



2023 - 2024

PRESCHOOL

PARENT/STUDENT HANDBOOK

"Live in harmony with one another."
ROMANS 12:16-18

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2023-2024 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

Purpose

The purpose of the NVCA Preschool 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 2023-2024 school year is over 670 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.”

Vision

The school of choice for academic excellence and innovation, cultivating success for all students to the glory of an unchanging God.

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 transforms lives and impacts communities. Our role is to define and reinforce God-given value, purpose, and meaning in the pursuit of knowledge and growth in Christ. An NVCA education comprises the foundation for a lifetime of learning.

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 and Sexual Orientation and Gender Identity Policy.

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 in this handbook are listed in alphabetical order below. Policies relating to the SERVE Handbook are in Appendix C.

Absences and Tardiness

Regular attendance and punctuality are necessary to achieve learning goals. If your child needs to be absent from school, please notify the teacher ahead of time. Unless it is an illness, we urge you to keep absences to a minimum.

Accreditation

NVCA preschool carries accreditation the National Lutheran School Accreditation (NLSA). 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

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 and Sexual Orientation and Gender Identity Policy) 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. All students must be toilet trained and wearing underwear before attending.

Enrollment will be open to all children ages three to five years old. A child's birth certificate is required at the time of enrollment, and they will be placed in a classroom based upon their age as of August 1 of the school year. Our class sizes reflect the standards set by the state, and they allow us to give ample attention and deliver quality care to your child. Once a class reaches the maximum teacher/child ratio, applicants for that class will be put on a waiting list. Priority will be given to existing families when selecting children from the waiting list.

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.

Withdrawal

Our desire is to welcome parents and their children and keep them as part of the NVCA community for as long as it is in the best interest of the school, the child, and their family. However, situations arise with families - a job transfer, financial change, or family crisis - that necessitates withdrawal from the school. In the event of a withdrawal, a parent is required to send notification in writing to the school office. To allow us to replace your child with a child on the wait list, we require a minimum 30-day written notice prior to withdrawing your child. If it is necessary for you to withdraw your child before a month's notice, you will be charged tuition for the month.

Separation from NVCA may also arise if the school believes it is in the best interest of the child and the school. Accordingly, NVCA may terminate a child's enrollment due to one or more of the following:

- Continued failure to keep a sick child home
- Continued failure to pick up child on time at the end of the program
- A child's repeated aggressive and/or uncontrollable behavior
- A parent's serious violation of school regulations and/or misconduct
- A parent or child's unwillingness to comply and cooperate with the school and staff
- A child's inability to adjust to the program
- Unmet financial obligations to the preschool, elementary school, or extended care
- Other reasons where NVCA has determined that termination is best for the child and the school

The termination process will include documentation of the situation and other information necessary to communicate clearly why NVCA believes termination is the most appropriate course of action.

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.

Arrival and Dismissal

All students and parents must be registered with Brightwheel for drop-off and pickup. Parents will enter a 4-digit code and provide a signature when signing their child in and out of school. Parents may designate another person to drop off or pick up their child by providing that person their unique 4-digit code and/or by adding them to Brightwheel. If the person picking up the student does not have the Brightwheel code, they must provide a picture ID and be listed on the student's emergency information card.

Release of a Student

Parents must indicate on the "Identification and Emergency Information" form the names of persons authorized to pick up their child. No child will be released to a person who is not authorized by the parent under any circumstances. Any designated person picking up a child must show a picture ID.

To ensure the safety of our students, please note the following:

A telephone call to add an adult to pick up a child is not sufficient.

The teacher will check the authorized adult for their ID to verify the adult's identity before releasing the child to them.

If the designated person appears to be under the influence of alcohol or drugs, NVCA staff will not release the child until an alternate authorized person is reached. In certain cases, we may contact the Police Department.

We will obey any court orders or restraining orders issued by the courts pertaining to one of our children.

Birthday Celebrations

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. In order to protect instructional time, we limit these celebrations to just a few minutes within the school day, typically during the last 10 minutes of the school day.

