



# 2025-2026 STUDENT & FAMILY HANDBOOK

## ABSTRACT

The Student & Family Handbook has been developed to help students, families, and administrators understand the policies and procedures established for students. This handbook is reviewed annually.

Written by Administration

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## **Message from School Leadership Board**

Welcome to Valor Christian Leadership Academy!

As a Christ-centered K-12<sup>th</sup> grade private school located, our mission is to develop the whole student in a Christ-centered, Leadership-focused, Academically-customized learning environment.

We are a diverse community committed to assisting students in becoming who God created them to be. In partnering through this education process, it is imperative that families, students, and staff are aware of the school standards that guide towards a clear and unified way to cooperate and collaborate.

Our desire is that while your child is enrolled here, he/she will be successful academically, socially, and spiritually. This handbook outlines our values, expectations, and standards.

We pray your time with Valor Christian Leadership Academy will prove to aid your child in becoming the best version of themselves, holistically, according to God's divine creation!

Blessings,

School Leadership Board

# **Mission, Beliefs, Norms, and Core Values**

## **Vision**

Valor Christian Leadership Academy will graduate students who have been empowered, educated, and equipped for post-secondary education as well as workforce readiness.

## **Mission**

To develop the whole student in a Christ-centered, Leadership-focused, Academically-customized learning environment.

## **Beliefs**

We believe the Bible to be the Inspired, Infallible Word of God. (2 Timothy 3:16)

We believe in God the Father Almighty, Maker of Heaven and Earth. (Genesis 1:1; Psalm 24:1)

We believe Jesus Christ, God's only Son was crucified, dead, buried and resurrected after 3 days; He now sits at the right hand of God the Father Almighty. (Matthew 27:32-44; 27:45-50; 28:1-10)

We believe in salvation, made possible through Jesus Christ. (Romans 10:9, John 3:16)

We believe in the present ministry of the Holy Spirit by whose indwelling every Christian is enabled to live a godly life. (John 14:26)

## **Norms**

Honor God in all you do, Respect one another's diversity, Look to the best interest of others, Set high expectations, Be Present, Finish

## **Core Values**

Love, Faith, Excellence, Integrity, Inspiration, Teamwork

## **Human Sexuality Statement**

At Valor Christian Leadership Academy, we affirm human sexuality as a gift from God, designed to serve as a mirror of one's relationship with God. We believe that God's intention for human sexuality is between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21-24; Hebrews 13:4). In addition, Valor Christian Leadership Academy supports the dignity of individual persons affirming their biological sex- understanding that any attempts to change one's God-given sexuality through elective sex re-assignment or transvestite, transgender or nonbinary "genderqueer" acts or conduct is at odds with our biblical standards and subsequently our code of conduct. All decisions regarding school functions, sports affiliations, clubs, and other school-related activities that are deemed gender-specific are offered based on genetics at birth.

Students at Valor Christian Leadership Academy will be addressed by name presented on documentation so long as it matches the student genetics at birth.

## **VCLA Commitment**

Valor Christian Leadership Academy desires each student to have a healthy, thriving, happy educational experience. Understanding that you have the primary responsibility for the education and development of your child, VCLA is privileged to collaborate and cooperate with you. Therefore, every teacher at VCLA has read, agreed and committed to the following below.

### ***School Environment and Christ-like Demonstration***

1. Create and cultivate a Christ-like classroom and school environment.
2. Model Christ-like behaviors: love, faith, joy, peace, goodness, compassion, patience, and self- control
3. Maintain high spiritual, moral and professional standards and expectations.
4. Set high moral expectations for each student.
5. Cultivate leadership qualities in each student.
6. Identify and respond to each student's individual needs.
7. Help each student understand the work that is assigned during school and at home.
8. Encourage each student to do his/her best at all times.
9. Assist your student in following school expectations designed to protect the safety and interests of all students and ensure the orderly operation of the school.

