



**From Him, Through Him, For Him  
Romans 11:36**

**Kindergarten–Grade 12**

**2022–2023**

**PARENT/STUDENT HANDBOOK**

Rev: 8/16/2022

## 2022–2023 Parent/Student Handbook

### Welcome to North Valley Christian Academy!

We are delighted that you and your child will be part of a Lutheran education experience. Maintaining a safe school where your child can thrive and grow is the most important job we share. NVCA™ is grateful you have entrusted us with your child, and we are dedicated to confirming the wisdom of your decision.

As you review this handbook, keep in mind our mission: “*develop* Christ-centered students who *aspire* to excellence and *impact* their communities for Him.” We seek to instill an attitude of excellence in academic performance, emotional maturity, social interaction, physical health, and spiritual wisdom. We are committed to preparing our graduates to maximize the use of their God-given gifts and talents for the betterment of His kingdom and our world.

As we journey through this process together, we ask your support of our teachers and staff as they strive to deliver on our mission. Your words of encouragement and prayers are essential to develop the kind of learning and caring community we all desire for NVCA. Partner with us as we work together to be an advocate for your child following God’s counsel to “train up a child in the way he should go: even when he is old, he will not depart from it” (Prov. 22:6, ESV).

Thank you again for allowing North Valley Christian Academy™ the opportunity to be a part of your child’s growth and development.

Blessings,



Chris Schoenleb  
North Valley Christian Academy™  
Head of School

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## **Introduction**

### **Purpose**

The purpose of the NVCA K-12 Parent/Student Handbook (Handbook) is to establish the parameters of an orderly, Christian learning environment and to communicate the expectations of each member of the NVCA family. In this Handbook we seek to strike a balance between discipline and grace. As a Christian school, NVCA strives to maintain high standards for decorum and behavior while teaching our students the wisdom of decisions based on biblical principles. Policies within this Handbook serve to define an environment where our students, your children, can learn and grow into knowledgeable, mature Christians. Although we will apply these Handbook policies with both truth and grace, they do not contractually bind NVCA. North Valley Christian Academy reserves the right to revise these policies at any time without notice.

### **History**

In 2010, North Valley Christian Academy (NVCA) became an independent, non-profit, 501(c)(3) educational organization affiliated with The Lutheran Church–Missouri Synod (LCMS) system of schools. NVCA, a Lutheran school, serves families from all faith backgrounds, while assuring all programs, activities, and curriculum reflect the tenets and beliefs of the LCMS.

Originally housed on the campus of Cross of Christ Lutheran Church, in 2012 NVCA moved to 42101 N. 41st Drive, Anthem, AZ. However, as the new location offered limited opportunities for growth, after much prayer and discussion, the NVCA Board of Directors (Board) purchased land at 27th Drive (south of Carefree Highway) and contracted for the construction of a twenty-first century learning facility. At the start of the 2017-2018 school year, NVCA's new school opened its doors to students from preschool to the tenth grade. The following year, a junior and senior class were added making NVCA a preschool-12th grade school. In May 2019, the first graduates of NVCA received their diplomas. The expected enrollment for the 2022-2023 school year is over 600 students.

## **Preparing Graduates for Life**

### **NVCA Parents**

As a parent/guardian of an NVCA student, you play a vital role in helping us maintain a well-rounded environment for your child's mental, physical, emotional, and spiritual growth during the crucial formative years in her/his life.

This Handbook describes how you, along with your child's teacher and the NVCA staff, will work in partnership to achieve this goal.

### **Mission**

The mission of North Valley Christian Academy is to “*develop* Christ-centered students who *aspire* to excellence and *impact* their communities for Him.”

### **Our Values**

We establish and maintain a Christ-centered culture by holding the following values inviolate:

**Excellence**—In the way we perform our roles as leaders, teachers, and students;

**Integrity**—In the way we handle the truth;

**Respect**—In the way we treat one another;

**Responsibility**—In the way we understand and complete our duties; and

**Reverence**—In the way we keep God first in our lives.

As we are accountable to God, NVCA provides a Christ-centered culture for our students and their parents. Every teacher and staff member at NVCA is required to sign North Valley Christian Academy's Statement of Faith. Although NVCA parents are not required to sign a statement of faith, parents can confidently trust that NVCA teachers are committed to nurturing a Christ-centered community and teaching students the tenets of a Christian life.

### **Our NVCA Promise**

Steadfast in faith, NVCA is committed to a Christ-centered education that can transform lives and touch communities. Our role is to help define and reinforce a deep sense of God-given value, purpose, and meaning in the pursuit of knowledge and growth in Christ for a transforming influence on the world. An NVCA education forms the foundation upon which all academic pursuits are built thereby enabling students to reach their full educational potential.

### **Spiritual Emphasis and Foundational Beliefs**

Because NVCA operates from a biblical perspective, it considers admission of students from families willing to support NVCA's philosophy of Christian education, student conduct requirements, and a culture rooted in LCMS traditions. Parents must be willing to allow their children to be educated and

influenced in an LCMS school. Continued enrollment at NVCA is contingent upon this same understanding and support.

## **NVCA Statement of Faith**

NVCA adheres to LCMS beliefs, which are more fully described at [lcms.org](https://www.lcms.org).

- We believe the Bible to be the one inspired, infallible, authoritative Word of God (2 Tim. 3:16–17; 2 Peter 1:20–21; John 20:31; Matt. 25:35, ESV).
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Deut. 6:4; Mark 12:29; Matt. 28:19; 2 Cor. 13:14).
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory (Matt. 1:20–21; John 10:30–38; Matt. 26:28; Heb. 9:14; 1 Peter 3:22; Phil. 2:9; Rev. 19:11–12).
- We believe that regeneration by the Holy Spirit is necessary for salvation of the lost and sinful man (Rom. 8:11; 1 Peter 3:18; Rom. 10:9–13; 1 John 1:9).
- We believe the Lord Jesus Christ died for men’s sins according to the Scriptures, and all who believe in Him have the forgiveness of sins through His blood (1 Cor. 15:3; Eph. 1:7).
- We believe an individual becomes a child of God by being born of the Holy Spirit by the Word of God through a personal faith in Jesus Christ (John 1:12–13; 1 Cor. 3:16).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Rom. 8:16; Gal. 4:6; 1 John 3:24; 1 Cor. 3:16).
- We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation (Heb. 9:27; 2 Peter 2:9; Rev. 20:12; Ps. 96:13).
- We believe that heaven and hell are definite places (Luke 11:12; Acts 7:49; John 14:2–4; Heb. 11:10).
- We believe in the spiritual unity of believers in our Lord Jesus Christ

(John 14:23; Eph. 5:30; 2 Cor. 11:2; Deut. 14:2).

- We believe God wonderfully and immutably creates each person male or female, reflecting in these two distinct genders the image and nature of God (Gen. 1:26-27). Rejecting one's biological sex is rejecting the image of God within that person.
- The Holy Scriptures teach that God, in creating the world, gave marriage to be the lifelong union of one man and one woman (Genesis 2:24), a gift to be held in honor and kept pure (Heb. 13:4; 1 Thess. 4:2-5). As a man and woman freely commit themselves to one another, God Himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator. So, our Lord Jesus says in Matt. 19:4-6: "Haven't you read that at the beginning the Creator made them male and female and said, 'For this reason a man shall leave his father and his mother and be united to his wife and the two shall become one flesh'?"
- We believe that any form of sexual immorality (including fornication, homosexual behavior, bisexual conduct, and the use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of NVCA.
- We believe that in order to preserve the function and integrity of NVCA as a body of believers in Christ, and to provide a biblical role model to the families and staff of our school, it is imperative that all persons employed by NVCA in any capacity, or who serve as volunteers, pledge a commitment to abide by the NVCA Statement of Faith.

The NVCA Statement of Faith does not exhaust the extent of our faith. The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all we believe. For purposes of school doctrine, practice, policy, and discipline, our NVCA Board of Directors is the school's final interpretive authority on the Bible's meaning and application.

### **Philosophy of Education**

Consistent with our name, we strive to teach students to view the world and their lives through the lens of the Bible and to make decisions and responses accordingly. We seek to provide an excellent academic program permeated with Christian love and faith. Each person affiliated with the school is capable

and well trained for her/his particular task while maintaining a deep concern for the spiritual development of the students.

We encourage the growth of personal faith in Christ, the building of Christian character, and the development of a distinctively biblical worldview. We prepare students to succeed in college academics and the workplace, but more importantly we prepare them to go forth as servants of Christ.

We believe that the knowledge of God is the beginning of wisdom. NVCA seeks to integrate the knowledge of God's creation with training in righteous living to develop true wisdom and character in students. As His children, we believe life makes sense only when we recognize that Jesus is Lord of everything. *"For from Him and through Him and to Him are all things"* (Rom. 11:36).

### **Nondiscrimination Policy**

North Valley Christian Academy does not discriminate against any child or family on the basis of national or ethnic origin, race, color, or gender as defined in the North Valley Christian Academy Statement of Faith.

### **Partnering with Parents**

Our faculty and staff partner with NVCA parents to establish, nurture, and maintain a community of commitment and caring. The dismissal of traditional values in today's society presents many parenting challenges. NVCA's role is to unite with parents and help them meet those challenges. Our partnership is "parent-led," meaning that it relies on parental involvement and leadership. We believe that the role of the parent is paramount and cannot be filled by the teachers or the administration. In that context, we encourage our NVCA parents to be involved by:

- Praying regularly and fervently for the school, faculty, students, and administration;
- Cooperating fully with the educational functions of the school and volunteering when available;
- Attending meetings and parent functions regularly;
- Paying financial obligations on time;
- Supporting the school with gifts in addition to tuition and fees;
- Recommending the school to other families as opportunities arise;
- Seeking to communicate through the chain of command, and resolve any issues directly with the staff member(s) involved first should you become dissatisfied with the school in any way;

- Promoting the advancement of the school in every area: spiritually, academically, and physically;
- Providing a healthy, happy home environment for your child(ren);
- Supporting good habits such as completing homework, limiting screen time, and going to bed early;
- Cooperating fully with school policies and disciplinary actions;
- Assuming the responsibility for on-time arrival and consistent attendance; and
- Reading weekly classroom and monthly administration team newsletters to stay informed.

Other key ways in which parents can help their children succeed in school include:

- Sending them to school in a good frame of mind;
- Encouraging them often for their efforts;
- Building up their confidence with positive affirmations: “I am proud of you,” “I know you will do well,” “You are a hard worker”;
- Showing them how to improve upon unsatisfactory work;
- Supporting the teacher and school. If you have a complaint, talk to the teacher when children are not present;
- Allowing them to experience setbacks and helping them learn from disappointments and mistakes;
- Taking what you hear with a grain of salt, avoiding gossip, investigating on your own, and asking questions;
- Encouraging a regular reading time and providing them with reference materials/educational websites;
- Keeping their school supplies well stocked on a regular basis;
- Reviewing their homework/graded papers, and encouraging them to complete all work carefully; and
- Encouraging them to inquire, look things up, and figure things out for themselves.

To facilitate parental involvement and leadership, NVCA sponsors SERVE, an organization dedicated to promoting a culture of caring, community involvement, and Christian fellowship. Comprising parents, grandparents, faculty, staff, and other friends of NVCA, SERVE is led by a leadership team, which superintends SERVE events and activities carried out by Event Coordinators and volunteers within the SERVE/school community. The

organizational structure, policies, and procedures governing SERVE are listed in Appendix C of this Handbook.

## **Policies and Procedures**

To establish and maintain a culture consistent with our mission and standard of decorum, NVCA requires that every member of the school community establish a knowledge of, and support for, the policies that govern our actions and behavior. Listed below are the policies and procedures that every community member must confirm. Their purpose is to provide consistency, uniform standards, and set a tone for coming to school. **Families attending NVCA must sign a statement declaring they have read, agree with, and are willing to abide by the established standards of the school as outlined in the Handbook.** Handbook policies do not contractually bind NVCA, and the school reserves the right to revise its policies at any time without notice.

For ease of reference, the policies applying to all grades, K-12, are listed in alphabetical order below. Policies relating only to high school students are listed in Appendix A. School Schedules are contained in Appendix B. The SERVE Handbook comprises Appendix C.

## **Absences and Tardiness**

### **NVCA Attendance Philosophy**

Consistent and conscientious attendance for all classes is not only the standard but also a requirement for continued enrollment and academic success at NVCA. Therefore, we strongly discourage absences for any non-emergency situations. In order to comply with the attendance policy and to ensure your child's academic success, parents should avoid picking their student up from school prior to the final bell or scheduling any event that may conflict with daily classes. Some examples of scheduled events that should not conflict with the daily class schedule are medical appointments (medical appointments must be scheduled outside the normal class day whenever possible), extended vacations, and non-school sponsored activities or athletic events.

It is the responsibility of both the parent/guardian and the student to avoid any situation that will result in a student's missing valuable class time. Class time is an experience that cannot be duplicated or made up.



## **Reporting Absences**

Parents must notify the school office of a student's absence as soon as it is determined she/he will not be at school. This notification must be done no later than 8:15 a.m. on the day of the absence and on each consecutive morning of the student's absence. To report an absence please call the school attendance line and provide the student's full name, grade, and the reason for the absence.

Extenuating circumstances resulting in more than three days of absence may require documentation. If a parent is reporting a planned absence that is two or more consecutive days in length (e.g., vacation, college visit, or travel to a family funeral) the student must follow the protocol below under "Other Absence Information."

## **Excessive Absence Policy**

NVCA considers more than 6 personal excused absences or 3 unexcused absences per semester excessive. A student who attains a total of 10 absences for any reason (excluding NVCA-related activities) in a semester will be disenrolled from the class and will not receive credit.

## **Attendance at Cocurricular Activities**

A student who has been absent from school on a given day may not attend nor participate in any cocurricular activities on that day without the prior permission from the principal. This includes athletics, drama productions, dances, etc. A student must attend at least half of his/her classes on a given day in order to participate in cocurricular activities, unless that student is missing class for a school-sponsored activity.

## **Elementary Absence Policies**

Students absent more than 5 times per quarter risk not being promoted to the next grade level.

## **Middle School/High School Absence Policies**

- Any student missing more than 15 minutes of a class is considered absent for that class period;
- NVCA allows juniors and seniors to take two days per year for college visits. Students must submit proof of college visitations to the front office. These absences do not count towards the maximum of 10. Any visits beyond two in a school year, count toward the maximum of 10.

## Other Absence Information

- **Planned Absences:** These are absences of two or more days in length not related to NVCA activities. Some examples are family vacations or mission trips. If a student anticipates taking a planned absence, prior to the absence the student's teacher(s) must be emailed, and any work or assignments that may be missed must be obtained. If possible, work is to be turned in to the teacher in advance, unless other arrangements are made. Planned absences (excluding college visit days) count towards the maximum of 10 absences.
- **Medical Absences:** Long-term, documented medical absences will result in a conference with the administration, teacher(s), parent/guardian, and student.
- **Truancy/Unexcused Absences:** Students who purposefully miss class without parent or guardian permission are considered truant/unexcused.
- **Falsification of Notes and/or Misrepresentation by Phone:** Students may be suspended and will be liable for dismissal for these dishonest and illegal offenses: forging a parent's, guardian's, or relative's signature on a note or other communication; altering a note/communication in any way; making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative.

## Making Up Work Missed During Absences

1. All work missed during absences must be made up, including tests and homework assignments.
  - a. The student is held responsible for obtaining work missed due to absences of any kind.
  - b. Homework assigned prior to an absence, whether due on the day of an absence or on the day the student returns, must be turned in the day the student returns to school. Upon their return, students must also be prepared to take any tests scheduled before the absence.
  - c. Teachers may allow extra time to complete work assigned during an excused absence but no more than double the number of days absent. Work not turned in during this period will be considered late work. NOTE: It is the student's responsibility to check with teachers regarding their specific make-up work policies.
  - d. Homework assignments/tests/projects assigned before an all-day activity absence must be turned in or taken the day the student returns from the activity or prior to the absence.

- e. If the student is at school before an activity absence, he/she must turn in any work due that day or it will be considered late. Students are responsible for checking Google Classroom or LoudCloud for assignments given that day. Any work due the following day must be turned in on time.
- f. Students who will be out for one day or more due to a school activity (e.g., tours, tournaments, club activities, etc.) need to get the work they will miss before they leave. The assigned work is due the day they return unless other arrangements have been approved with the teacher.
- g. Due dates for assignments requiring online submissions are due the day a student returns, as stated above (middle school/high school only).
- h. Suspended students must complete all daily work, tests, and quizzes on the assigned day.
- i. Suspended students are not permitted to participate in any cocurricular activities on the same day(s) as their suspension.