Chapel

Students participate in weekly chapel services, daily devotions, and regular prayer. Preschool chapel is held every Wednesday. Once a month preschool will join elementary chapel. 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.

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;
- Cite school policy that has not been followed by the administrator;
- Include new information that may not have been available at the time of the principal's decision.

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.

Department of Health Services

The Office of Child Care Licensing in the Arizona Department of Health Services (ADHS) licenses our preschool. We are inspected annually to ensure a high quality of education and safety. Licensing inspection reports are on file in the Preschool Director's office. All personnel meet the requirements of the State of Arizona. Our teachers are experienced Early Childhood educators. All faculty members are required to have Continuing Education Hours in the field of Early Childhood to meet Arizona licensing regulations.

Arizona Department of Health Services

Office of Child Care Licensing
150 N 18th Avenue – Suite 400
Phoenix, AZ 85007 602-364-2539

ADHS has the authority to (1) interview children or staff; (2) inspect and audit child or facility records without prior consent; (3) observe the physical condition of a child, including conditions that could indicate abuse, neglect, or inappropriate placement; and (4) have a licensed medical professional physically examine a child.

Director of Early Childhood Education

All NVCA academic and preschool activities are under the authority of the Director of Early Childhood Education, who is accountable to the Head of School. The Preschool Director will have the authority and responsibility to develop and implement curricula; hire, train, and nurture preschool and extended care personnel; formulate operating policies and procedures; and manage day-to-day operations.

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.

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, grey, or white polo shirt (long or short-sleeved) with NVCA trademarked logo
- Navy-blue, khaki skirts, shorts, skorts, or pants
- Approved plaid skirts or skorts (see NVCA app or [NVCA website](#))
- Approved plaid jumpers and skirts (see NVCA app or [NVCA website](#))
- Approved Navy-blue Jersey polo dress (see NVCA app or [NVCA website](#))
- Navy-blue, black, brown, or khaki belt
- Navy-blue, tan, white, or black socks or tights

Boys may wear:

- Navy-blue, light-blue, grey, 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
- White, navy-blue, tan, or black socks

Outerwear

Students may wear navy-blue, light-blue, grey or white sweatshirts and outerwear. Outerwear may be NVCA trademarked, plain, or have another logo smaller than a credit card.

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.

General Appearance

- Hats are to be removed upon entering the school building.
- The bottom of shorts, skorts, jumpers, dresses must not be higher than slightly above the knee.
- Shorts must be worn underneath skirts and must not be seen.
- Girls may not wear makeup.
- Students' hair must be of a natural 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. All shoes must be closed toed and closed heeled. Shoelaces must be tied. Heels/soles of shoes cannot exceed one inch. Shoes with wheels or other distracting features are not permitted.
- 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.
- Coloring or drawing on body parts (including henna) 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.)
- Excessive jewelry (necklaces, hoops, rings, etc.) is not allowed. Chokers, choke chains, spiked collars, and wallet chains are not allowed.
- Girls are only permitted to wear small stud earrings.

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

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.
-

Electronic Devices

These items can easily become distractions to learning and school activities.

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

- No electronic communication devices of any sort are permitted.
- All technology usage for academic purposes will be provided by NVCA.
- NVCA is not responsible for any personal items that may be lost or stolen at school or school events.

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 3:00–5 p.m. during the school year; however, Extended Care is not available during school holidays and certain early dismissal days. During morning and after school extended care, students may enjoy the following:

- Imaginative play
- Socialization
- Reading for fun or as homework
- Quiet study/homework completion
- Outdoor play (whether permitting)
- Snacks (during after school extended care) *You will need to provide a snack for your child if he/she has dietary restrictions.*

If a student in preschool or kindergarten has a sibling in middle school, NVCA provides extended care, free of charge, from 3:00 to 3:30 p.m. All other preschool and kindergarten students will be charged Extended Care rates from 3:00 p.m. until the student is picked up from school.

Registration

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.