### ***Positively Engage You in Your Child's Educational Experience***

10. Communicate weekly and constructively of your child's progress, not just in academics.
11. Send important notices and paperwork in a timely manner.
12. Respond promptly to any questions or concerns relating to your child.
13. Communicate promptly with information that affects or involves your child.
14. Schedule parent/teacher conferences.
15. Provide communication plan to each family, outlining the best means and times of communication.

## **School Schedule**

Valor Christian Leadership Academy's standard school schedule is 8:00am-2:45pm.

Afterschool begins at 3:30pm and ends at 6:00pm

### **Elementary Schedule**

Elementary teachers create their classroom schedules. The teachers will provide parents with the schedule at the beginning of the school year or when a student enrolls in his/her class.

Elementary schedules allocate time for students to engage in enrolled core subjects, specials, lunch, recess, and snack times.

### **Middle/ High School Schedules**

At the start of the school year, educators will pass out the Middle & High School class schedules.

Middle/High School Schedules allocate time for students to engage in enrolled core subjects, electives, lunch, recess, and break times.

### **Lunch & Snacks**

Lunch and Snacks are provided by the parents. This is to ensure that students receive nutrition based on individual eating habits.

Elementary students have scheduled snack time during the day- morning & afternoon

Middle & High School students eat snacks during scheduled break times

## **Parent Commitment, Involvement, and Communication**

### **Parent Commitment**

Valor Christian Leadership Academy (VCLA) wants each parent to recognize and embrace your role as having primary responsibility for the education and development of your child. Since you have afforded VCLA the privilege of assisting in your child's development, collaboration and cooperation with you is imperative. We wish to aid you and not take your place as the parent of your child.

VCLA desires each child to have a healthy, thriving, happy educational experience. To aid in this achievement, Christian teaching and principles, inspired and guided by the Holy Bible, the infallible Word of God, will be taught daily. We ask that you aid in your child's achievement at VCLA by reading, agreeing and committing to the following below.

#### ***Ready for School every day***

1. Ensure my/our child is in school every day, on time and all day.
2. Send my/our child to school ready to learn (fed, rested and properly dressed).
3. Supply a healthy lunch and snacks, as appropriate.
4. Ensure my/our child is dressed according the VCLA Dress Code Policy.

5. Has all supplies, resources and books needed for the school day.

***Positively invest in my/our child's educational experience***

6. Help VCLA staff understand the spiritual, emotional, intellectual, physical and academic needs of my/our child.

7. Always show interest in his/her school day, not just in academics.

8. Help with schoolwork and review papers that are sent home.

9. Communicate weekly and constructively with teachers about my/our child's progress while at school.

10. Contact the teacher promptly with information that will affect my/our child's focus at school.

11. Attend parent/teacher conferences.

12. Volunteer at my/our child's school or a school-related events at least 2 hours per month.

13. Fully commit to the Parental Elective and guidelines provided.

14. Assist my/our child in completing Parental Elective projects.

***Be a role model by demonstrating positive communication and behaviors***

15. Encourage my/our child to do his/her best at all times, in all activities.

16. Spend vital family time (talking, playing games, activities) with my/our child weekly, as often as possible.

17. Insist that my/our child follow school expectations designed to protect the safety and interests of all students and ensure the orderly operation of the school.

18. Respect the Christ-like environment that VCLA nurtures; refrain from using foul language, displaying inappropriate behavior, threatening, smoking and/or drinking on campus or at any school-related events, wearing appropriate attire for a school setting.

19. Respect VCLA by not defaming it's name, directors, staff, students or parents by posting, messaging, tweeting or spreading information that is not intended for the uplifting and inspiration of VCLA.

20. Contact school office and schedule an appointment with a director if an issue requires mediation involving a VCLA staff member or student.

21. Responsible with paying fees associated with my/our child's education and educational experience at VCLA.

**School Communication**

It is vital to maintain open and efficient communications. All communication supports the schools' goals of ensuring stakeholders remain up-to-date on efforts and activities of Valor Christian Leadership Academy. Valor Christian Leadership Academy wishes to facilitate meaningful and open communications with all stakeholders.