### **Tardy Philosophy**

For students to maximize their classroom experience, including self-discipline and responsibility, NVCA requires students to arrive on time and fully prepared for class. Tardiness is defined as failing to be in the classroom and ready to learn when the tardy bell rings. We are training our students in academics and encouraging successful habits for life. Parents can help reduce tardiness by developing daily routines where arrivals at school are well ahead of class time. Tardiness is disruptive to the teacher and the class. Penalties for excessive tardiness will be imposed by the administration.

### **Elementary Tardy Policies/Discipline:**

Tardies are accumulated on a quarterly basis.

- Students arriving at school after starting time must sign in at the front office before attending class.
- Students who arrive after 11:30 a.m. or leave before 11:30 a.m. will be marked absent and will not receive credit for the full school day.
- Every 3rd tardy or early pickup will be recorded as a single absence.
- Parents must provide a doctor's note for the tardy to be marked as excused.

**Discipline:**

Step 1: On the tardy in a quarter, the student and the parent will receive a warning email.

Step 2: On the 10th tardy in a quarter, the student and the parent will be required to meet with the principal and an attendance contract will be issued.

**Middle School Tardy Policies/Discipline:**

Tardies are accumulated from all classes on a semester basis.

- Students arriving at school after starting time must report to the front office to sign in before attending class.
- If a student is tardy to class because of another teacher, the student must bring a pass from that teacher explaining the situation. If the first teacher marked the tardy as excused, it will not be recorded as a tardy.
- Students more than 15 minutes tardy to class will be considered absent, unless they have a pass from a school authority specifically stating that they should only be marked tardy.
- If a student receives a pass from the front office when arriving late to school, this does not necessarily mean that the tardy is excused; the pass will be marked excused or unexcused accordingly.
- If a student's parent informs the office that a student will be late, this does not automatically deem a tardy excused.

**Discipline:**

Step 1: On the first through ninth tardy, the student will receive a "no" on his/her PRIDE Card and must attend a 30 minute after-school study hall. Students who provide a doctor's note will be excused.

Step 2: On the 10th tardy, the student will be given one (1) day of in-school suspension.

Step 3: Students who accumulate beyond 10 tardies will confer with administration and risk being placed on an academic/behavior contract.

**High School Tardy Policies/Discipline:**

Tardies are accumulated from all classes on a semester basis.

- Students arriving at school after their designated start time must sign in at the office before attending class.
- If a student is tardy to class because of another teacher, that student must bring a pass from that teacher explaining the situation. If marked excused, it will not be recorded as a tardy.
- Students more than 15 minutes tardy to class will be considered absent unless they have a pass from a school authority specifically stating that they are to only be marked tardy.
- If a student receives a pass from the front office when arriving late to school, this does not necessarily mean that his/her tardy is excused. The pass will denote an excused or unexcused tardy.
- If a student's parent informs the office that a student will be late, this does not necessarily grant an excused tardy.
- Students who provide a doctor's note will be excused.

### **Discipline**

- Every 3rd tardy in a class will be recorded as a single absence.
- Students who continue to accumulate tardies beyond 10 in any class will confer with administration, risk being placed on an academic/behavior contract, and potentially lose course credit.

## **Academics**

NVCA must maintain academic standards in line with the best practices to adequately prepare students for a successful educational experience. Our educational program is rooted in a well-rounded, traditional, liberal arts curriculum while focusing on the incorporation of a biblical worldview across the curriculum.

### **Academic Integrity**

NVCA is committed to creating an ethical environment. We achieve this goal by incorporating biblical values into our curriculum and holding ourselves and our students to high standards of academic integrity.

When a teacher gives a student an assignment (homework, essay, project, lab, etc.) or when a quiz or exam is given, that teacher is building the framework for the student's long-term success.

When the student returns the assignment or takes the quiz or exam, her/his name at the top of the assignment indicates that he/she has followed the teacher's directions and has not taken credit for any work that is not his/her

own. Violation of the trust between teacher and student is called cheating. It degrades the values of our school and damages student academic growth. Students are expected to conduct themselves honestly, which means taking responsibility for producing their own work and respecting the intellectual property of others.

The following guidelines should be conscientiously followed by all students:

- Do not use or give to another any assignment including homework, quizzes, tests, or semester examinations that have not been approved by the teacher.
- Homework and in-class work should fulfill the intention of the instructor in a specific class.
  - Individual assignments must be represented by individual work.
  - Group assignments must be represented by group work. Also, students will not plagiarize in any form.
  - In no case is direct copying allowed.
- Do not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own. This includes:
  - Direct copying of another person's (living or dead) work without attribution.
  - Using any amount of another person's material or ideas without proper documentation.
  - Paraphrasing another person's original material without proper documentation. (Students uncertain of what "proper documentation" are obligated to find out before the work is turned in. Students should ask their teachers to review, and if necessary, consult resources on documentation.)
  - Resubmission of one's original work produced for one teacher or class to another teacher in another class for a different assignment.

## **Cheating**

A student found cheating will be reported by the teacher, aide, or B.E.S.T. coach to the principal. If a student is found to have committed an Academic Integrity Violation, that student will earn an initial zero on the assessment or assignment. If a student is found to have committed a second Academic Integrity Violation at any point in his/her NVCA career, he/she will again earn an initial zero and will be placed on a Disciplinary Contract. In each of these cases, a student can petition for a makeup assignment to earn back partial credit, which must be approved by the principal. If that student is found to have committed a third Academic Integrity Violation at any point in his/her

NVCA career, he/she will meet with a disciplinary committee consisting of four teachers, principal, and Head of School to determine the student's eligibility for continued enrollment at NVCA.

### **Citizenship Marks**

First through fifth grade students will be given a citizenship mark on their grade reports for each class. NVCA expects students to behave in a Christ-honoring way and believes this an important part of educating students in the light of God's Word. Citizenship marks will be determined by the following rubric.

<b>Values and biblical Reference</b>	<b>Outstanding</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<b>Respect for God, Others, and Self</b> Luke 10:27; Ps. 86:12; 1 Peter 2:17; Lev. 19:18; Ps. 8:3-5; Ps. 19:14; Prov. 12:22; Eph. 4:25	Always follows classroom rules, including those related to food, drink, class preparations, distractions, and disruptions. Always works to the best of her/his ability.	Consistently follows classroom rules, including those related to food, drink, class preparation, distractions, and disruptions. Consistently works to the best of her/his ability.	Frequently disregards classroom rules, including those related to food, drink, class preparation, distractions, and disruptions. Frequently does not work to the best of her/his ability.	Consistently disregards classroom rules, including those related to food, drink, class, preparation, distractions, and disruptions. Consistently does not work to the best of his/her ability.
<b>Respect God's Facility</b> 1 Chron. 9:11; 1 Cor. 4:2	Always respects school buildings, grounds, desks, etc.	Consistently respects school buildings, grounds, desks, etc.	Frequently disrespects school buildings, grounds, desks, etc.	Consistently disrespects school buildings, grounds, desks, etc.
<b>Encourage Others</b> 1 Thess. 4:18; Heb. 3:13	Always encourages others through actions and words.	Consistently encourages others through actions and words.	Frequently inconsiderate to others through actions and words.	Consistently inconsiderate to others through actions and words.
<b>Do When Asked</b> Phil. 2:5	Always complies with directions, requests, or corrections.	Consistently complies with directions, requests, or corrections.	Frequently does not comply with directions, requests, or corrections.	Consistently does not comply with directions, requests, or corrections.



## **Grades and Academic Honors**

**Questions about Grades:** Grades are recorded in RenWeb, and parents are encouraged to monitor their child's progress. Questions about a specific grade must be addressed within seven days of the grade being posted or released.

### **Grade-Point Average (GPA)**

A student's GPA is based on final semester grades with all courses included in accordance with the table below.

**Grading Scale (grades 3-12)**

<b>Grade</b>	<b>Percentage</b>	<b>Weights for Calculating GPA</b>	
		<b>Regular</b>	<b>Honors/Dual Enrollment (HS Only)</b>
<b>A</b>	100-90	4.00	5.00
<b>B</b>	80-89	3.00	4.00
<b>C</b>	70-79	2.00	3.00
<b>D</b>	60-69	1.00	2.00
<b>F</b>	59 and below	0	0

### **Late Assignment Policy**

The NVCA Late Assignment Policy is an important part of our educational mission. Students are encouraged to come to class prepared and establish a habit of turning work in on time. This policy allows NVCA to maintain high academic standards and integrity.

If an assignment is not submitted on the date due, the student has two weeks to submit the assignment for credit. If a student turns in an assignment after its due date, he/she will receive an automatic 30% deduction from the final grade for that assignment. If a student does not submit the assignment within two weeks of the due date, the student will not receive credit.

### **Missing Assignments Due to Absences**

If a student misses an assignment due to illness, he/she must submit the assignment upon returning to class. If the assignment is not submitted upon the student's return, it will be subject to the Late Assignment Policy.

If a student misses a test due to illness, the student must make arrangements with the teacher to take the test within two weeks of returning to school, or risk receiving a zero on the test.

### **Accreditation**

NVCA carries accreditation with Cognia™, National Lutheran School Accreditation (NLSA), and Association of Christian Schools International (ACSI). As affiliated members, NVCA has the support of these associations and is provided early-education programs and elementary/secondary certification of curricula. Accreditation recognizes and validates NVCA's clear vision and purpose—the commitment to improving curricula, quality of learning and instruction, and the goal of helping all learners to reach their full potential.

### **Admissions/Reenrollment/Withdrawals**

NVCA desires to partner with families who understand and support the overall philosophy, mission, and faith of the school. Parents must be willing to allow their children to be educated and influenced in an LCMS school. Enrollment at NVCA is a privilege, not a right, and not all applicants to the school will be accepted. NVCA admits students of any national or ethnic origin, race, color, or gender (as defined in the North Valley Christian Academy Statement of Faith) granting them all rights, privileges, programs, and activities generally accorded or made available to students at the school. NVCA will evaluate students upon their individual needs, teacher and administrator recommendations, behavior reports, report cards, and standardized test scores. In addition, an interview will be conducted with the family before any offer of admission will be given. NVCA has a right to withhold admission of any student it believes will not be best served by the school.

#### **Reenrollment**

Families desiring to reenroll for the subsequent school year must have a current account and pay a reenrollment fee. Payment of this fee implies intent to attend NVCA the following school year and is nonrefundable. Returning families have a courtesy period to reenroll after which new applicants will be offered openings. NVCA desires to meet the needs of every student enrolled; however, if it is determined that we cannot meet the educational needs of a student, or if a student's conduct is inconsistent with the school's behavioral guidelines, we reserve the right to deny reenrollment.

### **Part-Time High School Students**

NVCA does not charge students who take an extra class load in middle or high school. Thus, 11<sup>th</sup> and 12<sup>th</sup> grade high school students, who attended NVCA full time in earlier years, are billed at the full tuition amount even if they elect not to register for a full day of classes.

All middle and high school students who take six or more classes are considered full-time and are charged the full tuition rate.

### **Withdrawal**

If for any reason, parents choose to withdraw their child from NVCA, a written letter of withdrawal must be provided to the school office. Student transcripts will be forwarded to the student's next school after the full tuition obligation is paid (as outlined in the signed tuition contract). There are no tuition refunds.

In the rare occasion that a family crisis necessitates withdrawal from the school, the family may request a waiver from the remaining tuition obligation. To do so, a parent must provide a written explanation to the NVCA Head of School (HOS) at the time of withdrawal. The HOS, in consultation with the NVCA Board of Directors, may or may not elect to approve a waiver from the remaining tuition obligation as set forth in the signed tuition contract.

If the annual tuition obligation has been paid in full, any excess beyond the tuition contract obligation will be returned within 30 days.

Please note that NVCA desires to work together with parents; however, if the administration determines that a parent cannot communicate with staff in a respectable manner, a parent is actively undermining the faith and philosophy of NVCA, or that NVCA cannot meet the parent's expectations, then NVCA reserves the right to deny reenrollment or expel the family from NVCA at any time.

### **Bicycles/Skateboards/Roller Blades and Shoes/Skates/Razors**

Bicycles, skateboards, roller blades/shoes, hover boards, skates, and razors, etc. are not to be used at school at any time. All these items brought to school for use as an after-school activity must be checked in at the front office. The school is not responsible for injury or loss of personal equipment on the school grounds.

## **Birthday Celebrations (preschool through fifth grade)**

Plans to celebrate your child's birthday at school must be coordinated with the classroom teacher prior to your child's birthday. A store-bought treat may be brought to school for the occasion. For safety reasons, treats must not include nuts. Check with your child's teacher for any allergies or special dietary needs within the class. The teacher can offer suggestions for alternative, allergy-friendly treats. Birthday celebrations will take place during lunch or the last 10 minutes of the school day.

### **Celebrating Your Child's Birthday Outside of School**

If your child is having a birthday party outside of school, please follow these courtesies:

- If you plan to invite all students in the class (or all of the girls/all of the boys), then invitations may be handed out at school.
- If your child prefers to invite a select few classmates, please mail, email, or hand-deliver the invitations outside of school. It is extremely difficult for a child to be excluded, especially in front of other children. We would encourage you to keep your guest list smaller, rather than inviting "all of the boys except one."
- Be prepared to explain to your child that the birthday child may only be able to invite a limited group of classmates to the party; therefore, he/she may or may not be included.
- Be aware that the most successful, well-adjusted, and "friendly" classes are those in which the parents lead the way in activities/parties by including a whole group—boys, girls, or both.

## **Cell Phones and Electronic Devices**

These items can easily become distractions to learning and school activities. Recent studies have shown that prolonged use and abuse of cell phones has negative consequences on students' emotional and physical health, as well as their intellectual abilities and character. Some families may feel a need for their child to have these devices in order to communicate during off-campus or after-school activities. However, the distraction and temptation they provide require such items remain securely stowed in backpacks. NVCA is not responsible for any personal items that may be lost or stolen at school or school events.

Consistent with of NVCA's mission, the following policies will be in effect.

### **Elementary School**

- No electronic communication devices of any sort are permitted.

- All technology usage for academic purposes will be provided by NVCA.

### **Middle School**

- No cell phone usage at any time during school hours. If a parent desires for a student to have a cell phone on campus, the phone must be turned off and stored in his/her backpack.
- Laptop computers may only be used for academic purposes.
- Usage of electronic devices, including laptops, will not be allowed during passing periods or lunch time.
- Usage of AirPods, AirPods, headphones, Bluetooth devices, etc. are not permitted during the school day. Any listening devices needed for academic purposes must be approved by the classroom teacher.

### **High School**

- No cell phone usage at any time during class.
- AirPods, AirPods, earbuds, headphones, Bluetooth devices, etc. are only permitted during lunch time. Any listening devices needed for academic purposes must be approved by the classroom teacher.
- Cell phones or other devices may not be used to take photos or videos of NVCA students or staff.

### **Middle School/High School Discipline for Failure to Comply with Policies**

#### **First Incident:**

Cell phone/electronic device will be confiscated and held in the front office. The student may collect the device at the end of the school day.

#### **Second Incident:**

Cell phone/electronic device will be confiscated and held in the front office until the student's parent collects the device at the end of the school day.

#### **Third Incident:**

Student will be placed on a behavioral contract, which may include a 1-day suspension.

## **Chapel**

Students participate in weekly chapel services, daily devotions, and regular prayer. Separate chapel services are held for preschool, elementary, middle school, and high school students. Chapel serves to help our students

develop a heart for worship. The collection of chapel offerings is designed to teach the students the value of Christian stewardship, both locally and worldwide, and will be used to help further the work of the Church. Parents are welcomed and encouraged to attend weekly chapel services. Students' behavior in chapel should demonstrate a reverent attitude and heart. Special chapel assemblies may also be held on occasion.

### **Classroom Roster**

Should more than one classroom or teacher be available for a specific grade level, NVCA reserves the right to determine student classroom placement. Classroom rosters are determined based on a balanced classroom and the total educational process.

### **Communication**

Clear and consistent communication between parents and the school is essential to establishing and maintaining the parent/school partnership. Many channels of communication, both formal and informal exist. Our website, [northvalleyca.org](http://northvalleyca.org), contains a wealth of information about NVCA: school news, upcoming events, recognition of achievement, and changes in the school calendar.

For informal communications, first contact your child's teacher—especially if your questions and concerns are about the classroom, the instructional program, or any issues relating to your child's educational experience.

### **General Information**

The NVCA office staff is available to answer questions and connect you to the proper person to address your needs. Feel free to call or email at any time. General schoolwide and classroom information can be found online and in *The Weekly Pride* newsletter (emailed every Friday during the school year). Up-to-date information can be found on the NVCA Facebook page.

### **Conflict Resolution and Grievances**

Although we are a Christian community, we are not immune from misunderstandings or disagreements that arise between parents and the school. In those situations, we are committed to seek resolution in the spirit established by Holy Scripture. In Matthew 18, we are given principles that govern the process by which we resolve differences. Accordingly, although we outline the grievance process in a series of steps, we expect that every NVCA communication will be conducted in the spirit of Matthew 18.