All families participating in Crossover Care or Extended Care must be registered on Bright Wheel. Contact the front office 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

Field trips are not part of our curriculum unless they are on our campus (e.g., visit by a fire truck and firemen).

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.

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.

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 on the NVCA app, Facebook, and Instagram pages.

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.

Health and Wellness

Emergency Information

Every child enrolled at NVCA must have an up-to-date AZDHS Emergency Card on file. This information card is filed in the school office with a copy in the student’s classroom. The card accompanies the student on the playground and during on-campus field trips (i.e., chapel). This information is also used to contact parents in the event of a child’s illness or injury.

Whenever there is a change to any of the information contained on the emergency card, you are required to update the card. When child custody information changes, inform the office immediately.

If both parents will be out of town, it is important that the school be notified in writing of those dates, as well as the names and phone numbers of caregivers/carpool drivers.

Precautions

Communicable diseases spread easily in childcare settings. Children are more at risk of spreading or contracting a disease than adults because they are constantly hugging, touching, exchanging toys, and are generally unaware of basic sanitary precautions. The school and teachers take precautions by sanitizing and cleaning as frequently as possible. We take seriously the responsibility to protect children from injuries and communicable illnesses.

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 24 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 and through Bright Wheel.

A child who is sent home ill will not be allowed to attend preschool the next day unless authorized by a medical doctor. Do not bring your child to school if illness is suspected. Please be considerate of your child and others by observing this rule. Inform the school immediately if your child has been diagnosed with a contagious disease so that we can inform other parents of possible exposure.

If you have a question about whether you should keep your child home, contact the school nurse before coming to school. Continued failure to keep a sick child at home may be grounds to have your child removed from our program. If your child is not well enough to participate fully in all school activities (e.g., outdoor activities), do not have them return to school until fully recovered.

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 nurse's 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.

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.

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.

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.

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

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.
5. Over-the-counter medications are not administered by NVCA staff.

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.

Breakfast

Children who begin each morning with a nutritious breakfast are better equipped to deal with the demands of a workday at school. Please make sure your child has a nutritious breakfast to get them through the morning, as no breakfast is served at NVCA.

Snack

Morning and afternoon snacks are provided by the student's parent/guardians. Peanut, tree nut products, chewing gum, candies, soda, carbonated drinks or glass containers and other non-nutritious food are not permitted at school for snack or lunch. Because to the potentially life-threatening nature of peanut and tree nut allergies, we will be especially diligent in enforcing their restriction. 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.

Lunch

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. Lunches brought to school by parents after the school day begins are to be left in the front office. **Note:** Students/teachers do not have access to a refrigerator or microwave. Food must be ready to eat without the need to refrigerate or microwave.

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.

Parent Information

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 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”;
- Promoting good health and safety habits;
- Talking about everyday experiences;
- 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 regular reading time and actively consistently reading to your child;
- Keeping their school supplies well stocked on a regular basis;
- Reviewing their completed papers, and encouraging them to complete all work carefully; and
- Encouraging them to take care of their own needs.

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.

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. The NVCA app contains a wealth of information about NVCA: school news, upcoming events, and changes in the school calendar. You will be receiving a weekly newsletter from your child’s teacher. The school office will send weekly updates and notices of events and activities. Lesson plans are posted in the classroom. Themes and curriculum information are distributed at back-to-school night. We welcome questions and the opportunity to share the activities of the day. We have a communication folder that travels back and forth with your child, which contains additional information and reminders.

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.

We encourage you to speak to your child's teacher about anything happening in your child's world that may affect their attitude or behavior at school. We will let you know if we are noticing any changes in mood, behavior, or health. You can always find out how your child is doing. Feel free to talk with your child's teacher at any time but be aware that you may need to schedule an appointment to do this.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in the fall, the spring, and as needed during the year to discuss student progress and to obtain parent feedback. This strengthens the relationship between parents, teachers, and the school to best address the needs and abilities of the young child. Teachers use observations, assessment tools, and portfolios to document student progress in the areas of social-emotional, physical, cognitive, and faith development.