***School-wide communication***

Valor Christian Leadership Academy utilizes various school-wide communication platforms in the dissemination of related information. School-wide communication platforms include, but are not limited to, email, phone calls, text messages, in-person, orientations, conferences, information nights, handbooks, website, and social media applications.



### ***Class-wide communication***

Valor Christian Leadership Academy Educators use various communication platforms in the dissemination of class-related information. Class communication platforms include, but are not limited to, email, phone calls, text messages, in-person, and class applications.

### ***Thinkwave***

Thinkwave is the current School Management System (SMS) of choice. Parents are provided with login instructions to access SMS website. Thinkwave allows parents to view student grades, attendance records, missing assignments, announcements, emails, and other information pertaining to the student.

## **Financial Commitment & Details**

All families MUST have a signed financial agreement prior to students' first day of school. Valor Christian Leadership Academy accept Cash Pay families as well as the scholarships. The following scholarships are accepted at Valor Christian Leadership Academy: Step Up For Students Florida Tax Credit Scholarship, Step Up For Students Family Empowerment Scholarship- Education Options, Step Up For Students Family Empowerment Scholarship- Unique Abilities, Step Up For Students Hope Scholarship

### **Tuition & Fees**

The 2024-2025 Tuition and Fees Schedule has been published and approved by the Florida Department of Education and Step Up For Students. Scholarship Awards can be applied to Tuition & Fees. However, there may be outstanding fees associated with family accounts. As a result, families enter a Financial Agreement with Valor Christian Leadership Academy to cover those fees.

### **Agreed upon financial terms and details**

Below are the financial terms and details for all families. These terms and details must be initialed by the parent as part of the financial agreement. There is one (1) financial agreement per family.

#### ***PART A: PARENT TUITION & FEES***

- Enrollment Fees are non-refundable and are due in full prior to student starting school.
- All monthly tuition payments are due by the 1st of each month. A 5-day grace period is given to each student account. Therefore, families have until the 5th of each month to pay agreed upon fees without incurring late fees.
- All monthly tuition payments received after the 5th of each month, will incur a 15% late fee added to agreed upon original monthly fees. A 15% late fee will be added each week the balance remains outstanding.
- Fees paid weekly are due the Friday prior to the week that services are rendered and must be paid no later than Monday morning before the start of school. Weekly fees paid Monday afternoon will result in a 15% late fee added to fee amount. A 15% late fee will be added weekly until the outstanding is paid.
- VCLA will only provide full refunds for school services (i.e. tutoring, before school, after school) paid by parents/guardians and parents/guardians requests the services be cancelled prior to services being rendered to student. VCLA does not process partial or prorated refunds for school services.
- A full month of tuition is charged for any days of enrollment during that month. If a student is voluntarily withdrawn or is requested to withdraw from school, tuition is due in full for the month of withdrawal.
- VCLA processes prorated tuition refunds for tuition paid by parents/guardians for any months that the student was not enrolled (scholarship recipients will not receive tuition refunds paid via scholarship funds). However, parents/guardians will receive refund amount less any school fees accessed to student account.
- I understand the quarterly payments cover the large portion of tuition and fees (which may include uniforms, tutoring, sports fees, supplies) for my child. The scholarship allocations are presented on page 1 of this document. Any questions, I will reach out to the finance department to discuss further.

- I understand that I have 3 business days to approve my child's scholarship quarterly payment.
- I understand that on the 4th business day, I will be charged a late fee equal to 10% of my child's quarterly payment. I also understand that after 7 days of non-approval, my child's attendance will be jeopardized until the scholarship payment is approved.
- I understand that if I withdraw my child before the end of the school, I may be responsible for paying certain school fees, out of pocket, to include but not limited to application, registration, tuition, uniforms, and supplies.
- If the scholarship award does not cover all tuition and fees, I will be responsible for all fees remaining according to the financial agreement.
- Before withdrawing a student in the middle of a scholarship verification period, schedule an appointment with a School Director to ensure that no tuition or other fee amounts will be added to the student's account.

