



A charter school for today's leaders

Student Handbook

Message from the Lead Administrator

Welcome to the Village Leadership Academy (VLA). Our school board and staff members are looking forward to working with our school community to create an exciting and engaging school experience for your children. As the best educational experience for all children is one in which families, students, and educators work together as a team to make decisions to help all learners succeed, I am looking forward to having your strengths and interests to draw upon as we move forward toward excellence.

“Leadership is communicating people’s worth and potential so clearly that they are inspired to see it in themselves.” (Covey, 2008). Every child is unique and can contribute toward the betterment of our society. We have a responsibility to help every child find within themselves the strength and commitment toward becoming the very best they can be and a caring participant in our continuously evolving society.

Please sit down with your child and review the information in the handbook. In no way is it an exhaustive collection of rules and procedures, although it does touch on a number of the more common challenges that may arise for some learners during the school year, and it does provide a guideline for specific actions to be followed, i.e. dress code requirements. As a general rule, the practice of respect, responsibility, and safety at all times, by everyone at the school, will result in your child and all other members of the school community having a wonderful year. If you have questions after reading the handbook, please contact me.

Thank you for sharing your children with us.



Josh Noteboom,
Lead Administrator

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School Mission and Vision

Vision

Village Leadership Academy inspires students to cultivate their individual gifts and abilities, equipping them to discover meaningful value and purpose in the world.

Mission

Village Leadership Academy provides a challenging, hands-on curriculum to cultivate students to be critical thinkers and confident leaders in a safe, supportive and loving environment. Our Village includes passionate, innovative and encouraging teachers, administrators, parents and community members all working together to support our students.

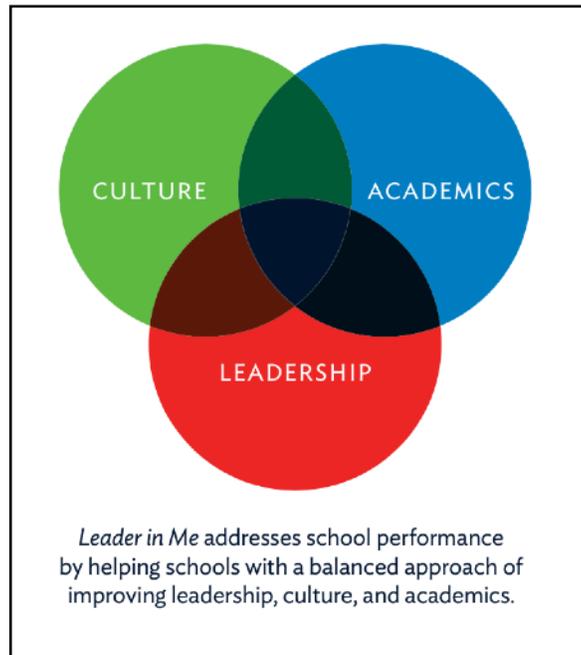


Developing Today's Leaders

Leader in Me & 7 Habits

Leadership is simply a choice each student can make to lead one's own life and set an example for others to follow. Envision the potential of a school environment where you see, feel, and hear both students and teachers engaged around a common goal— to develop every student as a life-ready leader that will make a difference in the community or nation someday.

Leader in Me (LIM) is a K-12 whole-school improvement model and process— developed in partnership with a global community of educators—that empowers students with the leadership and life-skills they need to thrive in the 21st century. More than just another program, *Leader in Me* serves as the foundational operating system that integrates seamlessly into our school's unique priorities and initiatives. When implemented with excellence, *Leader in Me* redefines what it means to be a high performing school in the 21st century. This new definition of school greatness is represented in three overlapping circles: leadership, culture, and academics.



Leader in Me develops leadership skills outlined in the Student Leadership Portrait.



Developing Today's Leaders

The 7 Habits[®]

Habit	Basic Definition	Highly Effective Practices
1. Be Proactive [®]	You're in Charge	<p>Pause and respond based on principles and desired results.</p> <p>Use proactive language.</p> <p>Focus on your Circle of Influence[®].</p> <p>Become a Transition Person.</p>
2. Begin With the End in Mind [®]	Have a Plan	<p>Define outcomes before you act.</p> <p>Create and live by a personal mission statement.</p>
3. Put First Things First [®]	Work First, Then Play	<p>Focus on your highest priorities.</p> <p>Eliminate the unimportant.</p> <p>Plan every week.</p> <p>Stay true in the moment of choice.</p>
4. Think Win-Win [®]	Everyone Can Win	<p>Build your Emotional Bank Account with others.</p> <p>Have an Abundance Mentality.</p> <p>Balance courage and consideration.</p> <p>Consider other people's wins as well as your own.</p> <p>Create Win-Win Agreements.</p>
5. Seek First to Understand, Then to Be Understood [®]	Listen Before You Talk	<p>Practice Empathic Listening.</p> <p>Respectfully seek to be understood.</p>
6. Synergize [®]	Together Is Better	<p>Value differences.</p> <p>Seek 3rd Alternatives.</p>
7. Sharpen the Saw [®]	Balance Is Best	<p>Achieve the Daily Private Victory.</p>

School Schedule

4 Day School Week

Village Leadership Academy is a 4 day school week, Monday through Thursday. There is no school on Friday.