**Informal Process:** Parents seeking resolution of a grievance must first discuss it informally with their child's teacher(s) or other involved persons. Request a meeting with the teacher via email, sending a copy to his/her supervisor. Initiate the request within 10 school days of the incident prompting the grievance. You should receive a reply within 48 hours. Please keep the matter confidential to avoid unnecessary and unconstructive escalation.

If the concern is not adequately addressed through an informal discussion with the teacher and/or staff involved, request via email a meeting with the appropriate principal or supervisor of the staff involved (hereafter labeled principal/supervisor). Avoid dueling emails or texts. Most grievances are resolved civilly in a face-to-face meeting.

**Formal Process:** Should the informal meeting with the principal/supervisor not result in a satisfactory solution, parents may initiate a formal grievance process via a written request to the principal/supervisor. Include in the request:

- A succinct description of the grievance;
- The policy, rule, or law purported to have been violated; and
- A description of the informal meetings with the teacher or those involved, as well as the meeting with the principal/supervisor.

The formal request must be filed within fifteen (15) school days of the last informal attempt to resolve the grievance. Following receipt of the written request, the principal/supervisor shall, whenever possible, conduct a conference with the aggrieved parent(s) within ten (10) school days. Within five (5) school days following the conference, the principal/supervisor will communicate in writing to the parent his/her decision regarding the grievance.

If the parents do not accept the decision of the principal/supervisor, they may appeal the decision in writing to the Head of School. The appeal must:

- Be received by the Head of School within five (5) school days following receipt of the written response from the principal/supervisor;
- Include a timeline of the attempts to resolve the grievance;
- Attach communication pertaining to the grievance; and
- Include the reason why the decision of the principal/supervisor warrants an appeal.

The Head of School will review the grievance, conduct an investigation, and/or meet with the parents, and communicate his decision in writing within ten (10) school days following receipt of the written appeal.

The decision of the Head of School is final and not subject to appeal except for decisions that:

- Involve an alleged violation of a contractual right;
- Involve an alleged violation by the school policy or state or federal law; or
- Are based on allegations of misconduct by the Head of School.

If any of the above exceptions apply to the decision of the Head of School, parents may appeal the decision to the Executive Committee of the NVCA Board of Directors. The appeal must be addressed in writing to the NVCA Board Chair (Chair) and must:

- Be received by the Chair within five (5) school days of the receipt of the decision by the Head of School;
- Identify the basis for the appeal, citing one of the exceptions; and
- Explain why the appeal should be granted.

If the Board's Executive Committee determines that the decision by the Head of School warrants an appeal, it will within ten (10) days of receiving the written appeal:

- Review the events leading to the decision;
- Consider additional relevant material if appropriate;
- Consider meeting with the parents; and
- Issue its findings in writing.

The decision by the Executive Committee is final.

### **Delivery of Student Items**

It is the responsibility of each student to remember all books, lunches, assignments, etc. Students should not depend on parents to correct the omission. However, when parents need to bring items for their child, they may leave them at the front office, and the student's teacher will be notified.

Note: Delivery of food from Uber Eats, DoorDash, etc. will not be accepted and will not be delivered to students.

### **Dress Code (NVCA Uniform)**

NVCA's dress code is designed to provide a standard that eliminates the distraction of competition and emphasis on dress. Students are expected to be in uniform during school hours, except when special dress days are formally identified. Parents are responsible for ensuring that their child follows the uniform dress code for daily and special events.



## **Basic Uniform**

Uniform shirts must be purchased from an approved school vendor. Khaki and navy-blue uniform bottoms (shorts, skorts, skirts, and pants) may be purchased from any retailer. All NVCA high school students must visibly wear their NVCA-issued photo ID card while on campus.

The following is a list of school uniform items that can be purchased through an approved vendor listed on the NVCA website.

Girls may wear:

- Navy-blue, light-blue, gray, or white polo shirt (long or short-sleeved) with NVCA logo (kindergarten–grade 12 only)
- Navy-blue, khaki skirts, shorts, skorts, or pants
- Approved plaid jumpers (may be worn through fourth grade) and skirts ([see NVCA website](#))
- Approved plaid skirts or skorts ([see NVCA website](#))
- Navy-blue, black, brown, or khaki belt
- Monogrammed sweatshirts or jackets with NVCA logo
- Navy-blue cardigan sweaters with NVCA logo
- White, navy-blue, tan, or black socks or tights

Boys may wear:

- Navy-blue, light-blue, gray, or white polo shirt (long or short-sleeved) with NVCA logo
- Navy-blue or khaki shorts including cargo shorts or pants
- Navy-blue, black, brown, or khaki belt
- Monogrammed sweatshirts or jackets with NVCA logo ([see NVCA website](#))
- White, navy-blue, tan, or black socks

**Outerwear:** Only NVCA monogrammed apparel may be worn during school hours for students in kindergarten through grade 12.

**Fridays and Casual Days:** Fridays are casual days. Students may wear plain denim pants, capris, Bermuda shorts (no short shorts), and denim skirts (slightly above the knee). Students may wear an optional, current year Friday T-shirt, ordered through [Greggory Design](#) or a uniform polo.

**Formal Attire:** The following standards will be adhered to at all student events where formal wear is required.

Girls must wear dresses that meet the following criteria:

The back of the dress may not fall below a standard bra line.

1. Dresses should not expose excessive cleavage or the midriff; lace, netting/tulle, or other see-through materials are not acceptable to cover these areas.
2. The length of the dress, or a slit in the dress, may be no more than three (3) inches above the top of the knee when standing.
3. Exceptionally tight-fitted skirts or dresses are unacceptable. Material that causes the apparel to rise more than three (3) inches above the knee when walking, etc. is unacceptable.
4. Lace, netting/tulle, overlays, or other see-through materials will not be considered for the three (3) inch guideline.

**Boys** must wear the following:

1. A tuxedo, dress suit, or blazer with dress slacks
2. A long-sleeved, dress shirt, with or without a tie
3. Dress shoes

**NOTE:** If students are unsure whether their formal wear meets these guidelines, they are encouraged to bring the item into the administration for approval. If the student's attire does not meet these standards, he or she will not be admitted into the function. The guidelines also apply to guests of NVCA students.

### **General Appearance**

- Sweatshirts and sweaters must have an approved NVCA logo.
- Hats are to be removed upon entering the school building.
- The bottom of shorts, skorts, and jumpers must not be higher than slightly above the knee.
- Shorts must be worn underneath skirts and must not be seen.
- Girls in kindergarten through fifth grade may not wear makeup. Girls in grades six through twelve may wear light, modest makeup.
- Girls in kindergarten through twelfth grade must have hair of a modest style and natural color.

- Boys in kindergarten through twelfth grade must wear hair in a modest cut and length with natural style and color.
- Shoes must fit securely on the child's feet and allow him/her to run and jump safely on the playground and in the gym. Shoelaces must be tied. Heels/soles of shoes cannot exceed one inch. Shoes with characters (including skulls), flashing lights, or wheels are not allowed. Boots, flip-flops, and high heels are not allowed.
- White, navy-blue, tan, or black socks must always be worn with shoes. No-show socks for girls are allowed if they cover both toes and heels.
- Tights and leggings worn under skirts must be solid white, navy-blue, tan, or black and have no designs on them.
- Tattoos are highly discouraged. Students with tattoos may be asked to cover their tattoo if it is deemed inappropriate by the principal. Coloring or drawing on body parts is not permitted. Boys are not permitted to color their fingernails.

#### **Accessories/Jewelry**

- Girls may wear barrettes, bows, ribbons, or traditional style headbands of any color. (No "cat ears," "unicorn horns," etc.)
- If jewelry is worn, it must be tasteful. Earrings may only be worn on the ear and on no other body parts (small nose studs are permitted at high school level only). Jewelry from facial piercings and other non-ear piercings must be removed.
- Excessive jewelry (necklaces, hoops, rings, etc.) is not allowed. Chokers, choke chains, spiked collars, and wallet chains are not allowed.
- Elementary students: Kindergarten through fifth grade girls are only permitted to wear small stud earrings.

**Note:** Jewelry/accessory guidelines are in effect during casual dress days.

#### **Dress Code Violations**

##### **Disciplinary Process for Students in Violation of Uniform Policy at the Elementary Level:**

- First and Second Offense: A written note or a call home to remind parents.
- Third Offense: Parents are called to bring the correct attire, while the child waits in the office.

### **Disciplinary Process for Students in Violation of Uniform Policy at the Middle School Level:**

- First Offense: Student will receive a “NO” on their PRIDE form and the “P” will be circled for the student not being properly prepared for school and class.
- Second Offense: Student must call home to have parents bring in the correct attire and a “NO” will be issued on the student’s PRIDE form.

### **Disciplinary Process for Students in Violation of Uniform Policy at the High School Level:**

- First and Second Offense: Student will be asked to call home to have parents bring in the correct attire if the student is unable to borrow needed items. The student’s telephone will be confiscated for the day and returned after school.
- Third Offense: Student will be sent to the office and asked to call home to have parents bring in the correct attire if unable to borrow needed items. The student’s telephone will be confiscated for the day and returned only to a parent/guardian. The student will have additional consequences as determined by the principal.
  - Students who are not in compliance with the dress code will be excluded from class and/or events until the problem is corrected.
  - Repeated offenses will be considered in defiance of school policy. This will result in a parent conference with appropriate action taken by the administration.
  - Students who receive three skirt/short length violations will be required to wear pants for the remainder of the school year.

### **Extended Care**

Extended Care at NVCA offers an exciting opportunity for children of busy parents to thrive in a safe before and after-school environment. Designed for preschool through fifth grade students, Extended Care provides supervised activities Monday–Friday from 7–8:15 a.m. and 3:30–5 p.m. during the school year; however, Extended Care is not available during school holidays and certain early dismissal days.

- Morning Extended Care (7–8:15 a.m.) preschool through fifth grade children will:

- Begin their day in the company of adults and fellow students in a relaxed atmosphere
- Use the time for ongoing academic work and studying
- During after school Extended Care (3:30–5 p.m.) Preschool and Junior Kindergarten students will enjoy:
  - Healthy snacks (per state licensing). *You will need to provide a snack for your child if he/she has dietary restrictions*
  - Imaginative play
  - Reading
- In kindergarten through fifth grade after school Extended Care (3:20–6 p.m.) your child will enjoy:
  - Healthy snacks (per state licensing) *You will need to provide a snack for your child if he/she has dietary restrictions*
  - Outdoor play in fresh air while exercising large muscle groups and strengthening the physical body
  - Quiet study/homework completion—with advisors available
  - Reading for fun or as homework
  - Making new friends

State ratios limit the number of students enrolled in Extended Care. Applications accompanied by registration fees are accepted on a first-come, first-served basis.

To register, visit [RenWeb.com](http://RenWeb.com) to be directed to your Parent Portal or contact the Extended Care Director for more information regarding our program.

**Note:** If a student is involved in after-school sports or activities and is not picked up by the ending time, he/she will be checked into Extended Care. Students may not wait unsupervised on campus. Preschool through fifth grade Extended Care students must always be under appropriate supervision while on campus. The parents will be billed accordingly.

## Field Trips

At NVCA, field trips are an integral part of the learning experience. Each teacher arranges field trips to enrich the curriculum for that particular grade level. Parents are invited to chaperone field trips. Due to the restrictions imposed upon us by the sponsoring field trip agencies, siblings are not allowed on classroom field trips. To participate in a field trip, students must have an emergency card and signed Assumption of Risk Form on file. Parents must have a current background check on file in the NVCA office to chaperone. Parents will be notified as to the time, location, cost (if any), and other pertinent details of all field trips well in advance of the trip.

## **Flag Salutes**

In recognition and reverence to God and our country, NVCA includes a salute to both the American flag and the Christian flag each morning, excluding days that begin with chapel services.

### **Salute to the American Flag**

Students turn to face the flag with right hand over the heart and recite:

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **Salute to the Christian Flag**

I pledge allegiance to the cross of our Lord Jesus Christ and to the faith for which it stands, one Savior, eternal, with mercy and grace for all. So, help me God.

## **Governance**

NVCA is an independent private Christian school led by an elected Board of Directors (Board), which employs a policy-based governance structure based upon sound principles and best practices of nonprofit governance. Fundamental to this model is the Board speaking with one voice in writing, maintaining focus and direction through a strategic planning process, and clarifying the roles of the Board as governors and the Head of School as the chief executive officer. The NVCA Board Policies Manual (BPM) documents all NVCA Board policies, including the structure of the Board, the requirements of its members, the relationship between the Board and the Head of School, and other policies that make clear how the Board will carry out its strategic role of governing. The BPM is frequently updated to add new policies or modify current policies. It can be accessed on the NVCA website under the tab “Our School,” “Board of Directors.”

## **Grandparents and Extended Family**

NVCA values and honors the important role that grandparents play in the lives of our students. We encourage grandparents and other extended family members to volunteer on campus, attend special programs such as Grandparents Day, and to support the mission of NVCA through special grandparent projects each year.

## **Guests/Visitors/Siblings**

### **Closed Campus**

In general, NVCA has a closed campus policy. No student is to leave the campus during school hours without permission from the administration.

Exceptions to this policy:

- Any adult picking up an NVCA student, provided he/she is on the emergency pick-up list or has written permission from the parent.
- All high school students will be issued a photo identification card and are required to visibly wear it while on campus.
- Juniors and seniors with a 2.0 or higher average (with no D's or F's), who have signed an "off-campus" form, have obtained a car sticker, and are wearing their NVCA student identification, may leave campus at lunchtime. The campus may be closed to juniors and seniors at lunchtime if the open campus policy is abused.
- Those who have dental, doctor, or other such appointments with prior parental consent and NVCA approval.
- Cases of emergency illness where students may leave with permission from the office.
- Students not enrolled in a class the last period of the day who may have an early release time are expected to leave campus promptly. Those students with early release time who repeatedly do not leave campus promptly will be required to enroll in a class.

**Note:** When arriving/leaving campus during regular operating hours students must sign in/out of the office.

### **Visitors**

Students wishing to visit NVCA for any part of a day (including lunch) must meet these criteria:

- At least 48 hours before the scheduled visit, communication must be received from the visiting student's or host student's parent(s) stating the reason for the visit and assurance the visiting student will comply with all school rules. Written permission for the visit must be received from the principal in advance. Student guests must have an emergency form filled out by their parents to stay on campus.
- Guests will be approved for a visit upon such written request if the guest's parent(s) have indicated an interest in enrolling their child for the following year.

- Guests will be expected to comply with all the school rules while visiting.

When a parent brings younger siblings to school, those children must be attended by an adult at all times. Playground activity and equipment that is meant for older children, can be dangerous to toddlers. Younger siblings who are visiting the school with a parent must wear shoes at all times.

### **Classroom Visitation**

Parents are welcome to visit their child's classroom to help with school parties, have lunch with their child, or to volunteer and assist the teacher with prior permission. Parents may not visit the classroom during instructional time. Any parent visiting campus on a regular basis during school hours is required to undergo a volunteer background check. For student safety and parent protection, guest parents and volunteers must never be alone with a student in a restroom, classroom, or other confined space.

### **Campus Volunteer Guidelines**

Please keep the following in mind when volunteering at NVCA.

1. Volunteers should remember they serve as an assistant to teachers and staff and not as a replacement. Classroom teachers are responsible for the educational programs of their classrooms. It is important for assistants to take their direction from the staff person responsible for the activity.
2. Although serving in a volunteer capacity, you have committed yourself to a task for which people depend on you. If, for some reason, you cannot meet your commitment, you should inform the teacher or staff member so that the day's schedule can be adjusted accordingly.
3. Assistants are sometimes privy to information or have opportunity to observe individual children and interaction between students and teachers. Information of this sort needs to be kept confidential. Assistants do not have the responsibility to contact parents to inform them of behavior problems or academic needs. Concerns of this kind should be discussed with the classroom teacher and principal. Contact with the home should come from the professional staff. It is a breach of ethics to discuss school situations with other parents.
4. Volunteers should not administer any punishment. Should such disciplinary measures be needed, it will be handled by the professional staff.



## **Health**

### **Overview of School Sanitation Procedures and Daily Routine Changes**

During the pandemic, NVCA was able to minimize the spread of illnesses on campus by taking additional precautionary measures. The following sanitation procedures will continue to be kept in place to safeguard our community.

- Washing hands frequently;
- Reminding students to sanitize their hands with posted signage at appropriate locations in the building;
- Implementing dedicated water bottles;
- Disinfecting desks and all high-touch surfaces daily;
- Wiping down weight room equipment after each class;
- Disinfecting shared preschool materials daily and as needed (e.g., blocks);
- Permitting the wearing of face masks and/or face shields by students and staff members for health reasons.

