the school and students and staff are required to comply with the guidelines. Any accidental pricks or punctures must be reported and appropriate medical response accessed.

OTHER PRESCRIPTION MEDICATIONS

1. The student's parent/guardian must annually submit an *Administration of Medication/Medical Procedures* form. For children with emergency medications (such as Epi Pens or rescue inhalers), parents must also fill out an *Emergency Action Plan*.
2. The medication must be in its original container.
3. The student's name, prescription number, prescribing doctor, and directions for administering the medication must be clearly set forth on the container.

NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS

1. The student's parent/guardian must annually submit an *Administration of Medication/Medical Procedures* form. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.

3. Non-prescription medications, such as Ibuprofen or Tylenol, may be provided to students with parent/guardian permission. Parents must supply the over-the-counter medications for their students' consumption.

ADDITIONAL GUIDELINES

1. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should only be dispensed at school when necessary to meet the health needs of the student.

2. Parents/guardians are responsible for notifying the school, in writing, that the student requires medication on a regular or emergency basis and supplying the medications and instructions for dispensing the medications.

3. Treasure Valley Classical Academy may require that the student's health care provider annually submit a current treatment plan, identifying the medication, dosage, frequency of use, and side effects. The parent may be requested to sign a release to allow school staff to communicate with the health care provider.

A school staff member may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability, pursuant to Idaho statute.

STUDENT MEDICAL RECORDS

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the Office Manager and any appropriate, designated staff and will only be released to service providers as allowed and dictated by state regulations.

MEDICAL OPERATIONS

Treasure Valley Classical Academy will:

- Require all faculty and staff to be trained and proficient in medical response operations, including essential first aid, CPR, AED, and medication administration procedures.
- Maintain adequate emergency medical response supplies on hand (including first aid supplies, emergency medications, trauma kits, and AED units) to render initial medical assistance prior to the arrival of emergency medical responders.

Parents will be informed when a student reports to the office with a fever or injury. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 9-1-1 for emergency assistance.

Note: Please refer to Appendix 3 of this hand book for a helpful medical FAQ.

MEDICAL RECORDS AND ENROLLMENT

In order to complete the enrollment process, parents must submit the following:

- Immunization Records (or an appropriate waiver)
- Administration of Medication/Medical Procedures form (if applicable)
- Emergency Action Plan (if applicable).

Note: Medical forms may be found in Appendix 4 of this hand book.

PARENT/GUARDIAN OBLIGATIONS

Parents/guardians shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

FOOD ALLERGIES

Treasure Valley Classical Academy is not a peanut-free school. The school will, however, establish a peanut-free zone at the end of tables in the cafeteria, and teachers/monitors will ensure that this peanut-free zone is enforced.

SICK STUDENTS

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu) should be kept home.

STUDENT FEES

From time to time the school may charge fees to its families to fund expenses related to athletics, extracurricular clubs, field trips, etc. All charges and fees must be authorized by the Principal.

OFF-SITE EXTRACURRICULAR ACTIVITIES

The logistics of all of Treasure Valley Classical Academy's off-site extracurricular activities must be approved by the Principal. All adults helping with these activities must be registered Treasure Valley Classical Academy volunteers.

CHAPERONE POLICY

Treasure Valley Classical Academy will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Treasure Valley Classical Academy core virtues. Violators of this policy will not be allowed to chaperone any future events.

PARENTS AND COMMUNITY

PARENT TEACHER COMMUNITY ASSOCIATION (PTCA)

Treasure Valley Classical Academy establishes the PTCA to support the school's mission. PTCA teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the PTCA consists in a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PTCA meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PTCA may conduct fundraising on behalf of the school, but it will not be a stand-alone, tax exempt, non-profit organization, since Treasure Valley Classical Academy is itself a non-profit organization with 501(c)3 status.

The Principal reserves the right to create, remove, or dissolve PTCA teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

GUARDIAN AUTHORIZATION FORM

If the parent or legal guardian cannot, by nature of work schedule or other situation, participate in school meetings, conferences, or volunteer activities, that parent or legal guardian may authorize another adult to serve or communicate in these capacities with the school. The Authorized Guardian will be communicated with as directed by the Parent/Legal Guardian. They will also be subject to background checks and training prior to volunteer assignments, as are all volunteers. The applicable form is available in Appendix 7.

REQUIREMENTS FOR VOLUNTEERS

The Administration will maintain accurate records to confirm that the following requirements are met.

BACKGROUND CHECKS

Volunteers who work with students will submit to background checks in the same way that our employees are required to do so.

TRAINING

In accordance with O.C.G.A. 19-7-5, volunteers will be required to complete training related to Idaho's Mandatory Reporting Requirements.

The Principal may require volunteers to complete training before serving in the classroom.

GENERAL RULES FOR VOLUNTEERS

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential.