## **PART B: DELINQUENCY**

- Student accounts that reach 14 days overdue will result in an appointment with a Financial Representative; student activities and other services offered will be suspended until account is brought current or a payment arrangement has been agreed upon in writing between the school and parent(s)/guardian(s).
- Student accounts that reach 30 days overdue will result in students remaining home or services being suspended until past due and current fees.
- Student accounts that reach 45 days overdue will be referred to a collection agency.

## **PART C: WITHDRAWALS**

- All outstanding student account fees must be paid prior to the school releasing any students records or withdrawal paperwork.
- Parent(s)/Guardian(s) who are experiencing financial difficulty should contact the Finance Department as soon as possible to discuss available forbearance options relating to student accounts.
- If a student is withdrawn during the school year and transfer records are requested earlier than the school's processing time, parents are required to pay \$200.00 fee for this expedited request. This applies to parent withdrawals as well as administrative withdrawals. The processing time does not begin until all outstanding tuition and fees have been paid. Standard processing time is 2-4 business days.

## **Dress Code Policy**

The Dress Code policy is in effect for the sole purpose of preparing students for the real world. This dress code policy will be strictly enforced every day and for all school-related events.

Valor Christian Leadership Academy has partnered with French Toast uniforms to satisfy the school uniform needs. All Polo uniforms MUST BE purchased from this website. Parents may elect to purchase dress khaki bottoms from other providers. However these pants cannot be cargo jeans, jogger style, or tights. Please see attached document for how to access Valor Christian Leadership Academy's school uniform website. Any student wearing other uniform brands/items or are not dressed according to dress code breakdown below will not be permitted on school campus or school-related event.

The daily dress code breakdown is included below. Order according to your child's biological gender and size.

In addition to the breakdown below, remember the following:

1. Only the black uniform cardigan and 2021 black winter jacket is permitted to be worn at school.
2. Ladies are required to wear dark solid-colored tights/shorts under skirts. Tights must be shorter than the length of the skirt.
3. As the winter season approaches, the school uniform website will include a winter catalog.

Day of week	Ladies	Gentlemen
Monday, Tuesday, Thursday	<b>Shirts</b> = White OR Green polo shirt with embroidery <b>Bottoms</b> = Khaki Pants or Shorts, fastened with black or brown leather belt <b>Shoes</b> = ALL black tennis shoes or sperry-type loafers in ALL black, brown or tan	<b>Shirts</b> = White OR Green polo shirt with embroidery <b>Bottoms</b> = Khaki Pants or Shorts, fastened with black or brown leather belt <b>Shoes</b> = ALL black tennis shoes or sperry-type loafers in ALL black,
Wednesday	<b>Shirt</b> = White Oxford Shirt no embroidery <b>Bottoms</b> = Khaki Knee-Length skirt <b>Shoes</b> = ALL black tennis shoes or sperry-type loafers in ALL black, brown, or tan	<b>Shirt</b> = White Oxford Shirt no embroidery <b>Bottoms</b> = Khaki pants fastened with black or brown leather belt <b>Shoes</b> = ALL black tennis shoes or sperry-type loafers in ALL black brown, or tan
Friday	<b>Shirts</b> = School T-Shirt <b>Bottoms</b> = Solid-colored denim jeans (no frays, rips, tears, patches or patterns), fastened with black or brown leather belt <b>Shoes</b> = Any color tennis shoes	<b>Shirts</b> = School T-Shirt <b>Bottoms</b> = Solid-colored denim jeans (no frays, rips, tears, patches or patterns), fastened with black or brown leather belt <b>Shoes</b> = Any color tennis shoes

VCLA will provide notifications if there are any dress code allowances or changes for any school activities or events. Otherwise, students are expected to follow the guidelines described above.

## **Academics**

### **Grading Scale**

Valor Christian Leadership Academy uses the following grading scale:

90%- 100%= A	80%-89%= B	70%-79%= C	60%-69%= D	59% & Below= F
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### **Curriculum**

Valor Christian Leadership Academy uses Christian-based student curriculum for Bible Courses. The school uses Florida Standards as adopted by the Florida Department of Education for English Language Arts, Mathematics, Science, and Social Studies. All students complete required coursework in the following subjects: Bible, English Language Arts, Mathematics, Science, Social Studies, and varying elective courses through online platforms and teacher instruction.