Parental Rights

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the preschool facility in which their child is receiving care, without advance notice to the provider. Entry and inspection rights are limited to normal operating hours while their child is receiving care.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising his/her right to inspect the facility.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law authorizes the person in charge of the facility to deny access to a parent/guardian under the following circumstances:
 - The parent/guardian is behaving in a way that poses a risk to the children in the facility;
 - The adult is a non-custodial parent, and the facility has been requested in writing by the custodial parent to deny access to the non-custodial parent; or
 - There is a court order denying access to a child.

Transitions

It is our goal to provide children with a safe environment in which to learn and grow. To aid them in feeling comfortable and ready to learn, the following actions are taken:

- Meet the Teacher Night is scheduled prior to the beginning of each school year.
- Time is spent with the lower elementary classes, creating a family atmosphere.
- Collaboration among preschool and lower elementary school teachers ensures consistent expectations, routines, and curriculum.

Rest Time

Rest time is a part of each afternoon. The classroom teacher will give you a rest time supply list.

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

Students have two outdoor recess times during the day (weather permitting). These breaks are designed to give the students social connections and relaxation time, while allowing them to play games. 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.
- Skateboards, skates, and scooters are not allowed on campus before, during, or after school

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.

Screening and Referral Policy

NVCA's BEST (Believe/Excel/Strength/Tailor) program provides teachers and parents help attaining the services needed for students to thrive. We have a BEST staff who will meet with families and teachers to help get the school district, developmental pediatricians, or other professional screening and service providers involved. Speech evaluations and therapists may be available on site.

Student Conduct

We expect that all students of NVCA will strive to 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 that all NVCA students strive for, 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.

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.

Biting

Although biting is not unusual with very young children, it is socially unacceptable and harmful for all who are involved. Since the harmful effects of biting are clear, our staff will take immediate action to deal with instances of biting. We will assess what led to the biting and teach the children alternative acceptable ways to express anger or frustration. Parents will be given resources/modifications to use at home that reinforce what we are doing in the classroom. If biting continues, the parents will be contacted and asked to work with the child.

Discipline

We view discipline as a method of teaching, not a means to punish a child who has acted inappropriately. Positive reinforcement teaches children where the limits are set, how to maintain control over their bodies, and how to problem solve in the event of a conflict. We maintain a Christian attitude regarding discipline as being one of loving concern. In that context, we make clear what is acceptable and what is unacceptable. We model God's forgiveness, respect, and cooperation.

Discipline problems will be handled in the following manner:

1. The problem will be discussed with the child. When possible, logical consequences will be applied. Redirection will be used in most situations. Occasionally separation from the group may be necessary.
2. Should the problem persist, the parents will meet with the teacher and/or the Director of Early Childhood Education. Every effort will be made to work with the children and parents. However, to be fair to the other children in the class, if a child displays chronic disruptive behavior that is upsetting to the physical or emotional well-being of another child or the class, the following actions may be necessary:

Initial consultation: Parent meeting to identify solutions, establish goals and agree on an action plan.

Second consultation: If the initial plan for helping the child fails, there will be another meeting with the parents to reiterate the problem, propose new

approaches to solve it, and discuss the consequences if progress is not achieved. At this time, an evaluation or counseling may be suggested.

Final consultation: If a solution is not found after the first two consultations, it may be necessary to suspend the child for an agreed-upon period. If the problem is serious enough and shows little chance of being resolved, the child may be permanently removed from the school.

A parent may be contacted when the child exhibits behavior that cannot be modified by staff. The parent may be asked to take the child home immediately and may also be asked to meet with the teacher and/or Director of Early Childhood Education to discuss whether a longer suspension is appropriate.

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.
- Making disparaging or derogatory comments publicly about NVCA, its employees or students on social media sites and in public forums.