If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty or staff member, the Principal, or a member of the board—in that order. If a volunteer disregards this policy, the privilege of volunteering may be revoked. Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in the applicable section of this handbook. Under no circumstance is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

PARENT COMMUNICATIONS WITH THE ADMINISTRATION, FACULTY AND STAFF

Treasure Valley Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Principal, faculty, and staff of Treasure Valley Classical Academy:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (with the front office)
- Voice Mail
- Email

Treasure Valley Classical Academy employees will not use social media to communicate with parents or students.

During the school day and both immediately before and after school, teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu “five-minute” chat. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

Treasure Valley Classical Academy teachers and staff will respond to parents as quickly possible. In general, parents should expect to hear from a teacher or from the administration within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher’s schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

EXPECTATIONS FOR PARENTS

We believe parents own the fundamental responsibility for their children’s education and that the school’s role should be viewed as a supportive one. The school expects parents to:

- Model good character and insist that their children cultivate good habits and virtues;
- Help their children develop effective study skills;
- Read to their children, especially those in the early grades;
- Oversee regular reading and writing and mathematics skill development;
- Stimulate discussion and exploration of ideas and events with students;
- Support the school goals through familiarity with this handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student’s success.

ENROLLMENT POLICY

GENERAL

With regard to enrollment and the lottery procedures, the School will abide by the requirements of IDAPA 08.02.04 Section 203 (Admissions Procedures).

In accordance with the Charter Agreement, for the 2019-2020 school year, Treasure Valley Classical Academy will enroll up to 54 students per grade in Kindergarten through 4th grade, and 27 students in 5th and 6th grade. The school's primary attendance area is Payette County, Idaho.

Treasure Valley Classical Academy will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

Treasure Valley Classical Academy grants enrollment preferences in accordance with Section 33-5206, Idaho Code.

ADMISSIONS DURING THE CURRENT SCHOOL YEAR

The school will maintain a public wait list for each grade, as required. If the Principal chooses to fill a vacant seat, he/she will draw from the first name on the waitlist, moving down the wait list until the position is filled. If there is no wait list, vacant seats will be filled on a first-come, first-served basis. On the date of the lottery, the wait list for the current school year will terminate.

ENROLLMENT FOR THE 2020-21 SCHOOL YEAR

The school will host informational sessions in November, December, January, and February. Open enrollment for the 2020-21 school year will occur from January 6, 2020 – February 28, 2020. Interested families must complete an online or hard-copy "Intent to Enroll" form for students who will be in Kindergarten through 7th grade. The enrollment process will a) fill a new grade of Kindergarten students, and b) position students to take seats that may come available in first grade and above.

To the extent that demand exceeds the number of available seats for any given grade, the School will conduct a public, system-generated, grade-level lottery. The public lottery will take place in the Spring. The result of the lottery for rising Kindergarten students will be a list of 50 "seated" students, plus a numerical wait list. The Enrollment Coordinator will establish procedures for completing the enrollment process that will include a series of administrative deadlines. The school will not fill all 54 seats immediately to make room for students who are retained and/or the students of to-be-hired full-time employees.

The result of the lottery for first grade students and above will be a numerical wait list.

The school will use the wait list to offer available seats to students on a grade-by-grade basis as they become available. It is likely that the school will not be able to offer seats to new students until June 15, because the school will not be able to confirm the number of available seats until a) students declare officially that they will not be returning, b) the Principal determines which students, if any, will be retained, and c) the school places the students of full-time employees that will be hired in the spring. By April 1, existing students will be required to express their intent to return for the following school year by providing proof of residency.

ENROLLMENT OF EXPELLED STUDENTS

Students expelled from another school will be admitted to Treasure Valley Classical Academy at the discretion of the Principal. The Principal will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

GRADE LEVEL PLACEMENT OF NEWLY ENROLLED STUDENTS

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the teacher and Principal. If the parent insists that the student be placed at a grade level higher than the one recommended, a signed document of this choice will become part of the student's permanent file.

READMITTANCE

Students who have left the school due to retention in a grade and later choose to re-enroll will be readmitted (assuming the student is otherwise in line for the next available seat) based on the retention, not on the record from another school.

OPERATIONS

EMERGENCY OPERATIONS PLAN

The School shall maintain a stand-alone Emergency Operations Plan.

SECURITY CHECKS

The School may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

USE OF THE PRODUCTION COLOR PRINTER/COPIER

School resources, the resource room, and the equipment therein are to be used solely in support of school operations.

CARPPOOL / DROP-OFF / PICK-UP

Procedures for drop-off and pick-up (carpool) give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees.

Courtesy is one of our school's six core virtues. The adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student as everyone in the car line is expected to know and follow the procedures.

Early dismissal of students ends at 2:00 P.M. to allow sufficient time to prepare for afternoon dismissal. No student will be allowed to leave the school between 2:00 - 2:30 P.M. for lower school students and 2:00 - 3:00 P.M. for upper school students. If your child needs to leave school before the regular dismissal time, please check them out in the Front Office before 2:00 P.M.