### **Dual Enrollment**

Dual Enrollment is offered to High School students only. There are strict academic guidelines that are used to determine eligibility for partnership. Valor Christian Leadership Academy students may be dually enrolled through Polk State College and University of South Florida. The credits completed at the collegiate level will account for high school credit and college credit.

### **Honors Courses**

Honors courses are geared toward middle and high school students only. There are strict academic guidelines that are used to determine eligibility.

### **AP Courses**

AP Courses are offered to High School students only. There are strict academic guidelines that are used to determine eligibility for participation.

### **School-Administered Device Policy & Expectations**

Students completing curriculum based or allowable activities on devices assigned by Valor Christian Leadership Academy, must agree to treat devices with care and responsibility. If a device is damaged while in a student's possession, he/she will be responsible for paying the amount necessary to replace the damaged device.

### **Academic Probation**

It is Valor Christian Leadership Academy's desire that all students succeed academically. As a result, if after careful review by the teachers and school administration that a student's academic performance is below the required level for ease of promotion, students may be placed on academic probation. Prior to this decision being made, there will be various opportunities for students to improve academic performance as well as communication with families regarding student's unsatisfactorily meeting grade level standards.

An intervention plan will be created along with recommendations to improve student academic performance. Failure to meet the stipulations as outlined in the Academic Probation document may result in failing grades, course retakes, summer school, retention of grade, and/or administrative withdrawal.

Middle & High School students must maintain a 2.5 GPA to remain in good academic standing.

### **Community Service Requirement**

All high school students MUST graduate with a calculated number of community services hours based on number of years enrolled at Valor Christian Leadership Academy. For each middle school year, 10 hours of community service is required. For each high school year, 20 hours of community service hours are required. For example, if a student enters Valor Christian Leadership Academy in the 6<sup>th</sup> grade and remains through the 12<sup>th</sup> grade year, he/she must have 110 hours of community service hours accumulated.

### **Credits**

All high school courses carry credit weight. Students who earn a "D" or "F" in any course will be required to re-take that course before graduation. Courses offered are worth a weight of 0.5 or 1.

### **Attendance**

Attendance is vital to the academic success of every student. Valor Christian Leadership Academy has adopted the following attendance policy. Please review below.

#### **School Attendance**

All children enrolled in Valor Christian Leadership Academy are required to attend school regularly during the entire 2023-2024 academic school year.

#### **Patterns Of Non-Attendance**

Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is 5.

A student who has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance (F.S. 1003.26 (1) (b)).

Unless acceptable documentation is presented/submitted, an accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equals 5 days in a marking period or 10 days within two marking periods may establish a pattern of non-attendance.

If the student exhibits a pattern of nonattendance, directors may request documentation for subsequent absences. (F.S. 1003.24(4)) Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

"Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject to compulsory school attendance under s.1003.21 (1) and (2) (a), and is not exempt under s.1003.21(3) or s. 1003.24, or 3 by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. (F.S. 1003.01 (8)).

## **Absences**

### **EXCUSED ABSENCES**

Students shall be counted in attendance if they are away from school or on campus on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students. Otherwise, students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S.1003.24(4), 1003.26)

Illness of student.

Illness of an immediate family member.

Death in the family.

Religious holidays of the student's own faith.

Required court appearance or subpoena.

Special event. Examples of special events include important public functions, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.

Scheduled medical or dental appointment.

Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

### **UNEXCUSED ABSENCES**

Absences not excused as defined in the previous section, are considered unexcused.

## **Tardiness**

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times within a marking period.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

### **Early Sign-Outs**

1. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-signouts, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02(1) (b))

### **Students' Rights and Responsibilities**

- a. Students when age-appropriate, have a responsibility to ask their parents to notify the school when they are absent.
- b. Students when age-appropriate have a responsibility to ask teachers for, and to complete, make-up assignments. Assigned work is due the day of return.
- c. Students must maintain current classroom assignments while on internal suspension and turn in work daily.