Personal Rights

Every child receiving services at NVCA Preschool has rights, which include, but are not limited to, the following:

1. Be accorded dignity in his/her personal relationships with staff and other persons.
2. Be accorded safe, comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. Be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.
4. To leave or depart the facility at any time so long as they are properly signed out.
5. To not be locked in any room, building, or facility premises by day or night.
6. To not be placed in any restraining devices without advance approval by the licensing agency.

Separation Anxiety

When children show signs of concern about separation after the initial adjustment period, it may be a bid for attention and/or control than a result of anxiety about reunion with the family. We recommend that parents be very matter of fact about school attendance. It is best to avoid lengthy discussions about how much fun the child will have or complicated explanations about the benefits of going to school. Most children who claim to hate coming to school usually become involved quickly and clearly demonstrate that they enjoy the experience once they are at school.

Parking

For our children to be safe, we need everyone's cooperation. To guarantee the safety and security of our children, safety rules for the parking lot have been established:

- Drive at a slow, safe speed

- Park only in DESIGNATED parking spaces; NO PARKING in red fire zones
- Children must ride in a car restraint system that meets federal safety standards
- Watch for children
- NEVER leave children in a car unsupervised

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 aides are aware of the children who need protection. If a child or staff member is nut-sensitive, the classroom will become a nut-free zone.

Personal Property/Lost and Found

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. The Lost and Found is emptied on the last day of every month. Unclaimed items are donated to charity.

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.

Photography and Videography

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.

Privacy Practice

We are committed to protecting your privacy. Personal information (i.e., address, telephone numbers, email addresses) are used only by NVCA authorized personnel. Personal information is not shared with, or distributed to, any individual, entity, or organization without parent consent.

Screen Time

Occasionally the class will watch an educational program for no longer than 20 minutes. These programs coordinate with the curriculum units being taught in the classroom.

Staff

Our teachers and assistant teachers are experienced, early childhood educators. They are Christians who provide a warm and loving environment and have a sincere concern for each of our students. Our school is licensed by the State of Arizona Department of Health Services - Office of Child Care Licensing. Each teacher is required to have met, or be currently working toward, the requirements for continuing training in Early Childhood education. All staff members participate in a continuous program of in-service training, regular regional workshops, conferences, and studies for professional advancement to remain alert to the ever-changing needs of today's families and to the findings of current research.

Sunscreen

We ask that you apply sunscreen before sending your student to school in the morning.

Supplies

School supply lists may be found on the school website, northvalleyca.org, under [Community & Resources](#). Parents are asked to bring 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.

Telephones/Messages

If parents wish to convey messages to students or speak to them during the school day, they should contact the school office. 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.

Toilet Training Policy

Children enrolled in preschool must be toilet trained before attending. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing Pull-Ups is NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/Pull-Ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing it is taking away from learning time for all students, and it removes one adult from the direct supervision of, and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before he/she needs to go
- Alert himself/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe himself/herself after using the toilet
- Get on/off the toilet by himself/herself
- Wash and dry hands
- Postpone going if he/she must wait for someone who is in the bathroom or if away from the classroom
- Wake up during nap time should he/she need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time to use the bathroom. A teacher will assist children as needed but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send two complete

changes of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently therefore, we will allow 3 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 3 weeks of school. After the first 3 weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parents will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parents will be notified on that day. If not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and the time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and well-being of children and staff at North Valley Christian Academy Preschool.

Toys, Personal Belongings, Etc.

Since it is disruptive to have toys from home, please do not allow your child to bring toys to school. Because of Licensing regulations, we ask that all ChapStick, hand sanitizer, lotions, etc. be kept at home unless there is an absolute need. Please speak with your child's teacher or the Director of Early Childhood Education if lotion or ChapStick is necessary. NVCA cannot be held responsible for the loss or theft of these items. At no time are guns or weapons allowed toy or otherwise.

Transportation

NVCA does not provide transportation to or from our campus.

Visitors

All visitors on campus must check in at the front office to sign in and obtain a visitor badge prior to entering the classroom.

Volunteering

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. 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.

Website

School information, calendars, etc. are posted on our website at www.northvalleyca.org.