To ensure an efficient car line, students must be picked during the following windows based on grade level:

- 2:35 – 3:00 P.M. Lower School (K - 6th grade) pick-up
- 3:00 – 3:10 P.M. Joint Lower and Upper School carpool pick-up
- 3:10 – 3:30 P.M. Upper School (7 - 12th grade) pick-up

Please follow these procedures during drop off and/or pickup:

- Enter the car line from SW 3rd ST, onto southbound Kansas AVE S.
- Once a student is loaded into your vehicle do not let them exit the vehicle. If your student needs to return to the school building, please park and escort your student back into the building.
- Never exit your vehicle while the engine running.
- Under no circumstances should a child be left in a vehicle unattended.
- Please refrain from using electronic devices while moving in the carpool line.
- Third-party pick-ups are not permitted (individuals who are unknown to the school and not pre-authorized).
- If you are walking to pick up your student, please come to the Front Desk to have your student called to the pick-up area.

Please help us be courteous to neighbors by adhering to the following good neighbor policies:

- Do not block driveways or entrance ways.
- Do not use neighborhood streets and/or driveways to turn around.
- Do not attempt U-turns in the roadway.

Please see specific carpool directions in Appendix 8.

PARKING – DESIGNATED SPACES

The school will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan.

COMMUNICATING WITH PARENTS WITH JOINT CUSTODY

The school will recognize and communicate with parents with joint custody upon review of a court order identifying them to do so. In the case of password protected school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

ONLINE ORIENTATION FORMS

The school will maintain secure electronic information for the purpose of running the day-to-day operations of the school. Parents are expected to complete these online forms as a condition of enrollment. The school will make hard copy forms available to parents/guardians without internet access.

MASS COMMUNICATION POLICY

The Principal must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

UTILIZATION OF FACILITY

The Principal will be the approving authority for all outside uses of the school building, fields, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the Administration who is capable of executing the school's emergency and security procedures.

INFORMATION TECHNOLOGY AND SECURITY

The school takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

When we collect sensitive information (such as birth dates, addresses, credit card data), the information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Computers that store personally identifiable information are kept in a secure environment.

PRIVACY

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days from the day the school receives the access records request. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Please refer to the Treasure Valley Classical Academy Request to Examine/Copy Public Records form in Appendix 2 of this policy manual.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a school record that they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as Social Security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of Treasure Valley Classical Academy that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include

password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The Office Manager will determine whether an encryption method is suitable or not. Physical PII (e.g. paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, school-related duties.

STUDENT INFORMATION RELEASE

School Directory information, including the student's full name, address, and telephone number, will not be released without parental consent. Authorization for inclusion in the directory is on the enrollment form. Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by schools occasionally are photographed or video-recorded by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you DO NOT wish to have your student(s) photographed or video-taped for these purposes, you must notify the office in writing.

Student names will not be listed with their pictures on the school website or in Treasure Valley Classical Academy advertising publications. The newspaper may list your student's name with a photo only with parent signed consent.

No identifying information regarding a student will be given via any avenue of communication without parent permission, unless required by law.



TREASURE VALLEY CLASSICAL ACADEMY

TREASURE VALLEY CLASSICAL ACADEMY HONOR CODE

Treasure Valley Classical Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. Treasure Valley Classical Academy students will not lie, cheat, or steal, and will discourage others from such actions.

Understanding the Code

Treasure Valley Classical Academy was founded to develop students in both mind and character. The school's virtues are the guiding principles used to cultivate and nurture character: courage, courtesy, honesty, perseverance, self-government, and service. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well.

Courage is the state of mind that enables one to face danger or fear with confidence. Aristotle tells us that a courageous person will fear things but will endure them for the sake of the noble. In the face of danger or challenge, courage is a firm conviction—with appropriate levels of fear and confidence—that compels one to accomplish and pursue that which is noble and worthy.

— *Be Brave* —

Courtesy is both demonstrating good manners and displaying a willingness or generosity to show kindness and respect toward others. Courtesy contributes to a culture of civility on campus. George Washington famously kept a copy of 110 "Rules of Civility in Conversations Amongst Men." Many of the rules served as practical guidelines for courteous living. Washington emphasized that our actions ought to portray a sign of respect for others around us, regardless of their standing, rank, or position.

— *Be Kind and Respectful* —

Honesty is derived from the Latin formulation *integritas*. *Integritas* literally means "intact"—or the state of being whole and undivided—in other words, the truth and nothing but the *whole* truth. Aristotle wrote that an ethical person should not only be honest, but should be a lover of truth. Such a person would be truthful in situations in which being honest would make no immediate difference. In other words, as C.S. Lewis once said, "Integrity is doing the right thing, even if nobody is watching."

— *Always Tell the Truth* —

Perseverance means to steadfastly pursue a course of action or a purpose, often in the face of obstacles or discouragement. As the well-known poem reminds us, *if at first you don't succeed, try, try again...if you will persevere, you will conquer, never fear...try, try again!* In 1771, Samuel Adams exhorted his

fellow patriots: “Instead of sitting down satisfied with the efforts we have already made...the necessity of the times, more than ever, calls for our utmost circumspection, deliberation, fortitude, and perseverance.”