### **Parents' Rights and Responsibilities**

1. Parents have a right to be informed of the attendance responsibilities and consequences for truancy for both parents and students.
2. Each parent of a child is responsible for the child's school attendance.
3. Parents must report their child's absence. The parent shall provide documentation of illness from a physician or public health unit.
4. The parents of a student expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, should notify the school immediately. The school will create an instructional
6. Parents have a right to be notified if their child miss school and the parents have not reported the absence to the school (1003.26(1)).
7. It is the parents' responsibility to maintain current contact information including telephone numbers with the school's registrar. Failure to comply may include the school needing to contact the proper authorities.

### **Disciplinary Policy**

At Valor Christian Leadership Academy, we believe that discipline is a tool for developing character and promoting a culture of respect, self-control, and godly conduct. We are committed to providing a safe, orderly, and Christ-centered environment where students can thrive academically, socially, and spiritually. Our discipline model uses the Positive Behavioral Interventions and Supports (PBIS) framework alongside clearly defined consequences for inappropriate behavior. Discipline at Valor is administered with grace and clarity, seeking to guide students toward spiritual maturity, self-discipline, and love for others. We believe that firm boundaries, consistent consequences, and biblical truth all work together to shape lives of excellence and purpose.

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a proactive approach to teaching and reinforcing positive behavior through:

- **Core Values:** Respect, Responsibility, and Readiness
- **Tiered Interventions:**

- **Tier 1:** School-wide expectations and reinforcement
- **Tier 2:** Small group check-ins, social skills groups
- **Tier 3:** Individualized behavior plans and mentorship
- **Recognition & Rewards:** Students are acknowledged for modeling core values through praise, incentives, and leadership roles.
- **Restorative Practices:** Emphasis on repairing harm, peer mediation, and conflict resolution.

### **Levels of Infractions & Consequences**

All behavior incidents are managed using a structured approach designed to correct actions, build responsibility, and protect the learning environment. Staff will respond to misconduct using a variety of consequences and interventions based on the severity and frequency of the behavior.

#### ***Level 1 Infractions – Classroom-Managed***

*Examples include:*

- Minor classroom disruptions
- Dress code violations
- Tardiness
- Unpreparedness for class
- Failure to follow classroom procedures
- Talking without permission
- Disrespectful tone or body language

*Possible Consequences:*

- Verbal correction or redirection
- Reflection forms or behavior think sheets
- Sentence writing or journaling
- Parent communication
- Loss of classroom privileges
- Temporary relocation to a reflection area or quiet learning space
- Conflict resolution session / mentorship

#### ***Level 2 Infractions – Office-Managed (Moderate)***

*Examples include:*

- Repeated Level 1 behaviors
- Use or possession of a cell phone during school hours
- Defiance of authority
- Inappropriate language
- Disrespect toward staff
- Leaving class without permission

- Tampering with school property
- Dishonesty or forgery
- Disrupting chapel or other assemblies

*Possible Consequences:*

- Parent-teacher-student conference
- Behavior contract or written reflection assignment
- Loss of school or extracurricular privileges
- Relocation to quiet learning space for part of the day
- Afterschool cleaning
- Saturday School assignment
- Sentence writing or journaling
- Conflict resolution session / mentorship

**Level 3 Infractions – Office-Managed (Serious/Zero Tolerance)**

*Examples include:*

- Threats of violence
- Physical aggression or fighting
- Bullying, harassment, or intimidation
- Cyberbullying (on or off campus)
- Sexual misconduct or inappropriate touching
- Possession or distribution of drugs, alcohol, or tobacco/vape products
- Possession of weapons or dangerous items
- Vandalism or theft

*Possible Consequences:*

- Immediate removal from classroom
- Parent meeting with administration
- Suspension from school activities
- Saturday School or multiple-day afterschool cleaning
- Recommendation for expulsion (for severe or repeated offenses)
- Referral to law enforcement, if applicable