### **Everyday Prevention Mechanisms**

Students will be expected to:

- Wash their hands, and use hand sanitizer regularly. This includes after coughing, nose blowing, or sneezing, as well as upon campus arrival, before meals, and after meals;
- Use hand sanitizer frequently and when directed to do so;
- Cough or sneeze into a tissue or elbow if no tissue is available;
- Refrain from sharing food and other personal items;
- Disinfect surfaces touched by the student with a disinfecting wipe, when necessary (supplies will be provided in each classroom);
- Utilize gym lockers for the storage of sports related clothing/personal gear. Items should be packed in a gym bag or plastic bag within the locker.

### **Public Illness Notification Protocol**

NVCA only notifies parents when a student or staff member in their child's class or classes has tested positive for a communicable disease such as, but

not limited to, strep throat, scarlet fever, head lice, chicken pox, impetigo, ringworm, fifth disease, hand-foot-mouth disease, pink eye, or mononucleosis.

NVCA will continue to monitor health related absences and give notification and/or take precautionary measures if a flu/virus outbreak occurs.

### **Illness at School**

When a student is not feeling well at school, he/she must report to the teacher in charge of the class or activity. When necessary, the student will be sent to the nurse's office, and the parents will be notified as deemed appropriate. The school is not equipped to provide extended care for sick children. Students must be picked up within 30 minutes of parent notification. If parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick up the child. Arrangements for the care of sick children must be made in advance by working parents. When a student has had a fever, he/she must be fever free for 48 hours (without the use of fever-reducing medication) before returning to school. When your child is picked up due to illness, he/she must be checked out at the front office.

**Note:** If both parents will be out of town, the school must be notified in writing of the dates including the names and phone numbers of caregivers/carpool drivers.

To ensure that sick children have their needs met and to minimize the spread of illness, you are expected to keep your child home when the following conditions exist.

1. **A temperature of 100 degrees or higher**—Child must be fever free without the use of fever-reducing medications for 24 hours before returning to school.
2. **Vomiting or diarrhea**—Child must be free from these symptoms for 24 hours before returning to school.
3. **Significant symptoms of respiratory illness**—Child must not be experiencing thick/colored mucus from eyes or nose, a serious cough, wheezing, runny or crusty eyes, sore throat, or an earache.
4. **A rash of unknown cause**—If your family physician can identify the rash as noncontagious, we will admit the child to school, providing the rash is not making him/her sick or excessively uncomfortable. You must provide a note from your doctor clearing your child to return.

5. **Conjunctivitis (pink eye)**—Symptoms include red, itchy eyes, with crusts that form on the eyelids.
6. **Contagious conditions**—These include untreated ringworm, head lice, impetigo, etc. Your child may not return without a doctor's written clearance.
7. **Head injury**—This includes any brief loss of consciousness, severe headache, or visual disturbances.
8. **Any suspected fracture**—Unless the parent requests the student be allowed to stay at school. Displaced fractures that are obvious must be sent home.
9. **Cuts, gashes, or open sores**—Conditions that appear to require medical attention or visible bleeding that cannot be controlled within five minutes.
10. **For infections**—If the infection requires a doctor's prescription, keep your child home 24 hours after beginning the antibiotic.

For all other illnesses, the child may return to school if free from symptoms for 24 hours, providing the child's behavior indicates that he/she is feeling well. **Note:** Contact the NVCA Administration Office immediately if your child contracts a communicable disease such as, but not limited to, strep throat, scarlet fever, head lice, chicken pox, impetigo, ringworm, fifth disease, hand-foot-mouth disease, pink eye, or mononucleosis.

## **Immunizations**

All students must meet the Arizona State immunizations requirement before attending school. A copy of the child's current immunization record from a health care provider must be submitted at the time of application. Immunization records must be kept up to date. Submit records of immunizations to the school nurse. Alternatively, parents may submit a Religious Beliefs Exemption Form, in lieu of an immunization record. This form is available in the front office.

## **Student Injury at School**

If a child is injured at school, they will be given appropriate first aid by the teacher and/or the school nurse, who will determine the proper treatment. In the event the nurse considers the injury serious, the child's parents will be contacted immediately. If the parents cannot be reached and the student's condition merits, paramedics will be called during continued attempts to reach the parents and/or others listed on the emergency contact card. Until

the arrival of a parent, the doctor, an ambulance, or paramedics, the school nurse (or their designee) will be in charge and make all decisions about the care of the child. An accident report will be completed by the teacher or staff member who was on duty when the accident occurred.

Payment for emergency medical services will be the responsibility of the student's parents or private insurance.

### **Injury–First Aid Treatment**

If a student is injured at school, he/she will be given appropriate first aid, depending on the type of injury. Although staff members are certified in first aid and CPR, treatment by the school staff is limited to:

- Applying ice packs
- Washing injured area with soap and water
- Applying antiseptic to wounds
- Providing bandages

### **Liability Insurance**

NVCA maintains general facility liability insurance. Evidence of insurance coverage is on file in the NVCA Business Office. Accidents involving injuries to children, parents, or visitors must be reported immediately to the school office.

### **Medication**

If a child has a prescribed medication, his/her parents are expected to:

1. Complete the Parent Release for Administration of Physician Prescribed Medication by School Personnel Form. These authorizations, which are filed in the school office, must be renewed whenever the prescription changes and at the beginning of each new school year.
2. Provide medication that is prescribed for the student to whom it will be administered in the original container. The medication's attached label must contain the following information.
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage, schedule, and dose form
  - e. Expiration date of medication
  - f. Prescription number

3. Consult with a physician to develop a schedule to limit/eliminate the necessity for taking medication at school.
4. Assume full responsibility for transporting the supply of all medications to and from school.

### **Medication Administered by School Personnel**

1. The school nurse will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted and observed by the school nurse when taking medications according to the physician's instructions.
3. The school nurse will record the dispensing of medication on a medication log at or immediately following the time of its administration.
4. All prescription medication must be held in the nurse's office. Serious disciplinary action, including expulsion, may occur for students who do not follow this rule.

### **Restroom Standards**

Students are expected to use only restrooms designated for student use.

Students are expected to:

- Wash their hands after using restroom facilities;
- Keep restrooms clean and quiet;
- Refrain from playing in the restrooms;
- Refrain from taking food into the restrooms;
- Use the restroom that is designated for their biological sex;
- Leave playground equipment outside when entering restrooms; and
- Go directly to and from the restrooms when dismissed from class.

### **Lunch/Snack (Nutrition Break)**

Children who begin each morning with a nutritious breakfast are better equipped mentally and physically to deal with the demands of a workday at school. Make sure your child has a nutritious breakfast to get him/her through the morning. A nutrition break is given each day, either before or during morning recess time. We encourage each student to bring a nutritious snack to sustain him/her until the lunch hour. You may check with your child's teacher for a list of appropriate snack items.

At NVCA, students may order a hot lunch, purchase milk, and/or bring their own sack lunch. Clearly label your child's lunch bag or lunch box with her/his full name and grade level. Lunches brought to school by parents after the school day begins are to be left in the front office. **Note:** Students do not have access to a refrigerator. Food must be ready to eat without the need for refrigeration.

Monthly hot lunch menus will be published on the NVCA FACTS Family App. In order to ensure enough food is prepared for students who have preordered lunch, students need to sign up for their meals online by the established deadline (usually on the Friday before an upcoming school week). Students who don't pre-order will be served and charged for an emergency sack lunch if they want to purchase a meal.

### **Lunch Behavior**

While in the lunch area, students are expected to:

- Talk in low voices and only to immediate neighbors;
- Refrain from throwing food, papers, or objects;
- Clean up lunch trash after eating, wipe down tables; and
- Sit at assigned tables until excused.

Lunches may **ONLY** be eaten in the cafeteria or in designated outside areas on campus. Teachers are assigned to monitor the lunchtime activity.

### **Personal Property/Lost and Found**

Students must assume sole responsibility for loss or damage to any school or personal property (issued to or belonging to them) such as garments, equipment, books, materials, and electronic devices. The school is not responsible for personal items. To ensure identification, label all personal items brought to school with your child's full name and grade level including lunch boxes, backpacks, clothing, and supplies. Lost articles will be placed in a lost and found area, which parents are encouraged to check frequently. Small valuables are held at the front office. Unclaimed items will be donated to charity, periodically.

### **Recess**

**Kindergarten through fifth grade** students have two breaks during the day. These breaks are designed to give the students social connections and relaxation time, while allowing them to play games.

**Games:** There are no closed games. Students may join any game or activity already in progress, provided he/she is willing to abide by the rules already set by the group who started the activity and take turns on games with a wait time. For playground safety rules, refer to the “[Playground Standards](#)” in the “Safety” section.

## **Safety**

### **Emergency Preparedness**

NVCA will do everything possible to ensure the safety of our students in the event of a disaster/emergency situation during the school day. We have a detailed emergency plan and conduct drills on a regular basis. In the event of a disaster, remain calm and be assured that our teachers and staff will care for your child in your absence. Several faculty members are first aid and CPR certified. Please:

- Keep the office up to date and informed of any changes of telephone numbers. If your child takes daily medication, provide the health office with a three-day, emergency supply; and
- Remember that all visitors including parents are required to sign in and out at the front office and wear a visitor’s badge while on campus, so that they can be accounted for should a disaster occur.

### **In Case of Fire**

- All students will be evacuated;
- No student will be allowed to return to any classroom until the all clear has been given by the proper authorities; and
- Parents will be notified to pick up their children if necessary.

### **In the Event of a Disaster**

- Students will be taken to a safe location for supervision; and
- In coordination with local law enforcement, there will be a student release center for students to be reunited with their parents/guardians. If a parent is unavailable, the child will only be released to authorized adults on the child’s emergency card.

### **Conduct During Disaster Drills**

Students are to remain silent, file out of the building in an orderly manner, and follow the teacher's instructions explicitly. Parents on campus during a drill are to follow the same procedures as the students, and check in with the

front office. All visitors and parents must be accounted for during drills and actual emergencies.

### **Playground Standards**

For the safety of everyone, all children on the playground must adhere to the following rules.

- Keep hands, feet, and objects to oneself;
- Refrain from fighting or wrestling;
- Use equipment properly and safely at all times;
- Use good sportsmanship, obeying game rules;
- Return all equipment to its designated area at the end of recess;
- Refrain from going after a ball that has rolled under or bounced over the gate or fence without permission; and
- Remain within playground limits.

Each year, the teachers will instruct the students on the proper use of specific playground equipment and standards for various activities and games.

### **Threats of Violence/Weapons**

NVCA's number one concern is the safety of our students and staff members. When dealing with threats of violence involving students, the administration will quickly determine the threat's credibility, specificity, and severity. Credibility will be determined through information gathered via interviews of the individuals involved. The administration will determine if the threat was made against a specific person or a broad number of individuals. Finally, the administration will determine the severity of the threat and enact consequences commensurate with the threat.

In cases involving a claim that a weapon will be brought to campus, school administration will contact the police immediately. In cases involving a weapon on campus, school administration will contact the police immediately and call for a schoolwide lockdown. The school will follow the directions of the responding officers until order is restored. Statements about, or actions involving, weapons at school will be treated as credible until proven false.

Threats involving weapons or statements made related to bringing weapons to school will result in immediate suspension. If a subsequent investigation supports the credibility of the threat, the offending student(s) will be immediately suspended and may be expelled. In cases where a threat is



determined to be credible and specific, the administration will inform all threatened individuals and their families.

### **Child Abuse Reporting Requirements**

In accord with A.R.S. 13-3620, school personnel are required to report to a peace officer or to child protective services any reasonable grounds to believe a child is the victim of physical or sexual abuse. The law is clear on the duty of school personnel to report. There is no legal alternative. The school will not contact parents before making a report to authorities.

### **Special Programs/Events for the Whole Family**

NVCA's special programs afford parents an opportunity to learn about their child's classroom and teachers, as well as to see the God-given talents of our students. These programs are offered throughout the school year:

- Celebration of NVCA and Lutheran Schools Week
- Christmas Program
- Curriculum Showcase
- Evening of Excellence
- Fine Arts Night
- Open House
- Parent/Teacher Conferences
- Spring Production
- And more

Check the school calendar and website for details regarding exact dates and times.

### **Student Services**

#### **B.E.S.T. Program (Believe, Excel, Strengthen, Tailor)**

The B.E.S.T. program aims to support, nurture, challenge, celebrate, encourage, and love students that need assistance and enrichment. The program meets students where they are and moves them forward. B.E.S.T. is about partnering with our students and helping them see their potential. The partnership helps them gain confidence, overcome obstacles, and stretch for even higher goals, because they know that they have someone committed to supporting them. All students in the B.E.S.T. program work under an Individualized Education Program (IEP) or 504 Plan. For these students,

B.E.S.T. staff use Care and Support Teams to tailor the academic and social programs to individual needs.

### **B.E.S.T. Program Inspiring Future Leaders**

1. **Believe**—I can do anything! *“I can do all things through Christ who strengthens me”* (Phil. 4:13, JUB).

We want our students to believe that there is nothing that can keep them from impacting the world.

2. **Excel**—I will work hard and will do my best. *“Whatever you do, work heartily, as for the Lord...”* (Col. 3:23, NIV). Working hard and achieving goals is how you grow. Whether a small group or an individual, B.E.S.T. students feel good about trying their best and working hard to achieve their goals.

3. **Strengthen**—I have many strengths and will use those to help and support and serve others. *“Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven”* (Matt. 5:16, ESV).

B.E.S.T. aims to find and develop the student’s strengths. Staff and families are encouraged to build on this daily. Students also learn to encourage and support others. This builds relational skills, a servant’s heart, and provides fellowship opportunities. Students learn to understand and encourage differences and accept all peers.

4. **Tailor**—I know how I learn best. I am me! The Holy Spirit gives me spiritual gifts that are used for the good of all. *“Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord;<sup>6</sup> and there are varieties of activities, but it is the same God who empowers them all in everyone”* (1 Corinthians 12:4-6, ESV).

We discover how each student learns and what type of academic environment works best for her/him. Students will also become aware of how they learn best, embrace their individuality, and understand that we all learn differently and that is okay. I am me! I have a purpose!

### **B.E.S.T. Document of Understanding**

NVCA is a private, Christian school that offers a student success program to eligible students with disabilities through the B.E.S.T. Program. Although we follow the best practices and procedures regarding evaluation and IEP development, we do not provide a “free and appropriate public education

(FAPE)” as guaranteed by law in a public school. Therefore, the procedural safeguards that are provided to students with disabilities and their parents through Individuals with Disabilities Education Act (IDEA) do not apply. We do, however, commit to providing a safe, strength-based, research-based positive intervention strategy plan and faith-based educational experience for your child.

### **The Role of a B.E.S.T. Coach**

The role of a B.E.S.T. coach is to act as supplementary support to the faculty member engaging the student academically and emotionally. The B.E.S.T. coaches help to reinforce subjects taught by the faculty member by implementing modified work, utilizing additional resources, and teaching methods to help support the student.

B.E.S.T. coaches work diligently to develop a rapport with their students. This aids in building the students’ confidence to conquer tasks and assignments. B.E.S.T. coaches support and mentor the student in academics, organizational/study skills, as well as work to instill self-control and social skills.

### **B.E.S.T. Application and Rights**

The B.E.S.T. program application involves information provided by the parent to the Director of Student Success. The process is designed to accurately evaluate all incoming students and ensure quality care and support services can be offered. The B.E.S.T. team will collaborate, review, and accept only students who are determined to be a proper fit for the program. Applications and all documentation will be due prior to enrollment.

## **Student Conduct**

We expect that all students of NVCA will abide by the school’s core values:

**Excellence**—In the way we perform our roles as leaders, teachers, and students;

**Integrity**—In the way we handle the truth;

**Respect**—In the way we treat one another;

**Responsibility**—In the way we understand and complete our duties; and

**Reverence**—In the way, we keep God first in our lives.

### **LIONS Expectations**

The LIONS acronym represents the behavioral expectation of all NVCA students, providing a foundation to support the mental, physical, emotional,

and spiritual growth of our students. As members of the NVCA family, students are expected to be LIONS, in the following sense:

Live with integrity

Impact through a positive example

Others focused

Nurturing and compassionate heart

Serving with excellence

Overall, LIONS are expected to be people of responsibility and redeemed children of Jesus Christ who value integrity, service to others, and respect for God and His Word.

## **NVCA Middle School and High School Behavior Philosophy**

### **Positive Behavior Intervention System (PBIS)**

One of the foremost advances in schoolwide discipline is the emphasis on systems that support positive behaviors. Such systems include strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavioral support for all students within a school is implemented in areas inside and outside the classroom setting (playground, hallways, cafeteria, gym, and restrooms). Our Positive Behavior Intervention System (PBIS) is a systems approach to enhance the capacity of schools, families, and communities to establish healthy environments in which teaching and learning occurs.