— *Never Give Up* —

Self-government is the ability to “rule over oneself.” As Socrates states in the Platonic dialogues, a man should be temperate and a master of himself, and ruler of his own pleasures and passions. Aristotle described a self-restrained person as someone who, on account of reason, does not follow their base desires. It takes education and practice to develop the characteristics of self-government—self-control, moderation, prudence, and restraint. Effective self-governance promotes a civil and orderly culture and leads to an increase in liberty for both individuals and societies alike.

— *Practice Self-Control* —

Service is an active disposition toward assisting in the needs of, or promoting the welfare of others. It is a willingness to stand with others in their need and to provide help to the point of self-sacrifice. One of the most enduring examples of service is that of the good Samaritan, who not only rendered first aid to a wounded stranger, but also paid for his restorative care. The good Samaritan represents a model of selfless and sacrificial generosity to a person in need.

— *Help Others* —

Treasure Valley Classical Academy students are expected to act honorably. This means they will not lie, cheat, or steal—and will discourage others from doing so. Honesty is the foundation of one’s character. To lie, cheat, or steal is to seriously breach one’s integrity. While it is only human to make mistakes or to show lapses in judgment, students are expected to own up to their actions. Lying, cheating, or stealing to cover things up is far worse than making the original mistake, and undermines trust in both peer-to-peer and student-to-teacher relationships.

In academics and scholarship, students must always do their own work, represent themselves truthfully, and only claim what is their own. Plagiarism is a serious violation of the honor code—and is defined as the use of someone else’s words or ideas without proper acknowledgment. Plagiarism is deceptive and is cheating in that it is an attempt to gain an unfair advantage by appropriating someone else’s work or ideas.

Guided by faculty, staff, and parents, students should seek to exhibit the school’s virtues and live by the school pledge: I will learn the true, I will do the good, I will love the beautiful.



TREASURE VALLEY
CLASSICAL ACADEMY

**TREASURE VALLEY CLASSICAL ACADEMY
PARENT COMPACT**

(To be Signed by all Parents/Guardians)

I have read and understand the policies, guidelines, and expectations in the Treasure Valley Classical Family Handbook. I have carefully discussed the Treasure Valley Classical Academy Honor Code with my child and he/she understands what it means. I pledge to encourage my child to be virtuous in conduct, to help him/her grow in scholarship and learning, and to foster in him/her a commitment to civic responsibility. I will hold my child to the highest standards of integrity and will discourage him/her from lying, cheating, or stealing.

Name(s)

Signature(s)

Date

**TREASURE VALLEY CLASSICAL ACADEMY
STUDENT COMPACT**

(To be Signed by 2nd – 12th Grade Students)

I understand the Treasure Valley Classical Academy Honor Code and have discussed it with my parent(s). I pledge to be virtuous in conduct, to grow in scholarship and learning, and to pursue a commitment toward civic responsibility. I will not lie, cheat, or steal, and I will discourage others from doing so.

Name

Signature

Date

REQUEST TO EXAMINE/COPY PUBLIC RECORDS

TO: Records Custodian

DATE _____

I hereby request, pursuant to Idaho Code § 74-102, to examine and/or copy the following public records:

- These records specifically pertain to myself.
- I wish to merely examine these records.
- I wish to obtain copies of these records.

Print Name: _____

Mailing Address: _____

Telephone Number: () _____

Signature/Date: _____
I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code § 74-120.



TREASURE VALLEY CLASSICAL ACADEMY

When should I keep my child home from school?

Your child should stay home from school for any of the following:

- Fever of 100° F or higher (taken by mouth)
- Contagious illness (including pink eye)
- Inability to comfortably take part in regular school activities

How long should my child stay home?

A child kept home or sent home with a fever may not return to school until he/she is fever free for 24 hours without the use of fever reducing medications like Tylenol or Motrin.

Children with vomiting or diarrhea should be kept home for 24 hours after symptoms have stopped.

Does my child need a note after staying home sick?

Yes, school policy requires a note in order for an absence to be counted as excused. If your child goes to the doctor for an illness, please obtain a note with a return-to-school date.

Does the school supply medications, like Benadryl or Tylenol?

No, the school does not provide medications. The School is only able to administer medications provided by a parent/guardian. The medications must be in a sealed, original container and an authorization must be signed and on file at the School.

Can my child carry medications in his/her backpack or lunchbox?

No, if your child needs medication during school (whether prescription or over-the-counter), it must be kept at the front office. The only exception to this is pre-coordinated life-saving, emergency medications (like Epi Pens or rescue inhalers).

Do I need to fill out a form so my child can take medicine to school?

Yes, parents/guardians must complete the *Administration of Medication/Medical Procedures* form. A separate, fully completed form must be on file for each medication. Please note that for prescription medications, the form must be signed by a parent/guardian and a physician. For over-the-counter medications, the form only needs to be signed by a parent/guardian.

Do medications need to be in a special container?