**Anti-Bullying & Cyberbullying Policy**

We are committed to cultivating a culture of kindness, safety, and accountability. Students are encouraged to speak up when they or others feel unsafe or targeted. Valor Christian Leadership Academy maintains a zero-tolerance stance on bullying and harassment during the school day and at any school-sponsored event. This includes, but is not limited to:



- **Physical bullying** – hitting, pushing, or physical intimidation
- **Verbal bullying** – name-calling, mocking, threats, or offensive comments
- **Social bullying** – intentional exclusion, spreading rumors, or public embarrassment
- **Cyberbullying** – use of digital platforms to harass, threaten, or demean others

#### **Scope of School Responsibility:**

While we recognize the growing impact of digital communication and social media, Valor Christian Leadership Academy does not monitor or control student social media behavior that occurs off-campus and outside of school hours.

However, the administration will intervene in cases where:

- The bullying takes place on school premises,
- This behavior occurs during school-sponsored events or transportation, or
- There is credible evidence that an incident is planned to occur at school or a school activity.

#### **Reporting & Response:**

- Any student, parent, or staff member may report suspected bullying to the school administration.
- All reports will be taken seriously and investigated promptly.
- Reports will be investigated promptly, respectfully, and with confidentiality.
- Verified incidents will result in age-appropriate consequences, including loss of privileges, required counseling, Saturday School, or dismissal from the school in severe or repeated cases.
- Disciplinary actions will be based on the nature and frequency of the offense.
- Repeat or severe bullying may result in expulsion.

#### **Behavior Documentation and Parent Communication**

Behavioral incidents are documented using a school-wide tracking system. Parents are promptly notified of all Level 2 and 3 infractions. Communication may include phone calls, written notices, or behavior reports. Parents are encouraged to partner with staff in promoting accountability and growth.

#### **Medication Administration**

Valor Christian Leadership Academy does not have school nurse on staff to administer medication. The only allowable medication must be student administered, unless otherwise approved the administration, and a signed document is on record that holds school harmless to any issues that may arise from the administration of the medication, understanding there is not certified staff in that area. Parents assume all risk in allowing students to self-administer medication and/or asking any school staff to administer medication for any reason.

Whether self-administration or school staff requested administration, the following guidelines must be followed:

1. The student is capable of self-administration of prescribed medication.
2. Parent is giving permission for medication to be on student person but must be turned in to front office.
3. Medication must be in proper containers, as posted by pharmacy, with name of medication, student name, contact phone number, and dosage requirements.
4. School staff must store medication until time for administration.

## **Electronic Device Policy**

VCLA is a “no cell phone” campus, not even in backpacks. However, in unique circumstances and with administration approval, student may bring a cell phone on campus. This is for extenuating circumstances only. If students are caught on campus with a cellular devices, other electronic devices, and/or smart watches, without expressed consent, consequences will be administered. If students are permitted to bring on campus for any reason, the student and family assume all risks and liabilities associated with bringing the device to campus.

Student and Parent must agree to all of the above prior to any electronic device being permitted on campus and other school related events.

Electronic Devices will be checked in by the teacher at the start of each day and returned at the end of the instructional day or when the student picked up. VCLA staff will secure student’s electronic device in a secure location on campus. VCLA highly recommends that the student places a unique identified item on the device.

Students will ONLY be permitted to use electronic devices during school for the following reasons:

- Educational activities as instructed and lead by the teacher
- On School field trips to capture memories of the trip

The following actions conducted on an electronic device are prohibited and will result in consequences should they be violated:

- Cyberbullying
- Threatening
- Sexting
- Cheating
- Surfing the internet without permission
- Playing and Listening to Music without permission
- Review of appropriate and inappropriate content on the internet that is not associated with an educational activity as instructed and lead by the teacher
- Review of inappropriate content on the internet to include but not limited to pornography, drug abuse, drug paraphernalia, disruptive and violent behaviors
- Transmission of inappropriate behaviors and content to include but not limited to drug paraphernalia, drug abuse, pornography, disruptive and violent behaviors
- Slander of another student, staff member or any person associated with VCLA
- Taking pictures, videos or recordings of other individuals without permission
- Taking inappropriate pictures, videos or recordings of another individual even with his/her permission
- Calling, texting or chatting without permission
- Review of prohibited websites and content that is in violation of the student expectations outlined in the Student Code of Conduct
- And any other texts, postings, tweets of information that does not serve to uplift and inspire the students, staff and others associated with VCLA.