Appendix A

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 B

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.

Appendix C

Sexual Orientation and Gender Identity Policy

The following policy, regarding civil liberties and Biblical standards addressing sexuality, is designed to ensure that North Valley Christian Academy (NVCA) operates in a manner consistent with the Word of God. Our policies are rooted in the Bible because we believe the Bible is the inspired written Word of God and are in line with the doctrine of the Lutheran Church–Missouri Synod.

Our understanding of human sexuality begins with our belief that each human being is created in the image of God as either male or female (Genesis 5:1-2), a biological sex and gender encoded genetically and manifested physiologically before birth. In addressing each other, we will only recognize pronouns of him and her based on the biological sex and gender of a person at birth.

We also believe that sin has brought brokenness and corruption to the created order. This, at times, has caused disorder and confusion regarding gender identity and/or sexual attraction. God calls us to “love one another” (John 13:34-35) despite the brokenness and pain of our sinful world. However, despite sin and its consequences, we seek to honor the created order of “male” or “female” as defined above from conception.

We also believe marriage is the union of one man and one woman (Genesis 2:24). All sexual activity is to take place within that God-given boundary of marriage. The family units thus formed on these principles provide the foundation for civil society.

We also believe in God's transformational grace and love (Romans 12:2), who, in love, sent His Son Jesus to give His life on a cross and rise from the dead. The power of Jesus' grace and resurrection can bring healing and help to those who struggle with these issues (Ephesians 3:20).

Biological sex is either male or female. Gender is encoded genetically and manifested physiologically before birth. Students whose biological sex at birth was male will be classified as boys, and students whose biological sex at birth was female will be classified as girls. For these reasons, the following shall be in place when accessing school facilities and programs.

1. Any student enrolled NVCA shall, when utilizing a multiple-occupancy restroom, utilize the facility corresponding to that student's biological sex, as recorded on the student's original birth certificate, (ordained at birth).

- a. Nothing herein shall prohibit the school from designing or designating restroom facilities for use by one person at a time. Such facilities may be designated for use by both sexes.
- b. Nothing herein shall prohibit a person entering a restroom designated for use by a particular sex:
 - i. For custodial, maintenance, or inspection purposes.
 - ii. For rendering medical or emergency assistance.
 - iii. For accompanying a person needing assistance; or
 - iv. Where a facility has been temporarily designated for use by individuals of the opposite sex as defined herein.

2. Any student enrolled in NVCA shall, when participating in an athletic program offered by the school, participate on the team that corresponds with the student's biological sex, as recorded on the student's original birth certificate, except that a biologically female student may seek to qualify to participate on a male team if a female team is not available for that sport. Exceptions will also be made when, due to low enrollment, a co-ed team is needed to be formed for the school to participate in a sport during a particular season.

3. Students will not be addressed by a pronoun or a description that does not align to their biological sex at birth, including 'they' or 'them'.

4. When traveling on overnight field trips, students will stay in accommodations with students of the same biological sex at birth.

5. In circumstances when students are divided by gender for class activities, they will be classified by their biological sex at birth.

6. Established uniform policies for male and female students will be required by biological sex at birth.

Our school believes, teaches, and confesses the unchanging truth of Holy Scripture. We believe that all statements, policies, and procedures must be Christ-centered, Biblically based, and in concert with both the Great Commission (Go and make disciples of all nations. Matthew 28:16-20) and the Great Commandment (A new command I give to you, that you love one another... John 13:34) given to us by our Lord Jesus Christ.

We believe that all children benefit from a Christian education. Following Jesus' direction in Mark 10:14, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these," we promise

to provide this education to the best of our ability--God enabling and empowering us to do so. To that end, we promise that our pastors, teachers, and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically based beliefs of North Valley Christian Academy.

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 and the official start of the new 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:^{*1}

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:

3.12.1.1 Lunchroom

3.12.1.2 New Family Dinner

3.12.1.3 Uniform Resale/Lost & Found

3.12.1.4 Service Days

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

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

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 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.