Medications must be in their original, sealed container labeled with your child's name and the dose/frequency of administration (e.g. 400mg by mouth every 4-6 hours). Inhalers should also be similarly labeled.

What about controlled medications?

These include medications for ADD/ADHD, anxiety, depression, and various behavioral and developmental conditions. These must be dropped off by the parent/guardian in person and counted in the presence of a school staff member. If you are unsure, please contact your attending physician or the school front office. Parents/guardians must complete the *Administration of Medication/Medical Procedures* form.

What are emergency medications?

Emergency medications are used in case of a life-threatening event and include Epi Pens, rescue inhalers, and GlucaGon. These are for severe, diagnosed medical conditions such as allergies with anaphylaxis or diabetes. Parents/guardians must complete an *Administration of Medication/Medical Procedures* form and an *Emergency Action Plan*.

Students who are responsible and able to self-administer may keep those medications in their backpacks or in an emergency bag with them. For students who are unable to self-administer without supervision, these medications may be stored in the front office or with the child's teacher.

If my child carries his/her emergency medication, should an extra dose be kept in the front office?

The school strongly recommends sending a back-up to be kept in the front office as well, in the event that the student forgets to bring the medication or misplaces it.

Are there any special considerations for children with emergency medication?

Parents/guardians must fill out an *Administration of Medication/Medical Procedures* form and an *Emergency Action Plan*. The school recommends filling out these forms with the help of the physician who prescribed the emergency medication.

How do I know if my child needs an Emergency Action Plan?

Any child with a serious, diagnosed medical condition that may be life threatening (such as seizure disorder, diabetes, food/insect venom allergy or asthma) must have an Emergency Action Plan filed in the school front office. If you are unsure if your child needs one, please contact the front office.

What if my child has no documented allergies but has an anaphylactic reaction at school?

The school has an extra Epi Pen and Epi Pen Jr. in the event a child with no known allergies has a severe allergic reaction with anaphylaxis. Any time an Epi Pen is used, the school will call 9-1-1 and the child's parent/guardian will be immediately notified. Anaphylaxis is an acute or severe allergic reaction with life-threatening symptoms (such as restricted breathing or shock).



TREASURE VALLEY
CLASSICAL ACADEMY

Administration of Medication/Medical Procedures

(Please complete a separate form for each type of medication or procedure)

Student's Name: _____

Date of Birth: _____ Home/Emergency Phone Number: _____

Address: _____

Drug/Food Allergies: _____

Medication Name/Medical Procedure: _____ Diagnosis: _____

Starting Date: _____ Termination Date: _____

Physician's requirements of dosage or approved reasons for administration:

Time medication/medical procedure is to be provided daily: _____

Student is capable and recommended to possess and self-administer this medication/medical procedure:

No ____ Yes (unsupervised) ____

Precautions, possible side effects, interventions: _____

Physician Name: _____

Physician's Address: _____

Telephone Number: _____

Physician's Signature: _____

Note: Physician's signature only required for prescription medications.

Parent(s)/guardian(s) by signature below acknowledge that the School is providing for the administration of medication/medical procedure as a courtesy to the parent(s)/guardian(s) and agrees to hold the School and School System harmless in its doing so.

Additionally, authorization is granted to obtain pertinent medical and/or copies of records pertaining to the student's medication and for this information to be shared with pertinent staff as needed.

I understand that effective April 14, 2003, under the Health Insurance Portability and Accountability Act (HIPPA), disclosure of certain medical information is limited. However, I hereby authorize disclosure of pertinent medical information for the provision of services for my child while enrolled at Treasure Valley Classical Academy. This authorization expires as of the last day of this school year, including the summer/extended year session.

Parent/Guardian Signature: _____



Emergency Action Plan
Student with Special Health Care Needs

Student Name: _____

Birthdate: _____ Preferred Hospital: _____

Medical Condition/Diagnosis:

Note: In case of serious illness/injury, the school will render first aid while first contacting the emergency response line (9-1-1) and the parent/guardian. If transport to a medical facility is required, the School will attempt to follow the parent/guardian's preferred hospital choice.

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Healthcare Provider Name: _____

Healthcare Provider Phone Number: _____

If You See This	Do This

If An Emergency Occurs:

1. If the emergency is life-threatening, immediately call 9-1-1.
2. Stay with student or designate another adult to do so.
3. Call or designate someone to call the Front Office and/or Principal.

When Calling 9-1-1:

1. State who you are.
2. State where you are (500 SW 3rd ST, Fruitland)
3. State problems.

Physician Signature: _____ Date: _____

APPENDIX 5: TREASURE VALLEY CLASSICAL ACADEMY WELLNESS POLICY

PREAMBLE

Treasure Valley Classical Academy (hereto referred to as the SFA) is committed to the optimal development of every student. The SFA believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create virtuous, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. This policy outlines the SFA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students have access to healthy foods throughout the school day in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the SFA in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The SFA establishes and maintains an infrastructure for management, oversight, implementation, communication, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the SFA.