Research has shown that the implementation of punishment is ineffective when used inconsistently and in the absence of positive strategies.

Introducing, modeling, and reinforcing positive social behavior is an important step in a students' educational experience. Teaching behavioral expectations, and rewarding students for following these expectations, is a more positive approach than waiting for misbehavior to occur before responding. The purpose of our schoolwide PBIS is to establish a climate in which appropriate behavior is the norm.

An organization is a group of individuals who behave together to achieve a common goal. Systems are needed to support the collective use of best practices by individuals within the organization. The schoolwide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures and fits them within on-going school reform efforts. An interactive approach that

includes opportunities to correct and improve four key elements is used in schoolwide PBIS focusing on (1) outcomes, (2) data, (3) practices, and (4) systems. These key elements work together to build a sustainable system of:

- **Outcomes:** Academic and behavioral targets that are endorsed and emphasized by students, families, and educators. *What is important to each learning community?*
- **Practices:** Evidence-based interventions and strategies. *How will you reach the goals?*
- **Data:** Information used to identify status, need for change, and effects of interventions. *What data will you use to support your success or barriers?*
- **Systems:** Supports needed to enable the accurate and durable implementation of the practices of PBIS. *What durable systems can be implemented that will sustain this over the long haul?*

### **Schoolwide Positive Reward Program**

At NVCA, we utilize a card reward system known as “LION cards” to reinforce the behavioral expectations throughout the school. These cards reward students for eliciting positive behavior that aligns with our core values within the classroom environment and common areas. Consistently recognizing students’ accomplishments improves the chance they will continue to improve and accomplish. This fosters a habit of hard work and positive achievements. The LION cards can be used to purchase incentives within the classroom and at school events.

### **Middle School Accountability Program—Personal Responsibility in Daily Efforts (PRIDE)**

Students demonstrate strong character at NVCA by working diligently and treating others respectfully. NVCA assists its students to develop strong character by encouraging positive behavior and discouraging negative behavior. At the middle school level, we call this program PRIDE (Personal Responsibility in Daily Efforts). PRIDE is designed to motivate and challenge students in positive directions. PRIDE also recognizes and rewards students who meet certain goals.

### **High School Accountability Program**

At the high school level, there are three primary contextual influences taken into consideration when implementing our PBIS program: size, culture, and developmental level. Research has demonstrated that for high schools to adopt the implementation process of these contextual influences, they must

focus on key foundational systems (data, leadership, and communication). Through these systems we can successfully implement the core PBIS features to achieve desired student outcomes (Flannery, Frank, & Kato, 2012).

### **Disciplinary Policies**

While we have achieved great success with PBIS and its subsidiary programs and practices, we realize that they do not guarantee only positive behavior. Accordingly, we have policies in place that link consequences with negative behavior. These disciplinary policies are intended more to restore than to punish. On one hand, we want young people to appreciate, and even experience, the consequences of poor judgment. On the other hand, we want them to see how there is a way to recover from poor decisions and be restored to fellowship within the community.

### **Student Rights and Due Process**

Inherent in the discipline process is the following.

- Students and parents will be treated in a manner that is safe, dignified, biblical, and handled with appropriate confidentiality;
- Attendance at NVCA is a privilege, not a right;
- Christians are to follow the format laid down in Matt. 18:15-17 to resolve complaints or problems; and
- Students or parents who disagree with a decision/practice at NVCA, may follow the established grievance policy which sets forth the specific steps that may be taken.

### **Means of Discipline**

**By teachers:** Teachers, for the most part, will handle disciplinary cases in their own way in harmony with school policy. Such discipline may range from a reprimand to detention and may include conferences with parents.

**By Administration:** The administration will handle cases referred to them by faculty and staff, as well as cases occurring outside the classroom and may use a wide range of disciplinary means.

### **Reflection Form**

A reflection form may be issued to a student after a verbal warning has been given and inappropriate behavior has not been resolved. The student will be asked to fill out this form, which involves questions to assist in redirecting a student with the proper behavior and walks him/her through the process of

resolving any misbehavior that may have occurred. The reflection form also serves as a forgiveness process.

### **Probation**

Probation may be academic, disciplinary, or both. Probation is a period of time during which the student is expected to make significant academic or behavioral progress to show that he/she has changed sufficiently to allow him/her to remain at NVCA. During this time, the student will be placed on a behavior and/or academic contract and must demonstrate actual change in behavior and personal growth. Probation may include the loss of privileges, such as attending certain extracurricular activities for a period of time. A student who successfully completes probation may be restored to full student privileges.

### **Detention**

Detentions are issued for minor infractions and offenses by the students. Using the detention system allows teachers to alert parents of infractions. Failure to show up to detention, or showing up without a signed detention slip, may result in suspension. If students ride in a carpool or play after-school sports, they must make the necessary arrangements to serve their detentions as assigned.

### **Service Time**

Service time may be issued to a student as a means of discipline for an action involving misrepresentation of the core values of NVCA (e.g., excessive tardiness, skipping class, or a conflict with another individual).

### **Suspension**

In the unusual event that efforts to give instruction and direction fail, and a student is unable to correct disobedient or disruptive behavior, he/she may be placed on suspension for one to ten school days. Although students serving a suspension will not face an additional academic penalty, during a suspension it is their responsibility to make up all schoolwork missed, to ensure that they have the information needed to return to class in a productive manner. All assignments, including any work given during the suspension, must be handed in at the end of each school day. This includes having to take any tests missed the first day back.

### **Expulsion**

Forgiveness, grace, mercy, and restitution are fundamental to NVCA's Mission. However, sometimes expulsion from the school community is the only appropriate response both for the health of our community and for the

potential restoration of the offender. A student who persists in disruptive and disobedient behavior will be considered for expulsion only after multiple attempts to achieve repentance and restoration through classroom intervention, in-school sanctions, and suspensions.

**On-campus** behaviors that may warrant expulsion include but are not limited to:

- Use, possession, distribution, or transactions involving alcohol;
- Use, possession, distribution, or transactions involving illegal substances/drugs;
- Misuse, illegal possession, or distribution of prescription or mood-altering drugs;
- Illegal use or possession of a weapon of any kind;
- Physically destructive behavior, including vandalism, hazing, and assault;
- Threats of harm to any student, parent, faculty, or staff member;
- Sexual harassment, including improper comments, contact, and/or groping;
- Sexually immoral behavior: any inappropriate contact with oneself or another;
- Possessing, viewing, sharing pornographic/sexually-oriented material;
- Sexually immoral words/actions/images via email, cell phones, etc.;
- Any online impersonation of student, faculty, or staff member;
- Multiple cases of cheating;
- Hacking into NVCA database or website; and
- Any action deemed a violation of the law.

**Off-campus** behaviors that may warrant expulsion include but are not limited to the following:

- Use, possession, distribution, or transactions involving alcohol;
- Use, possession, distribution, or transactions involving illegal substances/drugs;



- Misuse, illegal possession, or distribution of prescription or mood-altering drugs;
- Threats of harm to any student, parent, faculty, or staff member by a student or his/her parent;
- Sexual promiscuity;
- Cyberbullying or other inappropriate social media behavior;
- Any online impersonation of a student, faculty, or staff member;
- Hacking into NVCA database or website;
- Refusal to submit to a drug test; and
- Any action deemed a violation of the law.

The NVCA Administration and Board realize that the expulsion of a student is a very serious matter and should be carefully dealt with on a case-by-case basis. Empowered by the Board with the responsibility and authority to make such decisions, the Head of School will expel a student only after much prayerful deliberation and discussion in consultation with the Board, administration, and faculty.

Students expelled from NVCA will not be considered for readmission until after a waiting period of at least one semester from the day of the expulsion. Following this time, the student and family will need to reapply for admission and go through the normal application process, providing evidence that the behavior that led to the expulsion has been corrected. Application for readmission does not guarantee acceptance. A student's prior disciplinary record may be ground for denying that student's readmission. Moreover, expulsions are added to a student's permanent file, as they cannot be revoked or expunged from a student's record. Finally, the parents of a student expelled from NVCA must fulfill their contractual and financial obligations to the school regardless of when in the school year the student is expelled.

### **Discipline Confidentiality**

When discipline is administered at any level, NVCA staff will only discuss details with the parents/guardians of the student receiving the discipline.

### **Parental Cooperation**

We value our partnership with families as we work together to educate students. To this end, all communication and interactions are expected to be professional and respectful. Normally a student will not be deprived of a Christian education, or otherwise be held responsible, for the actions of parents. However, the administration may recommend withdrawal or deny

the reenrollment of a student as a consequence of a parent displaying any of the following behaviors.

- Demonstrating a lack of concern for and insensitivity to the safety, rights, needs, and feelings of others in the NVCA community;
- Persistent and overt uncooperative interaction with teachers or school staff; and
- Display of attitudes, speech, or behavior contrary to the mission and values of NVCA.

### **Lifestyle Behaviors**

The school bears the name of Jesus Christ; therefore, a high standard of conduct is expected of staff and students. Public conduct is to be consistent with our basic concept of life. Since we profess to love God above all and our neighbor as ourselves, we are expected to reflect that love in all our actions, as well as in our attitudes toward each other and our work.

The Bible teaches that parents are responsible for the training and instruction of their children. The Christian school stands ready to assist parents in their God-given responsibilities. NVCA seeks not to assume a task that God bestowed to parents but rather seeks to serve as the parents' appointed and authorized representatives in the training process. The school expects parents to support the administering of discipline. The administration determines compliance with policy and has the final word in all instances. Parents and students agree that enrollment in NVCA, and presence on school property, suspends the expectation of privacy for personal items brought or stored on school facilities; therefore, they agree to issue consent to be searched at any time.

- **Substance Abuse:** Students who possess, use, or appear under the influence of mood or mind-altering chemicals interfere with the school's responsibility of providing a safe and healthy environment for all students. The use of such substances impairs the ability to learn, thus limiting the ability of the school to educate the student and accomplish our mission. Should the school administration suspect a student possesses an illegal substance, or something that may cause physical or emotional harm to other students, NVCA reserves the right to search and inspect the student, the student's personal belongings, and automobile.

NVCA students are forbidden consumption or possession of alcoholic beverages, tobacco, vaping paraphernalia/products, and

mood or mind-altering chemicals for their entire school career on or off campus (including during vacations or breaks). A student who distributes or sells mind-altering chemicals will be reported to the police and is subject to an immediate expulsion from NVCA. A student who possesses illegal substances on campus or at school events risks punishment including expulsion.

**Drug Testing:** Random drug testing may be required by request of the administration. Results indicating drug use by a student or refusal to submit to a drug test will result in disciplinary action, which could include suspension or expulsion. The parent/guardian as well as the student involved is required to abide by any administrative decision.

- **Pregnancy**—Although a pregnant student will not be allowed to continue classes on campus, we will take extra measures to assist and counsel each student to encourage right choices and continue their education off campus.
- **Theft**—Theft of personal property or of school property is a serious offense and will not be tolerated. Theft will usually draw a suspension and may require police notification. Continued violations may result in administrative withdrawal or expulsion.
- **Sexuality**—We believe that God has prohibited intimate sexual activity outside of a marriage. We believe that any form of sexual immorality (e.g., adultery, fornication, homosexual acts, bestiality, incest, pornography, and attempts to change one's biological sex) or advocacy of sexual immorality is sinful and offensive to God. If a student advocates or practices lifestyles outlined in this paragraph, they risk suspension and even expulsion.
- **Transgenderism**—Biological sex means the biological condition of being male or female as assigned at birth. Student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (e.g., changing costumes during school theatrical productions), school personnel shall provide separate, private areas designated for use by students according to their biological sex.
- **Felony**—A student will not be retained without Board approval if he/she has committed a felony.

- **Defacing or Damaging School or Staff Property**–Malicious or careless acts which result in damage/destruction of school, students', or staff members' property will result in both appropriate disciplinary action and the replacement or repair of such property by the student and his/her parent(s) or guardian(s).
- **Fighting**–Fighting among students is absolutely prohibited. Students involved in a fight risk being suspended regardless of "who started it."
- **Disrespectful and/or Disruptive Actions, Language or Attitudes**–Disruptions in class, unruly behavior, and defiant conduct will not be tolerated.
- **Musical Devices, Cell Phones, or Other Electronic Devices**–Any listening devices such as radios, iPods, cell phones and the like may be played before school, during lunch, and after school at the high school level if (1) their use does not disturb normal activities, and (2) they are listened to with earbuds or headphones. Due to the disruptive effect on classes and the susceptibility to theft and loss, and subject to the school policy on use of cell phones, these devices, including cell phones, must be on silent and are not allowed to be visible during school hours. These devices will be confiscated if the rules are violated. Multiple violations result in the student losing the privilege of having such devices on campus.
- **Hazardous Items**–Matches, lighters, fireworks, firearms, knives, items that simulate weapons, and other such items that expose students, school personnel, or property to danger are forbidden.
- **Obscene Behavior**–Obscene behavior is not permitted. This includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written, or spoken,
- **Public Display of Affection**–Inappropriate public displays of affection are not permitted.
- **Display or Possession of Sexual Paraphernalia**–The possession or display of sexual paraphernalia is a violation of school policy.

## Supplies

School supply lists may be found on the school website, [northvalleyca.org](http://northvalleyca.org), under [Community & Resources](#). Parents are asked to send their child to

school during Meet the Teacher Night with the appropriate materials and supplies. All personal items and uniform pieces, especially sweatshirts and sweaters, should be labeled.

## **Technology**

Classroom sets of iPads travel between the preschool through fifth grade classrooms. All high school and middle school students are required to have their own laptop computer in order to take advantage of the twenty-first century learning environment.

NVCA enrollment creates an agreement that we have permission to use images of your child taken at school events or activities. These images could be used for classroom documentation, portfolios, displays, the NVCA website, and/or advertising purposes. If you do not want your child's photograph to be used, you must sign an Opt-Out Form that is available in the front office.

### **Laptop Requirements: 6th–12th Grade**

Students in grades 6–12 are required to bring their own laptop, Chromebook, or similar device to school every day. Students will use laptops or Chromebooks to access online textbooks, email teachers, create products using Microsoft Office tools, and gather research. The Responsible Use of Technology Agreement must be reviewed and signed by each student and parent, for the laptop to be allowed to join our Wi-Fi network.

If you own a Chromebook, be aware that some school projects may require the use of a laptop or PC at home. Contact the IT Department with any questions about its use.

### **Technology Use Guidelines**

NVCA educates students about efficient, ethical, and appropriate uses of the latest resources. Technology is used to meet many curriculum goals. Students enhance their learning via access to a wealth of resources for reference and research. We provide instruction on utilizing technology correctly and accessing resources appropriately. We ask parents to work with us to develop good habits for our students' technology use.

#### **Home Use**

Parents are encouraged to establish clear home policies regarding Internet usage. Some parameters to consider:

- Time of use (establish electronic curfew hours)

- Place of use (consider limiting usage to a common area within your home)
- Monitor use of apps and websites
- Establish disciplinary actions when the home policy is violated

Every child is different, and every family has its own structure of discipline. Depending on the situation in your home, you may want to consider using home monitoring software such as Circle® Home Plus.

### **NVCA Technology Use**

This policy defines the boundaries of acceptable use of NVCA computing and communication resources, including computers, electronic devices, electronic data, computer networks, internet services, information sources, communication services, and other communication resources.

NVCA's computing and communication resources are the property of NVCA. They are to be used for the advancement of NVCA's spiritual, educational, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users.

### **Requirements for the Use of NVCA Resources**

1. Users must comply with NVCA policies, as well as all applicable local, state, and federal laws.
2. Users must be truthful and accurate in personal and computer identification.
3. Users must respect the rights and privacy of others, including intellectual and personal property.
4. Users must (1) not compromise the integrity of electronic networks, (2) avoid restricted areas, and (3) refrain from activities that may damage the network or transmitted or stored data.
5. Users must maintain the security of their accounts and are to protect their account passwords.

### **Prohibited Uses of NVCA Resources**

1. Unlawful posts or communications, including threats of violence, obscenity, pornography, and harassing communications.
2. Any alteration of addresses, uniform resource locator (URL), or other action that masks any NVCA domain as a host site unless authorized by the NVCA Technology Department.