## **Violations**

Violation will result in consequences of confiscation up to the device no longer allowed at school or school-related events permanently.

Should a violation take place, VCLA staff will first approach the student that the device belongs to. That student is deemed responsible for whatever violation(s) took place on that device and will receive the appropriate consequences unless, he/she can prove, without a doubt and substantial evidence, that the activities were a result of foul play.

In the event of a violation or investigation of a violation, the student agrees to provide the requested electronic device to school staff without resistance.

A school staff member will confiscate an electronic device and must be given access to review content on the student's electronic device if it is speculated that activities are in violation of this policy or is apart of an internal school investigation. Furthermore, the student agrees to provide all security information to gain access to include, but not limited to, passwords, pins, codes and/or patterns, to school staff for all accounts under investigation.

Electronic Device will be returned to a parent/guardian when the school no longer requires it as a part of school investigation.

## **Prevention**

To minimize thief, VCLA strongly encourages students to adhere to the following guidelines:

- Don't give the device to another student.
- Don't share devices.
- Don't leave the device or paraphernalia unattended.
- Don't trust another student with the device.

## **Clubs & Sports**

Students may participate in clubs & sports while enrolled in Valor Christian Leadership Academy

### **Clubs**

Valor Christian Leadership Academy offers various clubs each academic year. They differ based on volunteer offerings. Families will receive notification regarding clubs' details, practice times, and start date.

### **Sports**

Valor Christian Leadership Academy does not currently offer school sports. However, students enrolled at Valor Christian Leadership Academy can participate in sports.

### ***Elementary***

Elementary students may participate in recreational and private sports organizations. Valor Christian Leadership Academy has a list of sports organizations within the Polk County area.

### ***Middle & High School***

Middle school and high school students may participate in recreational organizations, private sports teams, and zoned public-school teams. For middle and high school students to participate in zoned public-school sports, they must have and maintain a 2.5 GPA, complete sports physical, and any other additional paperwork as required by zoned public school. Note that Valor Christian Leadership Academy is required to provide report cards, transcripts, and other student records as requested by zoned public school.

## **Student Records & Confidentiality**

Student records are kept and held with the highest level of discretion, security, and confidentiality. Valor Christian Leadership Academy provides records to parents/guardians only, they will not be provided to secondary family members. This policy is to protect each student. For further questions and information, contact the school's front office.

## **Media Consent**

Valor Christian Leadership Academy (VCLA) likes to keep its school families and community updated with the latest information and events pertaining to VCLA. Pictures, videos, recordings, interviews, and quotes are used for the sole purpose of informing school families, highlighting student and school successes, fundraising events and promoting VCLA in the community. Several forms of communication mediums and platforms are used to disseminate information to include, but not limited to, school websites, Facebook, Instagram, Twitter, printed materials, and postings. Unless written rejection is received from the parent, Valor Christian Leadership Academy will use students' picture for marketing purposes.

## **Driving Privilege**

Parking your vehicle at Valor Christian Leadership Academy is a PRIVILEGE. There are rules that must be followed by students who choose to drive to school. All Valor Christian Leadership Academy students are classified as "minors" for school purposes, even if they are over 18 years of age. The Parent/Guardian is responsible for the student. A copy of the student's valid Florida Driver's License, car insurance, and vehicle registration must be provided to the school.

A student interested in driving to school must visit the front office to receive the Driving Privilege Packet. Parent & Student must review the Driving Privilege Packet, sign the required locations, provide required documentation, and return the completed packet to the front office. Upon a complete packet, the School Administration will decide if the student is permitted to drive to school campus and related events.