SCHOOL WELLNESS COMMITTEE

COMMITTEE ROLE AND MEMBERSHIP

The SFA will convene a representative school wellness committee (hereto referred to as the SWC) that meets at least twice per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this SFA-level wellness policy (heretofore referred to as "wellness policy").

The SWC membership will represent all school levels and should include, but not be limited to: parents, students, representatives of the school nutrition program, faculty members, school leadership, school board members; and available health professionals (e.g. dietitians, doctors, nurses, dentists).

LEADERSHIP

The principal or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure the school's compliance with the policy.

Wellness Coordinator: To be determined

Food Service Director: Mr. Chas Baines

IMPLEMENTATION PLAN

The SFA will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found on the school's website.

RECORD KEEPING

The SFA will retain records to document compliance with the requirements of the wellness policy at the school office. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) efforts to actively solicit SWC membership from the required stakeholder groups; and (2) these groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of the triennial assessment of the policy;
- Documentation demonstrating compliance with public notification requirements, including: (1) methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) efforts to actively notify families about the availability of wellness policy.

TRIENNIAL PROGRESS ASSESSMENTS

At least once every three years, the SFA will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the school is in compliance with the wellness policy;
- A description of the progress made in attaining the goals of the SFA's wellness policy.

The SWC will monitor compliance with this wellness policy.

REVISIONS AND UPDATING THE POLICY

The SWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as SFA priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

COMMUNITY INVOLVEMENT, OUTREACH, AND COMMUNICATIONS

The SFA is committed to being responsive to community input, which begins with awareness of the wellness policy. The SFA will actively communicate ways in which representatives of SWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that SFA. The SFA will also inform parents of the improvements that have been made to school meals and compliance with school meal standards,

availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The SFA will use electronic mechanisms, such as email or displaying notices on the SFA's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy.

NUTRITION

SCHOOL MEALS

The school is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating special dietary needs. The SFA participates in the National School Lunch Program (NSLP) and is committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The SFA offers reimbursable school meals that meet [USDA nutrition standards](#).)

STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

WATER

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The SFA will make drinking water available where school meals are served during mealtimes.

COMPETITIVE FOODS AND BEVERAGES

The SFA is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>.

FUNDRAISING

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The SFA will make available to parents and teachers a list of healthy fundraising ideas.

NUTRITION PROMOTION

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The SFA will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

NUTRITION EDUCATION

The SFA aims to teach, model, encourage, and support healthy eating by students. The school will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Include enjoyable, developmentally-appropriate and participatory activities;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Include nutrition education training for teachers and other staff.

FOOD AND BEVERAGE MARKETING

The SFA is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The SFA strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on SFA property that contains messages inconsistent with the health information the SFA is imparting through nutrition education and health promotion efforts. It is the intent of the SFA to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the SFA's wellness policy.

PHYSICAL ACTIVITY

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) will not be normally withheld as punishment.

To the extent practicable, the SFA will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The SFA will conduct necessary inspections and repairs.

PHYSICAL EDUCATION

The SFA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education.

All students will be provided an opportunity to participate in physical education classes. The school will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the school or SFA must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The SFA will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The SFA will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and physical fitness.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. fax: (202) 690-7442
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX 6: SCHOOL LUNCH FISCAL POLICY AND PROCEDURES

The following federal and state regulations, guidance, and laws govern alternate meals and unpaid meal charges:

Treasure Valley Classical Academy shall provide a nutritionally adequate lunch that qualifies for reimbursement under the federal child nutrition program regulations.

Children eligible to receive free or reduced-priced meals and milk shall not be treated differently from other children. These plans shall ensure each of the following:

- Unless otherwise specified, the names of the children shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch Program.
- There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means.
- The children shall not be required to work for their meals or milk.
- The children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time.

When more than one lunch or type of milk is offered pursuant to this article, the free and reduced-price eligible children shall have the same choice of meal.

RECOVERING UNRECOVERED OR DELINQUENT DEBT

Title 2, *Code of Federal Regulations (2 CFR)*, Section 200.426: Bad debts are an unallowable cost to federal programs. According to federal guidance, unpaid meal charges are designated as unrecovered or delinquent debt until deemed uncollectable, at which time it becomes bad debt. The difference between unrecovered or delinquent debt and bad debt is described below:

- **Unrecovered or delinquent debt** refers to meal charges that have not been paid by the student(s) or parent(s) during the fiscal year.
- **Bad debt** is considered unrecovered or delinquent debt that, after all reasonable steps have been taken, has not been recovered by, or before, the end of the fiscal year in which the debt was incurred.

Treasure Valley Classical Academy will take all reasonable steps to recover the unrecovered or delinquent debt, and if unsuccessful in collecting the debt by the end of the fiscal year, the school will use non-federal funding sources to repay the NSFSA for the total amount.