3. Unauthorized anonymous or pseudonymous communications. All users are required to cooperate with appropriate NVCA or other authorized personnel when investigating anonymous messages.
4. Misrepresenting or forging the identity of the sender or the source of an electronic communication.
5. Unauthorized acquisition attempts to acquire and use of others' passwords.
6. Revealing passwords or permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization by the NVCA Technology Department.
7. Unauthorized use or attempts to use the computer accounts of others.
8. Altering the content of data or communications originating from another person or computer with intent to deceive.
9. Unauthorized modification/deletion of another person's files, account, or communications.
10. Use of NVCA computer resources or electronic services without authorization or beyond one's level of authorization.
11. Making NVCA computing resources available to individuals not affiliated with NVCA without the approval of the NVCA Technology Department.
12. Interception or attempted interception of data or communications by parties not authorized or intended to receive them.
13. Compromising the privacy or security of electronic information.
14. Infringing upon the copyright, trademark, patent, or other intellectual property rights in computer programs or electronic information, including plagiarism and unauthorized use or reproduction.
15. The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records, and other protected property except as permitted by law.
16. The act or attempt to circumvent, alter, interfere with, disable, or disrupt any computer or network accounts, applications, communications, services, systems, or equipment.

17. The propagation of computer “worms,” “viruses,” “trojans,” or “malware.” The sending of electronic chain mail and inappropriate “broadcasting” of messages to individuals or hosts.
18. Failure to comply with requests from appropriate NVCA officials to discontinue activities that threaten the operation or integrity of computers, systems, or networks.
19. Altering or attempting to alter files or systems without authorization.
20. Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the NVCA Technology Department.
21. Attempting to alter or connect any computing or networking components/services (including, but not limited to, bridges, routers, firewalls, DNS servers, DHCP servers, wireless access points, switches, and hubs) on the NVCA network/campus without approval of the NVCA Technology Department.
22. Installation or alteration of wiring, including attempts to create network connections, extensions, or retransmission of computer or network services without approval of the NVCA Technology Department.
23. Conduct leading to disruption of electronic networks or services.
24. Conduct leading to the damage of NVCA electronic information/data, computing/networking equipment, and resources.
25. Unauthorized use of NVCA trademarks or logos and other protected trademarks and logos.
26. NVCA and department webpages may link to commercial websites; however, any link that generates, or has the potential to generate, revenue to NVCA or to any individual or company, including click trade or banner advertising, must be approved by the NVCA Administration.
27. Use of NVCA computer resources for private business or commercial activities, fund-raising, or advertising on behalf of non-NVCA organizations.
28. The unauthorized reselling of NVCA computer resources.

### **Confidentiality**

Because confidentiality of communications and other network transmissions cannot be assured, all users must be careful when



sending personal, financial, confidential, or sensitive information electronically.

### **Routine Logging and Monitoring**

Certain electronic and network activities are routinely logged and monitored. These activities include but are not limited to:

- Use of passwords and accounts accessed
- Time, duration, and amount of activity
- Access and use of NVCA equipment and services
- Access and use of webpages and Internet services
- Access and use of electronic resources and services

### **Detailed Session Logging**

In cases of suspected violations of NVCA policies, especially unauthorized access to computing systems, the NVCA Technology Department or school administration may authorize detailed session logging. This may involve a complete keystroke log, screenshots, application use, and transaction details of an entire session. In addition, the Technology Department or school administration may authorize searching of user files to gather evidence on a suspected violation.

### **Responsibility for Data Security**

Software and physical limitations, computer viruses, and third-party intrusions can compromise the security of data storage and communications. NVCA takes reasonable precautions to minimize risk. NVCA is not obligated to maintain backups of any file/data for any length of time.

### **Right to Examine Computers and Equipment**

NVCA-owned computers and equipment may be examined to detect illegal content and to evaluate the security of the network. Networks, networked devices, and applications may be scanned for vulnerabilities as authorized by the NVCA Technology Department.

### **Violations and Reporting**

Any actual or suspected violation of the rules listed above should be brought to the NVCA Technology Department.

### **NVCA Response to a Reported Violation**

Upon receiving notice of a violation, NVCA may temporarily suspend a user's privileges and move or delete the allegedly offending material

pending further proceedings. A person accused of a violation will be notified of the charge and have an opportunity to respond before NVCA imposes a permanent sanction. Cases will be referred to the suitable NVCA disciplinary authority appropriate to the violator's status (e.g., school administration) or to proper law enforcement authorities.

In addition to sanctions available under applicable law and NVCA and Board policies, NVCA may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, NVCA-administered computing rooms, and other services or facilities. If NVCA believes it necessary to preserve the integrity of facilities, user services, or data, the school may temporarily suspend any account, whether or not the account user is suspected of any violation. NVCA will provide appropriate notice to the account user. Servers and computers that threaten the security of NVCA systems will be removed from the network and allowed to reconnect only with the approval of the NVCA Technology Department.

### **Restricted Use of NVCA Services**

When a user's affiliation with NVCA ends, NVCA will terminate access to computing and communications resources, electronic services, and accounts. The user will have one week to request access to any user-generated documents or stored communications. After that time, the user's data will be deleted. NVCA may, at its discretion, permit the user to have access to accounts and have communications forwarded or redirected for a limited period of time. NVCA may keep select files as examples to assist with future classes.

### **Students without Computers in Class (Middle School/High School)**

- Students who arrive to class on a test/quiz day without their computers will take the test/quiz on another laptop/iPad. If a teacher has a paper version of the test, the student may take the paper version in the classroom with the teacher's permission.
- During a "regular" class period, students without computers will remain responsible for classroom activities. At the teacher's discretion, individual students may share a computer with another student, miss a class activity (even one with a grade attached), or the assignment will be given as homework.

### **Consequences**

First time—noted by the administration, informational email sent to parents/student (any assignments not turned in because iPad/laptop was not in class are considered “late assignments”).

Second time—noted by the administration, student counseled by administration, and an email with prevention tips sent to parents/student.

Third time—email sent to parents/student and a conference with the parent and student.

Fourth time—noted by the administration, email sent to parents/student/teachers, student receives 50% credit on all work turned in that day in classes where laptop/iPads were used.

Fifth time—noted by the administration, email sent to parents/student/teachers, detention for the student, student receives 0% credit on all work turned in that day in classes where laptop/iPads were used.

### **Telephones/Messages**

NVCA desires to help students learn to be responsible and accountable. Phone calls are not to be made without permission from the appropriate staff member. If students need to use the school phone, they must go to the front office. At the high school level, cell phones may be used between classes and during lunch but must be turned OFF and out of sight during classes. Cell phones can be used during crisis situations.

Parents wishing to contact students must call the school office. Parents are encouraged to address any family logistical details prior to their child leaving for school in the morning.

### **Parental Rights**

A student’s official educational record is accessible by that student’s parents or legal guardians. These rights transfer to the student upon reaching the age of 18. Items included in a student’s official educational record include records, files, documents, and data directly related to a student including transcripts or other records obtained from a school in which a student was previously enrolled

Items that are not available to parents include:

- Sole-possession records or private notes held by educational personnel, which are not accessible or released to other personnel

(which may include school counselor records if they are not accessible or released to other personnel);

- Law enforcement or campus security records which are solely for law enforcement purposes;
- Records relating to an individual's employment by the institution (under employment is contingent on student's status); and
- Records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are made, maintained, or used only in connection with the provisional treatment to the student, and are not available to anyone other than the person providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice (e.g., psychotherapy records of a college counseling center).

Please note that NVCA has the right to withhold transcripts if a family's financial status is in question. Transcripts will not be released if a family has failed to fulfill their obligation for tuition payments, late payments, overdue fees, or missing equipment that a student has signed out but never returned.

### **Peanut/Tree Nut Sensitive Campus**

To protect our students and adults who have life-threatening peanut or tree nut allergies, NVCA maintains a peanut/tree nut sensitive campus. Parents of children with peanut or tree nut allergies must notify the school in writing, so teachers and lunch monitors are aware of the children who need protection. Students whose lunches include peanut products, must eat at designated tables in the cafeteria.

If a child or staff member is nut-sensitive, the classroom will become a nut-free zone.

### **Pesticide Application**

At least 48 hours prior to a pesticide application on our campus, NVCA will post notices on our premises that contain (1) the date/time of application, (2) the concentration of each specific pesticide used, (3) the name and number of the pesticide business licensee, and (4) the name of the specific applicator. The business licensee can make available the pesticide label and the material safety data sheet. Posted notices remain for at least 48 hours after the application.



## **Appendix A**

### **High School Specific Information**

#### **Extracurricular Activities**

As a participant in extracurricular activities, students represent Christ and NVCA. Participating in extracurricular activities is a privilege extended to students in good standing with the school. The administration reserves the right to determine whether a student is in good standing.

#### **Behavioral Rules Associated with Extracurricular Activities**

1. If a student violates the NVCA substance abuse policy, she/he will be subject to the discipline listed under the policy. Should a student remain at NVCA, the following will apply to those involved in extracurricular activities. Violations that occur during an off-season apply to the next extracurricular activity. The penalty for violating this rule is as follows:

First violation—suspension from games/events for two weeks.

Second violation—removal from extracurricular participation.

2. Behavior in school must be exemplary. An extracurricular participant involved in any administrative disciplinary action, such as excessive tardiness, unexcused absences, or misbehavior in class, will be ineligible for the next regularly scheduled event. Continued violation of school rules by a student will result in dismissal from the team/activity.
3. Unsportsmanlike conduct and language at any time is cause for disciplinary action, including dismissal from a team. The severity of the incident will be taken into consideration before a decision is made regarding any penalty. Normally, the following action will be taken.

First violation—Student will be ineligible for the next regularly scheduled event.

Second violation—Student will be ineligible for the next four regularly scheduled events.

End of season violation—If the penalty is imposed after the end of the season, the penalty is to be enforced at the beginning of the student's next extracurricular activity.

4. Students are responsible for the care and maintenance of equipment checked out to them. They must pay for any equipment lost or unnecessarily damaged.
5. Students are expected to be well-groomed and appropriately dressed on all extracurricular outings.

### **Eligibility for Extracurricular Activities**

Extracurricular activities normally require significant amounts of time outside of school, which may reduce time available for academic work. Students must maintain satisfactory progress in their studies and display good conduct in order to participate in extracurricular activities. Students falling below academic standards will be encouraged to spend their time on academic efforts. To be eligible to participate in extracurricular activities (including, but not limited to, athletics and performing arts) students must meet these standards:

- Maintain a grade-point average of 2.00 or better;
- Receive no academic failing grades (F's);
- Receive no unsatisfactory conduct grades (U's); and
- Make adequate progress towards graduation.

Weekly grade checks will occur on Wednesday mornings at 8 a.m. Students not meeting academic requirements are placed on probation. During probation, a student may continue to participate in extracurricular activities including practices. Achievement and eligibility requirements will be monitored for improvement. If the student meets the eligibility requirements at the next grade check, they will be taken off probation. Students not meeting the criteria will move to ineligible status. While ineligible, the student may not participate in games, productions, or school outings. The student may continue to participate in practices and rehearsals. Achievement of eligibility requirements will be monitored for improvement. If the student meets the eligibility requirements at the next grade check, they will resume eligible status and exit the process. If the student does not meet the eligibility criteria at the next grade check, they will remain ineligible. The process will repeat at the next progress report or quarter grade check. Ineligibility from fourth quarter carries over to first quarter activities the following year.

**Note:** Extreme or unique cases will be evaluated by the administration. Coaches and activity sponsors have the prerogative to enforce a stricter eligibility policy with the approval of the administration.

## **Arizona Interscholastic Association (AIA) Policies**

### **Eligibility Rules for Transfer Student**

After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. If this is the first transfer, a student shall be ineligible to participate in the interscholastic competition at the school to which he/she transferred for the first 50% of all competitive events. The student will be eligible for the second half of the season and all postseason events.

Subsequent transfers will require a period of ineligibility of one year prior to being able to participate in interscholastic competition. This rule is intended to and shall encompass any and all transfer situations and shall apply to any and all member schools, be they public, private, or parochial.

### **Forms**

All athletes must complete and turn in the following documentation before they will be allowed to practice or compete. Completed forms should be turned in to the athletic director's office.

- Health physical—An annual physical must be completed by a physician and documented on the proper AIA form. The AIA health physical form is found on the school website located within the athletic packet link.
- Mild Traumatic Brain Injury (MTBI)/Concussion Acknowledgement Form—This AIA form is found on the school website Athletics section.
- AIA Brainbook Concussion Course—This is a one-time webinar that educates athletes regarding brain injury including learning to recognize signs of a concussion. This course will be administered at the school, usually by a coach or athletic trainer. After completion of the training, an athlete will print a certificate from the website. This certificate must be submitted to and filed in the athletic director's office.
- AIA Opioid Course

## **High School Academics**

### **Academy Endorsements and Credits**

Beginning the second semester of their freshman year, NVCA students are required to select specialized study within one of the following.

- Fine Arts Academy



- STEM Academy (Science, Technology, Engineering, and Mathematics)
- Service and Ministry Academy
- Entrepreneurial Business Academy

Academy Endorsements, which effectively serve as a school within a school, offer personalized learning opportunities by:

- Providing increased options and opportunities for student ownership and educational success in terms of achievement and personal satisfaction;
- Inspiring student learning through the opportunity for depth in a specific area of strength, interest, and passion;
- Challenging and strengthening students while providing a balanced approach to learning and the high school experience through specific guidelines, parameters, and expectations;
- Preparing students for college by providing them with an endorsement that serves as a unique distinction for their college resume and the competitive application process. The endorsement announces that the student has accomplished a well-rounded and rigorous program in a specific area of concentration;
- Helping students develop resiliency and personal accountability through internships, collaborative experiences, and Capstone project requirements; and
- Strengthening students for a Christian life of service in a global society.

Refer to the NVCA High School Course Description Catalog for complete description and requirements for each academy endorsement.

### **B.E.S.T. Program Graduation Requirements**

Most students in the B.E.S.T. program will complete the standard requirements for graduation. However, graduation requirements may be modified depending on the special needs of the individual student. This modification requires the written approval of an administrator.

### **Christian Service**

NVCA requires 25 hours of nonpaid, volunteer service hours per school year.

Students are responsible for recording all service hours performed during the current school year on the [Community Service Log](#) sheet which is due the Friday before final exam week in May. Any service completed after that date will count towards the following school year. Middle School service hours will be monitored and submitted to the student's Bible teacher. Christian service hours will be integrated into all Bible courses and count as 10% of the student's second semester Bible grade. High school students' service hours are added to their transcripts. Hours are monitored and submitted to their college and career counselor.

### **College and Career Counseling**

NVCA maintains a college and career counselor for high school students. These services are provided as a resource for students as they begin to explore and finalize their postsecondary educational goals/career objectives.

Students are highly encouraged to take advantage of school counseling services and are welcome to set appointments at any time during the school year to receive help with planning.

### **Guidance Counseling**

NVCA has a full-time guidance counselor who is trained to assist students with social-emotional wellness. Conversations between a student and the guidance counselor are held in strict confidence, unless:

- The student is at risk for harm to self/others;
- The student grants permission to release the content of a counseling session;
- A situation exists that the counselor is mandated by law to report to law enforcement; or
- NVCA policies require the counselor to report the conversation to the school administration.

### **Dual Enrollment College Credit (DE)**

NVCA currently utilizes Grand Canyon University, Arizona State University, and Huntington University for DE courses. These courses are taught by college-certified NVCA instructors using a college-approved curricula and

text or current college professors at Grand Canyon University or Huntington University. It is the student's responsibility to contact potential colleges regarding the acceptance of DE credits. Students must register with the applicable college and pay that school's tuition and associated fees. The colleges will grant students three or four college credits (amount varies per course) if a "C" or higher is earned for the semester. Upon successful completion of these courses, it is the student's responsibility to send transcripts from the originating institution to the college or university of their choice.

### **Fine Arts Elective Credit**

Each student must complete one (1) credit of a fine arts elective or one (1) Career and Technical Education (CTE) elective which are chosen from the courses listed in our course catalog.

## **NVCA Online**

NVCA Online offers a "blended" schedule consisting of four in-person classes and four online courses.

Our blended program allows students to broaden their academic experience while customizing their learning schedules. We currently offer several core courses (NCAA and NAIA approved), numerous electives, and dual credit options. Taught by our own highly trained teachers, our courses are designed with a biblical worldview, meeting or surpassing the national standards for quality, online courses.

To receive credit for an online course, the student must earn a minimum grade of 70% for online assignments and earn a minimum final exam grade of 60%. All final exams must be taken on campus and are proctored by a designated staff member.

NVCA Online dual credit classes offer our students an opportunity to demonstrate the pursuit of a passion outside the confines of the master bell schedule. Electives are the focus of these selections. Three or four college credits can be earned over a 15-week semester or 7-week semester, as well as a year of high school elective credit. The college credit is directly applicable to the university where the course was taken and may be transferable to other colleges.

## **Graduation and Fees**

The NVCA graduation ceremony marks the final school event for students successfully completing all requirements. To participate in the ceremony students must:

- Wear NVCA sanctioned caps and gowns;
- Adhere to school dress code policy including following guidelines for jewelry and hair style.

Additional graduation information:

- A fee will be charged to cover graduation expenses such as flowers, speaker, diplomas, caps, and gowns.
- Graduation announcements may be purchased separately.
- Graduation is a formal ceremony focusing on the accomplishments of the graduate using their God-given gifts. Participants are expected to respect the atmosphere and the spirit of the occasion.
- Students who have not met graduation requirements will not be allowed to participate in the ceremony.
- Students and their parents receive regular updates regarding the student's academic status.
- The graduation ceremony is a worship service and a formal occasion. Therefore, the baccalaureate service is part of the graduation service.
- All graduates will be required to turn in all books and pay all fees before they are eligible to participate in the graduation ceremony and receive a diploma.

## **Graduation Requirements**

The following table lists the graduation requirements that are specific to North Valley Christian Academy and not a matter of state law. Only under extenuating circumstances will the administration waive requirements.

<b>Curriculum Area</b>	<b>NVCA Graduation Requirements</b>	<b>Entrance Requirements for Universities Within the State of AZ</b>
English	4 credits	4 credits Composition or literature based
Math	4 credits	4 credits One year each of algebra I, geometry, algebra II, and an advanced math class for which algebra II is a prerequisite
Science	3 credits	3 lab science credits: One credit in each of three different laboratory sciences selected from the following: chemistry, physics, or biology. An integrated laboratory science or an advanced level laboratory science (Human Biology, Biotechnology, and Investigative Science) may be used to substitute for one required course.
Social Sciences	3 credits World History/Geography, Economics, American/AZ History, US/AZ Government	2 credits Including 1 year of American History
Fine Arts	1 credit	1 fine art or CTE* credit *Career and Technical Education
World Language	2 credits	2 credits Two years of the same language
Physical Education	½ credit	0 credits
Health	½ credit	0 credits
Theology	4 credits	0 credits
Senior Capstone Project (Required)	1 credit	0 credits
Language Arts (starting with Class of 2022)	2 credits Oral Communications	0 credits
Elective Courses	5 credits	0 credits
Total Required Credits	30 credits	16 credits

## **Placement Testing**

To assess student needs, incoming freshmen and other new students will be given placement tests. Prior to enrolling at NVCA, arrangements must be made through the school office to take these placement tests.

## **Semester Exams**

Semester exams are a major factor in determining semester grades. These exams reflect the learning that occurred over the 18-week semester and account for 10% of the semester course grade. Exams should be taken seriously, as the grade will factor into the overall course grade and be reflected on permanent high school transcripts. Planned absences are not allowed during exams. Students missing an exam due to illness will be required to arrange to take the exam during the make-up period. A student who does not show up for a scheduled exam without administrative approval will receive a 10% reduction of their semester exam grade.

## **Capstone**

Capstone is a comprehensive research project and NVCA graduation requirement. This project begins the second semester of a student's junior year and extends through April of their senior year. Capstone allows NVCA high school students to apply their acquired knowledge and skills to the investigation of a future career or interest. The Capstone project requires students to demonstrate skills in research, oral and written communications, creativity, and interpersonal interactions. This project aims to promote independent thinking and increase student awareness of career and social opportunities within the community. The experience provides an understanding of the paths available to our NVCA graduates as they begin their postsecondary journey. Capstone comprises three phases:

- **Phase 1–Introduction/Proposal**  
A topic is selected, and a written proposal is submitted. In this stage objectives are identified, sources of data and supporting materials are described, and a potential plan for working with leaders in the student's profession of choice is outlined. The student gains a realization of how this project will benefit college/career selection and how this experience will help the student impact the community for Christ. This phase ends with an oral defense before the Capstone

Panel (Panel). The proposal must be approved before the end of the student's junior year.

- **Phase 2—Research and Data Collection**  
Within the eight to ten weeks of the student's senior year, a formal research plan is prepared according to guidelines specified within the Capstone Handbook. This research plan includes a listing of source materials, data identification such as interviews or surveys, planned fieldwork, and a timeline for task completion.
- **Phase 3—Written Report and Oral Communication**  
The final phase of the Capstone project is a formal written and oral report completed according to specifications within the Capstone Handbook. The written component must include visual schematics, a listing of the subject-matter experts involved in the fieldwork, and a log of the fieldwork activities associated with the project. The oral presentation is presented to the Panel and must be supported by visual aids such as PowerPoint slides. The written and oral reports are graded using a writing rubric and presentation rubric.

## **Academic Probation**

A student who is not on track to graduate may be placed on academic probation at the discretion of the administration. The administration may also ask the student to leave the school when this becomes apparent. Criteria for this decision may include coursework deficiencies, lack of effort, and failure to cooperate with authority or school rules.

Some students may be accepted to NVCA on academic probation. This is an alert to the student and parents that academic progress will be monitored, and the student will be expected to apply diligent attention to their academic progress to remain in the school. Students who fail to meet the school's eligibility requirements will also be placed on academic probation.

## **Incompletes**

Students who receive an "incomplete" in a course must complete the work within two weeks of the end of the semester. Incompletes are only used in rare situations where a student has suffered a significant hardship preventing him/her from submitting a portion of the required work for a class. The two-week grace period allows the student to recover from the hardship. If the student does not make up the incomplete work, then the grade will be calculated with zero credit for the missing work.

## **Grade Replacement**

All courses that are being repeated, for whatever reason, need to be taken at NVCA. It is up to the student and parent to notify the administration regarding what course needs to be placed in the student's schedule for make-up. If the student's schedule does not permit this, the student will be notified and will be given permission to take the course through NVCA's online program.

- Students will be allowed to retake a maximum of two credits.
- Students who have never taken the class before are given priority in scheduling. Final decisions regarding entrance to a class will be made by the administration.
- Students will receive only one credit for the retaken class. Both classes will appear on the transcript and the higher grade will be used when calculating their GPA. In the case of courses that are available for repetition (e.g., choir, weight training, drama, etc.), taking the class for the second time does not remove the grade earned the first time.
- Classes taken outside of NVCA are entered on the transcript with the name of the institution from where the course was completed and are counted as part of the student's GPA at NVCA.
- Any religion class taken outside of NVCA must be preapproved by the high school principal.
- Once a class is completed outside of NVCA the student must have a transcript sent to NVCA for the course grade to be placed on the NVCA transcript.

## **Failures**

Should a student fail a required course, they must meet with the guidance counselor and make immediate plans to satisfy the failed course requirement. A senior failing a required first-semester course, must complete an approved equivalent course by May 1, in order to participate in graduation ceremonies. Should a senior fail a required second-semester course, they will not participate in graduation ceremonies. The student must complete an approved equivalent course by August 1, to receive an NVCA diploma.



## **Honor Roll**

Each semester three honor rolls will be published: White Honor Roll, Navy Honor Roll, and the Principal's List. The purpose of the honor rolls is to recognize achievement and to encourage greater achievement. A student is named to the White Honor Roll if an unweighted GPA of 3.5 to 3.74 has been achieved. If an unweighted GPA of 3.75 or higher has been achieved, a student is named to the Navy Honor Roll. A student is named to the Principal's List if an unweighted GPA of 4.0 has been achieved.

Seniors with an unweighted cumulative average GPA of 3.5 to 3.74 will be recognized with a navy-blue cord at graduation. Seniors with an unweighted cumulative average GPA of 3.75 to 3.99 will be honored with a light-blue cord, and a student with an unweighted cumulative average GPA of 4.0 will be honored with a grey cord. For graduation honor rolls, the GPA will be rounded 2 places to the right of the decimal. Note: National Honor Society members will be recognized at graduation with a gold tassel in addition to the honor roll cord.

## **National Honor Society**

The National Honor Society (NHS) began in 1921 as an organization that honors and recognizes students who demonstrate excellence in four areas: scholarship, leadership, service, and character. Seniors, juniors, and sophomores, who have completed their second semester and are in good standing with the school, are eligible for membership if they have earned and maintained an unweighted cumulative grade-point average of 3.75 or higher. NHS students complete fifteen hours above the school requirement of Christian service and participate in several important service projects throughout the school year.

## **Scheduling**

It is important that students choose their high school courses wisely, as these choices will impact their future educational and work experiences. Wise planning will allow a student to adequately prepare for college, pursue career interests, and take courses for personal enjoyment as well as enrichment of life in general. Students and their parents are encouraged to seek the advice of the NVCA college and career counselor, teachers, and staff as they make plans for registration.

## **Schedule Changes**

All schedule changes must be coordinated through, and approved in writing by, the guidance counselor. Schedule changes must be initiated in writing within seven school days of the beginning of the semester. Requests for specific teachers, sections, or to be with friends will not be considered. Teachers and/or administrators may initiate a student schedule change to improve student placement. Withdrawal from a course two weeks after the start of each semester is done only when there are extenuating circumstances. This must be approved in writing by the teacher, parent, and administrator. Withdrawal after six weeks will result in an "F." The goal is to have a final class roster by the end of the second week of the semester.

## **Transfer Credits**

Transfer credits are credits taken outside of NVCA and will normally be accepted at full value for students who transfer to NVCA. For currently enrolled students, transfer credit will not be accepted without preapproval from administration. If a class is offered at NVCA, it is not guaranteed that credit will be accepted from another school.

## **School Fines/Fees**

1. Lost or damaged textbooks—Students must check in their textbooks at the end of the year and are responsible for turning in the specific textbooks assigned to them (by barcode) at book pick up. Any textbook not returned or damaged beyond repair will result in a lost/damaged book fee, which is the replacement cost of the book. We do not allow students to purchase replacement books online, all books are purchased by NVCA. Book related concerns must be resolved by the last day of school since book orders for the upcoming year are placed July 1. Books returned after the last day of school will not receive a credit.
2. Lost athletic uniforms—All uniforms not returned to a coach at the end of that season will result in a replacement fee charged to the student's account.
3. Seniors must have all fines/fees paid prior to graduation. All other outstanding student fines/fees will be charged to the individual student's account.

## **Vehicles/Student Driving**

The use of a vehicle at NVCA is a privilege that requires responsible behavior from students. In general, students must be cautious and careful

when driving their cars on and around school property. The speed limit in the NVCA parking lot is 5 mph. The first violation for careless driving may result in fines and the notification of parents. For the second violation, temporary loss of car privileges on the school campus may occur, as determined by the administration. The school is not responsible for accidents or damages occurring on school property. Stereos must not be heard on campus.

Students may not be in or around vehicles during the school day, including lunchtime, without permission from the office. Vehicles are to be used only for transportation. With the purpose of safeguarding all vehicles from intentional or accidental damage, the school requires all students to stay clear of the parking lot. The school retains the right to inspect any vehicle at any time for any reason.

Students who drive a vehicle to school must park in assigned areas and purchase an NVCA parking pass. If there are no parking spots available in our main parking lot, a student must still contact the school office to receive a parking pass and park where school administration has designated.

## Appendix B

### Harassment Free Policy

NVCA recognizes that a safe and civil environment is necessary for student learning and to achieve high academic standards. Bullying, sexual harassment, and hazing, like other disruptive or violent behavior, impedes both a student's ability to learn and a school's ability to educate its students in a safe environment. These are unacceptable behaviors that violate our core values and will result in disciplinary action, which could include suspension or expulsion.

#### Definitions

**"Bullying"** means systematic, repeated, or recurrent conduct committed by a student or group of students against another student or group of students that causes measurable physical harm or emotional distress. Communications (verbal, written, or electronic) are included within the definition to the extent that such expression is (1) lewd, indecent, obscene, advocating for illegal conduct, intended to incite an immediate breach of peace, or the severe and pervasive use of threatening words that inflict injury or, (2) the school administration reasonably believes that such expression will cause an actual, material disruption of schoolwork.

**"Harassment"** means conduct that denigrates or shows hostility or aversion toward a student that:

- Has the effect of creating an intimidating, hostile, or offensive environment;
- Has the effect of interfering with a student's academic performance; and
- Has adverse effects on a student's academic opportunities.

**"Sexual harassment"** means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, where (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation, (2) submission to or rejection of such conduct by a student is used as the basis for decisions

affecting such student, (3) such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment. This includes, but is not limited to:

- Unwelcome sexual flirtations or propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual; and
- Display of sexually suggestive objects or pictures.

**"Hazing"** means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes but not limited to whipping, beating, branding, forced calisthenics, forced consumption of any food, beverage, or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or another person. Conduct that subjects a student or person to extreme mental stress, including deprivation of sleep, rest, or extended isolation is also considered hazing.

**"School Premises"** means any building, structure, athletic field, sports stadium, or other real property owned, operated, leased, or rented by NVCA.

**"School-Sponsored Functions or Activities"** means a field trip, sporting event, or any other function, or activity that is officially sponsored by NVCA.

**"School-Sponsored Transportation"** means a vehicle owned, operated, leased, or subcontracted by NVCA.

### **Prohibition**

Unacceptable behavior such as hazing, bullying, and harassment of any kind based on race, color, religion, gender, national origin, age, or disability, including those for the purpose of initiation into memberships, is strictly prohibited including behaviors constituting teasing/taunting. NVCA prohibits such behavior that takes place at any school-sponsored activity, on school-provided transportation, or off campus. NVCA also prohibits such behavior that takes place using the school internet system or the use of a personal digital device on campus or off-campus. This policy applies to behavior that occurs before, during, or after school hours, including vacations and breaks.

## **Reporting Procedure**

In order to take corrective measures to remedy the situation of harassment, the school must be informed of such an event. Any student who believes he/she has been a victim of harassment is encouraged to make a complaint verbally or in writing to any NVCA teacher or administrator. Teachers or supervisors shall notify an administrator immediately. Parents and/or guardians must submit a written report to school administration if reported outside the school setting. Each complaint will be fully investigated individually. At its sole discretion, NVCA may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be handled with discretion.

## **Investigation Procedure**

Upon notification of a harassment complaint, the administrator shall:

- Inform the Board Chair immediately;
- Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with a) the complainant, b) the accused, and c) any other persons the administrator has reason to believe possess relevant knowledge concerning the complaint. This may include victims of similar conduct;
- Review factual information gathered through the investigation to determine whether the alleged conduct constitutes sexual or other forms of harassment, giving consideration to (1) all factual information, (2) the totality of the circumstances including the conduct, and (3) the context in which the alleged incident(s) occurred;
- Report the results of the investigation and determination as to whether harassment occurred to appropriate persons including the complainant, the accused, the supervisor, or director. If discipline is imposed, the discipline will not be communicated to the complainant;
- Take action: any student or employee who has been found, after investigation, to have engaged in behavior that NVCA deems inappropriate or in violation of this policy will be subject to discipline. This may include immediate suspension, expulsion, or termination;

- Take reasonable steps to protect the victim and other potential victims from further harassment;
- Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint; and
- Inform the Board of Directors.

### **False Complaints**

False harassment complaints, or negative behavioral responses to complainant after making complaint, will result in appropriate disciplinary action. In all listed examples above, disciplinary action may include expulsion or termination from employment.

## **Appendix C**

### **Social Media and Electronic Communications**

The following standards must always be met by the North Valley Christian Academy community at large (students, faculty, staff, coaches, parents, and alumni) in using social media and electronic communications—mediums sponsored by NVCA or otherwise. The administration and/or the Board of Directors reserves the right to appropriately confront behavior of NVCA community members which falls short of these standards. These expectations include but are not limited to email, texts, Facebook, Twitter, Instagram, Snapchat, and the like:

1. Respectful, courteous, and productive discussion is expected.
2. No posts, comments and/or communication by any member of the NVCA family shall:
  - Be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity;
  - Include phone numbers, email addresses or other confidential information of students, faculty, or any other person;
  - Be material that infringes on the rights of NVCA, any individual, or entity, including privacy, intellectual property, or publication rights;
  - Be material that promotes or advertises a commercial product, solicits business, membership, or financial or other support in any business, group, or organization except those which are officially sponsored by NVCA;
  - Be or promote spam or chain letters; and
  - Be made or presented under any false identity or premise.
3. For the privacy of users and their families, please assume that all postings to NVCA sponsored mediums will be publicly available on the internet, and therefore, publicly accessible without limitation or protection of any kind. Additionally, NVCA reserves the right to access any @northvalleyca.org or @nvca.school email account if circumstances warrant.
4. NVCA reserves the right to review and/or reject/remove comments or posts for any reason.
5. By posting a comment or other material to NVCA sponsored sites as outlined above, users give NVCA the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any



purpose in any form and on any media, including but not limited to displaying, modifying, reproducing, distributing, and publishing your submission.