MEAL CHARGE POLICY CONSIDERATIONS

As noted above, unrecovered or delinquent debt becomes bad debt at the end of the fiscal year it is incurred in, unless such debt falls into one of two exceptions:

- **Date of Debt:** The debt is incurred less than 90 days prior to the end of the fiscal year. Under this exception, the SFA will be afforded an opportunity to have a maximum of 90 days to collect the debt and receive payment for the unpaid meal charges. The 90 days will begin at the end of the claiming period for the debt incurred. At the end of the 90 days, the unpaid meal charges will be deemed as bad debt and a non-federal funding source must repay the NSFSA within 30 days.

If a student incurs unpaid meal charges in the last month of school, Treasure Valley Classical Academy will have a maximum of 90 days to collect the debt. If Treasure Valley Classical Academy is unsuccessful in collecting the unrecovered or delinquent debt at the end of the 90 days, then the debt becomes bad debt.

- **Repayment Plan:** This refers to the situation where Treasure Valley Classical Academy enters into a repayment plan with the family prior to the end of the fiscal year and this process continues into the next fiscal year. For example, a family notifies the district that they are willing to make monthly payments and agrees to set up a six-month payment plan in an effort to pay off the student's unpaid meal charge balance. Under this exception, the school can establish a payment plan for the family that allows the unrecovered or delinquent debt to carry forward into the next fiscal year.

BAD DEBT RECORD KEEPING REQUIREMENTS

Once unrecovered or delinquent debt becomes bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 *CFR*, sections 210.9(b)(17) and 210.15(b). The following records will be maintained to document the appropriate establishment and handling of bad debt:

- Evidence of efforts to collect unpaid meal charges.
- Evidence the collection efforts fell within the timeframe and methods established by the local meal charge policy.
- Financial documentation showing when the unpaid meal charge(s) became an operating loss.
- Documentation showing when the repayment plan was agreed to by all parties (as applicable).
- Evidence any funds written off as bad debt were restored to the NSFSA using non-federal funding sources.

MEAL CHARGE POLICY PREPAYMENT OPTIONS

USDA Policy Memo SP 57-2016 addresses prepayment options for SFAs to consider when establishing meal charge policies. Treasure Valley Classical Academy encourages families to prepay for meals at the reduced-price or paid rate to help ensure that children have consistent access to healthy, reimbursable meals, without accruing unpaid meal charges.

Families may still make cash payments to the school office on the day of service.

NOTIFYING HOUSEHOLDS OF SFA MEAL CHARGE POLICIES AND PROCEDURES

Treasure Valley Classical Academy will use the following methods to communicate the meal policies:

- Send a letter to households explaining the meal charge policy when providing student registration materials.
- Include the written policy when using existing notification methods to inform families about applying for free or reduced-price meals, such as distributing household applications at the start of the school year.
- Post the policy on the school's web site.
- Set up a parent notification system when a student's meal payment account is low or when the student begins charging for their meals.

TRACKING REVENUE AND EXPENSES

Treasure Valley Classical Academy will track all meal program revenue and expense on a separate line item in the general budget. Each month all revenue and costs will be reconciled and tracked, to be reviewed by the Principal and Director of Operations.

Treasure Valley Classical Academy will track any and all non-program foods separately from program food costs (e.g. adult meals). No food items will be purchased from the food service account (fundraisers, *a la carte* etc. will all be purchased through a general fund account). Program costs consist of all reimbursable lunch prior approved equipment purchases and program materials (such as marketing and office supplies).

The Principal, Director of Operations and Business manager will be trained annually on allowable costs, bad debt procedures and the meal collection policy.



TREASURE VALLEY
CLASSICAL ACADEMY

Guardian Authorization

I _____ am the parent/legal guardian of the following students:

1. _____
2. _____
3. _____
4. _____
5. _____

By signing this form, I authorize _____ to act as an approved guardian for my child(ren). This includes volunteering for the school, attending school meetings regarding my child(ren), and any other authority that legal guardianship offers at Treasure Valley Classical Academy.

Signature

Date

Additional Guardian Contact Information and Signature:

Phone

Email Address

Signature

Date

For Office Use Only

____ Signature Verified

____ ID of new Guardian Verified



TREASURE VALLEY

CLASSICAL ACADEMY

To maximize your students' safety and minimize confusion, please review and follow this process.

1. **Procedure Basics.** School begins at 8:00am (7:30 highly encouraged) and ends at 2:30pm. Students will report to and leave from the gym. Carpool drivers will initially approach Kansas Ave S from the west on SW 3rd ST. Please stop at the southeast corner of the school, this is the first spot in line for service.

If your student(s) are not ready to leave the building, you will be asked to pull forward on S Kansas AVE toward SW 4th ST, to wait beyond the general flow. If you are asked to requeue, please head east on SW 4th and return to Kansas AVE via S. Nebraska and SW 2nd ST.

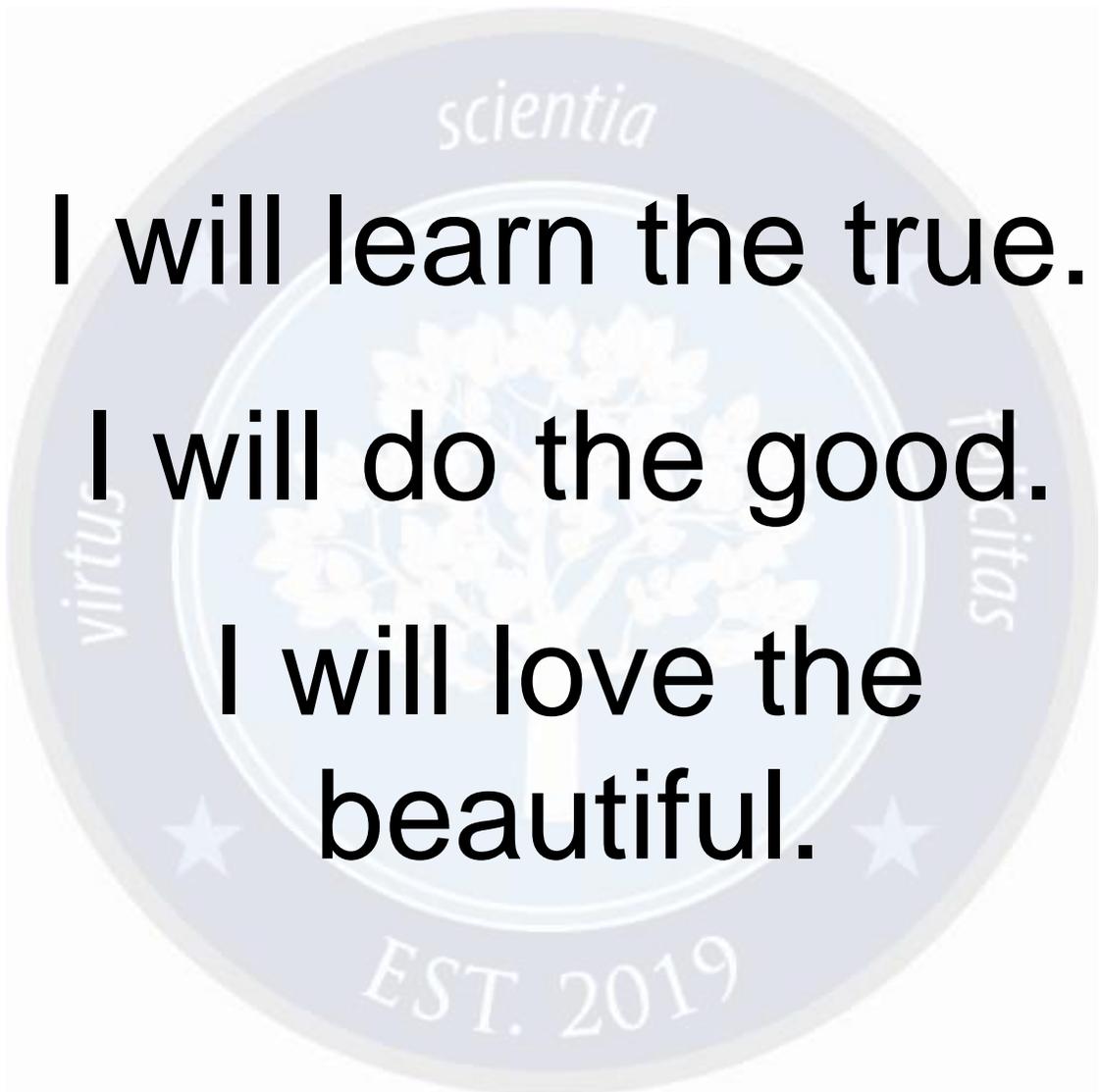


2. **The Car Tag.** Each Authorized Adult will sign for and receive their own Car Tag to hang from rearview mirror. **The Car Tag number must be visible for drive-up/pick-up service.** If the Car Tag is lost or forgotten, the driver must park facing Westbound on SW 3rd ST., in front of the Post Office and report to the Office to pick up their students. If the Car Tag is truly lost, please contact the Office for a new Car Tag.
3. **The Procedure.** A teacher will read your Car Tag number into a radio, your students will be collected and escorted to your car (please do not exit your vehicle). For their safety, students will enter your car on the passenger side only. Once you've picked up your student(s), proceed south on S Kansas AVE at least one block before changing direction (this will remove congestion from the immediate school area.) If you are instructed to circle the block and requeue, please circle around the block to the East to avoid bus congestion. Return to S Kansas AVE off of 2nd ST to requeue.

EXTRAORDINARY CIRCUMSTANCES AND CONTINGENCIES

1. **Bus rider being picked up.** If your student(s) normally rides the bus but is being picked up on a particular day, please call the office by 1:00 pm to facilitate. An authorized adult will need to come into the office to pick up your student(s).
2. **Student going home with another TVCA Authorized Adult.** If your student(s) is/are riding home with another TVCA family, please call the office no later than 1:00 pm to facilitate.

Thank you in advance for your patience as we are all learning this process. Please call the School if you have any questions.



I will learn the true.

I will do the good.

**I will love the
beautiful.**