6. NVCA further reserves the right to:
  - Amend these policies from time to time in our judgment to address issues that may arise and changes in our operations or the law.
  - Ban future posts from people who repeatedly violate this policy. We may implement such bans by refusing posts from specific email addresses, IP addresses, or through other means as necessary.
7. Users agree to indemnify and hold harmless NVCA, its affiliates, Directors, employees, successors, and assigns against any damages, losses, liabilities, judgments, causes of action, costs, or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material users have posted on North Valley Christian Academy sponsored sites or sent from or to any email address @northvalleyca.org or @nvca.school.

### **Student Use of Social Media**

NVCA expects its students to portray a Christ-like character on and off our campus. This includes the area of social media. It is impossible to identify all the inappropriate or offensive behaviors related to social media; however, the following is a list that includes actions considered inappropriate or offensive. If a student chooses to participate in them, appropriate disciplinary action will take place, including possible expulsion or family dismissal from NVCA.

Students are required to abide by the following.

1. To protect the privacy of NVCA students and faculty, cell phones or other devices may not be used to take photos or videos of NVCA students or staff.
2. Students may not:
  - Use social or electronic medium to publish disparaging or harassing remarks about NVCA community members, athletic or academic contest rivals, or anyone else that is related to the student's experiences at NVCA.
  - Use social or electronic medium as weapons to hurt, embarrass, or intimidate others.
  - Use slurs based on race, ethnicity, religion, gender, or other areas.

- Provoke, promote, or incite violence through social or electronic medium.
  - Use language that is vulgar and offensive.
  - Gossip, spread misleading, or false information.
  - Display content that depicts underage drinking or illegal drug/alcohol use.
3. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon NVCA.
  4. Students shall not use social media sites or apps during the school day unless sanctioned by a staff member.
  5. Students alone are responsible for all content posted or sent through any social or electronic medium.
  6. Failure to abide by these policies may result in disciplinary action.

NVCA seeks to help our students build a positive legacy. We remind students that in a digital world they create digital footprints with anything they do online. The Internet is permanent. College admissions counselors and future employers read online profiles and make decisions based upon the information they find. Students must be careful about sharing personal information online and about building a positive digital reputation—one that models Christ through their online activities.

## Appendix D

### NVCA™ SERVE Handbook (Handbook)

#### Strengthening the Body, Extending Its Reach

*There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work.*

*1 Corinthians 12:4-6, NIV*

In his letter to the Corinthians, the Apostle Paul compares the human body with the Body of Christ, pointing out that “*Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ*” (1 Cor. 12:12, NIV). He goes on to speak of the various parts and their roles in maintaining a healthy body. At NVCA we have adopted Paul’s metaphor of the body and applied it to accomplishing our mission to “*develop* Christ-centered students who *aspire* to excellence and *impact* their community for Him.” In a real sense, the NVCA community is a body within the Body of Christ. Its members include teachers, parents, staff members, Board members, and other family members such as grandparents. Within our community resides a variety of gifts. When they are identified and utilized, these gifts can provide strength and sustainability to our school. This is where NVCA SERVE (SERVE) comes in.

SERVE is a volunteer organization made up of all parts of the NVCA community with a shared purpose of strengthening the community leveraging the gifts of its members. It is designed to promote a culture of caring, community involvement, and Christian fellowship. SERVE activities include:

- Sponsoring events
- Encouraging communication among community members
- Disseminating information
- Enlisting volunteers for class and school functions
- Hosting other activities and events as identified

Meeting this challenge requires a sound organizational structure and reliable operating policies to ensure clarity of roles, processes, and communication. This Handbook contains the policies that relate to organization and process. They govern how SERVE will be structured and how it will carry out its

duties. The SERVE leadership as well as all SERVE volunteers are expected to abide by the policies in this Handbook.

Please keep the following in mind when volunteering at NVCA:

1. Volunteers should remember they serve as an assistant to teachers and staff and not as a replacement. Classroom teachers are responsible for the educational programs of their classrooms. It is important for assistants to take their direction from the staff person responsible for the activity.
2. Although serving in a volunteer capacity, you have committed yourself to a task for which people depend on you. If, for some reason, you cannot meet your commitment, you should inform the teacher or staff member so that the day's schedule can be adjusted accordingly.
3. Assistants are sometimes privy to information or have opportunity to observe individual children and interaction between students and teachers. Information of this sort needs to be kept confidential. Assistants do not have the responsibility to contact parents to inform them of behavior problems or academic needs. Concerns of this kind should be discussed with the classroom teacher and principal. Contact with the home should come from the professional staff. It is a breach of ethics to discuss school situations with other parents.
4. Volunteers should not administer any punishment. Should such disciplinary measures be needed, it will be handled by the professional staff.

## **Part 1: Introduction and Administration**

This Handbook contains all the current standing (ongoing) policies of NVCA SERVE, a volunteer organization supporting the culture of North Valley Christian Academy™ (NVCA). SERVE has been granted authority by the Head of School to carry out the functions in Section 3.5 of this Handbook in order to accomplish its mission of promoting a culture of caring, community, and Christian fellowship.

**1.1 Reasons for Adoption:** The purposes of this Handbook are to:

- Clearly communicate the functions of SERVE, how it is organized, and the processes it will use to accomplish its mission;
- Provide a single source of all ongoing SERVE policies;
- Eliminate redundant or conflicting policies over time; and
- Efficiently review current policy when considering new issues.

- 1.2 Consistency.** Each policy in this document must be consistent with policies of the NVCA Board of Directors and the Head of School, including the NVCA Parent/Student Handbook. *Unless it is included in this document or incorporated by reference, a verbal statement or written statement in a different document shall not be recognized as SERVE policy.*
- 1.3 Transition.** As soon as a policy is approved by the Leadership Team (Team), that policy becomes a part of the Handbook and supersedes any past policy.
- 1.4 Changes.** The policies are reviewed on an on-going basis as new issues are addressed or existing policies need refinement. When language is recommended for deletion or modification, it is shown in a “tracked change” format, showing how the new language replaces the old. Any change to this Handbook must be approved by formal action of the Team, i.e., a majority of Team members during a properly called meeting or conference call. Whenever changes are adopted, a new document is to be printed, dated, and quickly made available to the Team, NVCA Administration, and appropriate SERVE members. *The previous version is to be kept for future reference.*
- 1.5 Specificity.** Each new policy will be drafted to fit in the appropriate place within the Handbook. Conceptually, policies are drafted from the “outside in,” i.e., the broadest policy statement being presented first, then the next broadest, etc., down to the level of detail that the Team finds appropriate.
- 1.6 Maintenance of Policies.** The Secretary of SERVE shall maintain the Handbook and provide updated copies to the Team and the NVCA Administration whenever the policies change, or upon request.

## **Part 2: Organization Principles**

- 2.1 Mission.** To promote at NVCA a culture of caring, community, and Christian fellowship.
- 2.2 Accountability.** SERVE reports to the Head of School and is accountable to the students attending NVCA, their parents, and their teachers.
- 2.3 Values:** In carrying out its mission, these principles will be honored:
- 2.3.1 Excellence—in the way we organize, plan, communicate, and implement
- 2.3.2 Collegiality—in the way we work together as a Body of Christ

2.3.3 Responsibility—in the way we understand and complete our duties

2.3.4 Reverence—in the way we keep God at the center of our activities

### **Part 3: Team Membership, Organization, and Processes**

- 3.1 Team Membership.** The organization shall be governed and managed by a minimum of three officers plus other members selected by a majority vote of the officers. The officers and other members of the Team shall serve for two-year terms commencing July 1. A Transition Team shall be nominated up to one year prior to the end of the Team's term. Although there are no limits as to the number of terms a member of the Team may serve, in the annual election process there is no assumption of preference for sitting Team members.
- 3.2 Team Member Criteria.** Each member of the Team shall be a committed member of the community, known for her/his integrity, professionalism, and demeanor. Nominations for Team membership shall be based on a consensus of the Nominating Committee as to the qualifications of the individual for the position for which she/he is being considered. In selecting additional Team members, the officers shall consider members who bring diversity to the team in areas such as the age of their children at NVCA, their experience and skill set, their interests, their availability, and other factors to be considered in order to form a Team comprising multiple perspectives.
- 3.3 Nomination, Election Process, and Terms.** Members of the Team shall be selected by the NVCA lead administration team consisting of the Head of School, PS-12 principals, B.E.S.T. Director, and Development Director.
- 3.4 Leadership Style.** The Team will approach its task in a professional and collaborative manner that encourages input and participation from the entire community. As such, the Team will:
  - 3.4.1** Enforce upon itself and its Team members whatever reasonable discipline may be needed to govern with excellence. Discipline shall apply to matters such as attendance, respect for individual roles, speaking with one voice, and working within the governance structure and processes adopted in these SERVE policies.
  - 3.4.2** Be accountable to the NVCA community for conscientious and effective accomplishment of its purpose.

- 3.4.3** Monitor and regularly discuss the Team's own processes and performance, seeking to ensure the continuity of its governance functions by orientation, training, and evaluation.
- 3.5 Team Job Descriptions.** The job of the Team is to lead the organization toward the desired performance and ensure that it occurs. Consistent with the authority granted by the Head of School, the Team shall:
- 3.5.1** Plan and present events and activities that support its mission and the mission of NVCA.
- 3.5.2** Enlist volunteers as needed and manage their involvement wisely.
- 3.5.3** Set appropriate limits within which the Lead Coordinators are expected to honor.
- 3.5.4** Maintain and constantly improve the policies in this Handbook.
- 3.5.5** Collect fees for activities and special events and maintain a designated account through the NVCA Business Office for support of SERVE activities.
- 3.5.6** Approve expenditures from the SERVE account.
- 3.5.7** Ensure financial solvency and integrity of SERVE accounts.
- 3.5.8** Establish and maintain regular communication to the SERVE community through NVCA-sponsored communication channels, such as *The Weekly Pride*, NVCA Facebook page, teacher newsletters, and monthly SERVE newsletters.
- 3.5.9** Maintain a register of all SERVE members including a list and contact data of SERVE members, a list of volunteers with background checks.
- 3.5.10** Work closely with the NVCA Administration to ensure a continuity of programs, clarity of communication, and scheduling of events.
- 3.6 Chair's Role.** The SERVE Chair shall manage the organization in a manner consistent with these policies. The authority of the Chair consists only in making decisions on behalf of the Team that are consistent with any reasonable interpretation of the policies in this Handbook. The Chair or designee shall be the spokesperson for SERVE and shall also:
- 3.6.1** Preside at all meetings of the Team.

- 3.6.2** Foster a spirit of collegiality and commitment from members of the Team as well as from other SERVE volunteers.
- 3.7 Vice Chair's Role.** The SERVE Vice Chair shall assist the Chair in carrying out her/his duties and assume the role of Chair when the Chair is unavailable. The Vice Chair may also fulfill the duties of the Secretary or Treasurer, if either position should become vacant.
- 3.8 Secretary's Role.** The Secretary shall maintain administrative records associated with SERVE, including minutes of Team meetings, a list and contact data of SERVE members, a list of volunteers with background checks, any documents relating to events, current copies of the SERVE Handbook, archival material, and other records as needed.
- 3.9 Role of Treasurer.** The Treasurer shall maintain financial records associated with SERVE activities and events and shall be responsible for collecting and dispersing funds in accordance with the policies established by the NVCA Board, the Head of School, and the Team.
- 3.10 Role of Transition Team.** The Transition Team shall work closely with the Team to assist them with duties and planning to help prepare them to lead SERVE the following school year.
- 3.11 Team Meetings.** Policies for planning and running meetings of the Team are as follows:
- 3.11.1.** The preliminary schedule for meetings shall be set at the first Team meeting of the fiscal year, subject to reasonable modifications that may be required.
- 3.11.2** The Chair shall conduct meetings to encourage open, honest discussion and fair consideration of the views of each Team member. If a Team member challenges a procedural decision by the Chair, it will be resolved by a majority vote of the Team.
- 3.11.3** The Secretary shall record the meeting minutes and send them electronically to all Team members within one week after a duly called Team meeting.
- 3.12 Lead Coordinators and Event Coordinators.** The Team shall establish a roster of Lead Coordinators, who will be responsible for programs, activities, and events as assigned by the Team. Lead Coordinators shall ensure their assigned programs, activities, and events are appropriately planned, communicated, and executed. The Team shall delegate authority to Lead Coordinators commensurate with their responsibilities and necessary to carry out their duties. The Team shall



also identify any limitations on that authority through policies governing communications, collecting fees, spending funds, and other policies specific to a program or event. Lead Coordinators may appoint Event or Program Coordinators to plan and execute specific activities and events. If any Lead Coordinator or Event Coordinator position cannot be filled, the duties shall be fulfilled by the Team. The following are the Lead Coordinator positions and primary duties:<sup>\*1</sup>

**3.12.1 Community Outreach and Hospitality:** Supports the Admissions Chair by attaining new family information; creating an outreach system to connect new families; building a family “white pages,” and other activities/functions that support the health and growth of the NVCA community. Event coordinators reporting to this Lead Coordinator include:

**3.11.1.1 Lunchroom**

**3.11.1.2 New Family Dinner**

**3.11.1.3 Uniform Resale/Lost & Found**

**3.11.1.4 Service Days**

**3.12.2 Fine Arts:** Supports the Fine Arts Department (music, theater, art). Event coordinators reporting to this Lead Coordinator include:

**3.11.2.1 Christmas Program**

**3.11.2.2 Fine Arts Night**

**3.11.2.3 Drama/Musicals**

**3.12.3 Hospitality:** Directly supports all faculty and staff with regards to specific in-school events. Event Coordinators reporting to this Lead Coordinator include:

**3.12.3.1 Graduation**

**3.12.3.2 Birthdays/Special Events**

**3.12.3.3 Teacher Appreciation Week**

**3.12.3.4 Christmas Spirit Week**

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<sup>1</sup> The Team, in consultation with school administration, may add or eliminate annual events listed in Section 3 of the SERVE Handbook.

**3.12.4 Events:** Extracurricular events occurring throughout the school year. Event Coordinators reporting to the Lead Event Coordinator include, but are not limited to:

**3.12.4.1** Merry Market

**3.12.4.2** Daddy/Daughter Dance

**3.12.4.3** Grandparents Day

**3.12.4.4** Mother/Son Event

**3.12.4.5** Movie and/or Bingo Night

**3.12.4.6** Book Fair

### **3.12.5 Prayer Group**

**3.12.6 Classroom Coordinator:** Assist teachers at all grade levels by providing liaisons for preschool, elementary, middle school, and high school, as well as room parents for each grade of K-5. Coordinators reporting to this Lead Coordinator include:

**3.12.6.1** Preschool

**3.12.6.2** Elementary

**3.12.6.3** Middle School

**3.12.6.4** High School

**3.12.6.5** Prom

**3.12.6.6** Promotions

**3.13 Calendaring SERVE Events:** All SERVE programs, activities, and events must align with (1) the mission of NVCA to *develop* Christ-centered students who *aspire* to excellence and *impact* their community for Him, and (2) with the purpose of SERVE to promote a culture of caring, community, and Christian fellowship. All SERVE events must be approved by the Team in order to be placed on the school calendar.

**3.14 Managing SERVE Events:** Our SERVE-sponsored events are expected to be well planned and efficiently implemented. To that end, the following are essential steps in the planning and execution of SERVE events:

**3.14.1** For those events listed in Section 3.11, the Event Coordinator shall prepare a plan and budget for the event in accordance with the requirements set by the superintending Lead Coordinator. The

plan and budget shall include tasks to be accomplished and the deadline for their accomplishment along with the funds needed to support the event, any related fees expected from the event, and the process by which fees are collected and accounted for reporting.

**3.14.2** For those events not listed in Section 3.11, but proposed to be placed on the school calendar, the Lead Coordinator shall prepare a proposal for the Development Director, including a rationale for its support of the SERVE purpose, the proposed date and time of the event, the estimated budget, and the timing of the tasks necessary to plan and conduct the event.

**3.15 Clearance to SERVE:** To ensure that the safety and security of our students is given the highest priority, all SERVE volunteers must be receive a background check. The Secretary shall maintain a qualified list, i.e., a list of volunteers who meet these criteria. Event Coordinators shall ensure that volunteers working on their events are drawn from the qualified list.

**3.16 Financial Authority and Accountability:** To support SERVE activities and events, the NVCA Business Manager (Business Manager) shall establish a separate financial account, which shall contain deposited fees from activities, direct contributions, and other revenues designated for the account. Expenditures from the account shall be made by the NVCA Business Manager according to the following policies:

**3.16.1** All expenditures must be supported by a completed Purchase Requisition form with appropriate signatures.

**3.16.2** Expenditures of less than \$500 require only the approval of the Treasurer or a designee.

**3.16.3** Expenditures of \$500 or greater require the approval of the Treasurer and the Chair.

**3.16.4** Any delegation of approval authority must be made in writing.

**3.16.5** The Treasurer shall maintain records sufficient to satisfy requirements set by the Business Manager including documentation needed to support an external audit of accounts and accounting practices.