Elementary Daily Schedule

Doors Open:	8:00 am
School Begins:	8:15 am
Morning Break:	Various times
Lunch:	11:15-11:55 - Kindergarten/1st Grade 11:55-12:35 - 2nd-5th Grade
Afternoon Break:	Various times
School Ends:	4:15 pm

All students should be picked up by 4:30 pm each day.

Middle School Daily Schedule

Doors Open:	7:30 a.m
School Begins:	7:45 a.m.
Morning Break:	Various times
Lunch:	12:35 - 1:15 - 6th-8th Grade
Afternoon Break:	Various times
School Ends:	3:45 p.m.

All students should be picked up by 4:00 pm unless they are siblings of elementary students.

Student Achievement

Grading, Homework, Promotion and Retention

The Village Leadership Academy uses a 4 point scale for reporting grades. Instead of reporting letter grades (A, B, C, D, F), student learning is reported based on their knowledge and skill of grade level standards. When you look at the scale below, a 3 represents full mastery of the standard for your student's grade level. This is equivalent to an "A".

4	Above grade level standards
3	Meets grade level standards
2	Near grade level standards
1	Below grade level standards

In addition to the 4 point scale, report cards and grades will often show an "IE" for "insufficient evidence" or "N/A" for "not applicable". Students who have not completed the required coursework for that quarter may not have any evidence of learning and will receive an "IE" until they complete the required coursework. There are some cases where a standard has not yet been taught and students are not required to demonstrate mastery yet. When this occurs, students will receive an "N/A".

Homework is required in only a few cases. 1) If students do not complete an essential assignment during the allotted time at school. 2) In some Middle School Courses. 3) As practice for skills and knowledge that should have been mastered and needs additional practice at home.

Promotion and Retention are each handled on a case by case basis. School Administration will work with individual families to make determinations about retention and promotion if requested.

Report Cards

Reporting will happen every nine (9) weeks (each quarter). Report cards are sent home with students and made available electronically to student's legal guardians upon request.

Student Led Conferences

Conferences are held two times each year for students to share their learning with families. This event is led by students, in contrast with your typical Parent Teacher Conference. Students will share their individual learning goals, academic success, leadership roles, and reflections captured in their leadership notebooks.

Student Records

As a result of federal legislation guaranteeing an individual's right to privacy, attention has been focused on school records and the content of those records. The following is a summary of the basic provisions contained in the laws and regulations, which the school is obliged to follow:

- 1) Parents of children under the age of 18 (including the non-custodial parent in the case of divorced parents) must be granted access to all official records maintained in any form by the school pertaining to their children. Students under the age of 18 (with Parental consent) shall also have access to their records. Students and parents who wish to review records shall contact the office and make an appointment.
- 2) The student's records or information contained in those records shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents.
- 3) The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.
- 4) The school shall provide appropriately trained educational personnel to assist the parent or student in understanding the school records.

Student records are privileged and confidential and shall not be disclosed except under the following circumstances:

- 1) Threat of harm to self or others
- 2) Reported or suspected child abuse/neglect
- 3) Court order
- 4) Upon written consent of parents

Attendance

Attendance

Each student's daily contribution is essential to his or her individual success and the overall success of The Village Leadership Academy. Attendance and punctuality are necessary, and students should plan on attending school every day that classes are scheduled.

The yearly calendar and 4 day week allow for adequate breaks and opportunities for routine appointments that do not interfere with the school day. We ask that you do not use school days to extend vacations or make routine appointments.

Students are expected to attend all assigned classes each day. Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

To report a student absent, please call or e-mail the front office at 208.336.2000 or info@thevillagecharterschool.org.

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1.Participation in school-approved activity: To be excused, this absence must be authorized by the lead administrator and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.

2.Absence caused by illness, health condition, or family emergency: When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his or her return to school. Such circumstances must present a grave and clear danger which could result in irremediable harm or immediate disaster.

3.Absence resulting from disciplinary actions or short-term suspension: Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

4.Excused by lead administrator: The lead administrator may excuse absences on a case-by-case basis.

Unexcused Absences

Repeated absences that are not excused are considered truancy and will result in the following actions:

1. Phone call to the parent of the student.

2. A Conference with the parent, student, teacher, and the School Administrator or his or her designee.

1. Corrective action, which may include referral to an outside agency, filing a complaint against the parent/guardian in a court of competent jurisdiction, or expulsion.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the School Administrator or his or her designee. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he or she may be suspended from the class.

Students Leaving School Grounds

If you need to pick up your student(s) during the day, please check them out through the office. For safety reasons, students are not to leave the grounds at any time.

Student Activities

The Village Leadership Academy's Principal and staff determine the school's student activities, as appropriate and necessary, including student government, student organizations, trips, before and after school care, interscholastic and intramural sports and activities, band, orchestra, and choir, and submit a proposal to the Board for approval.

Field Trips

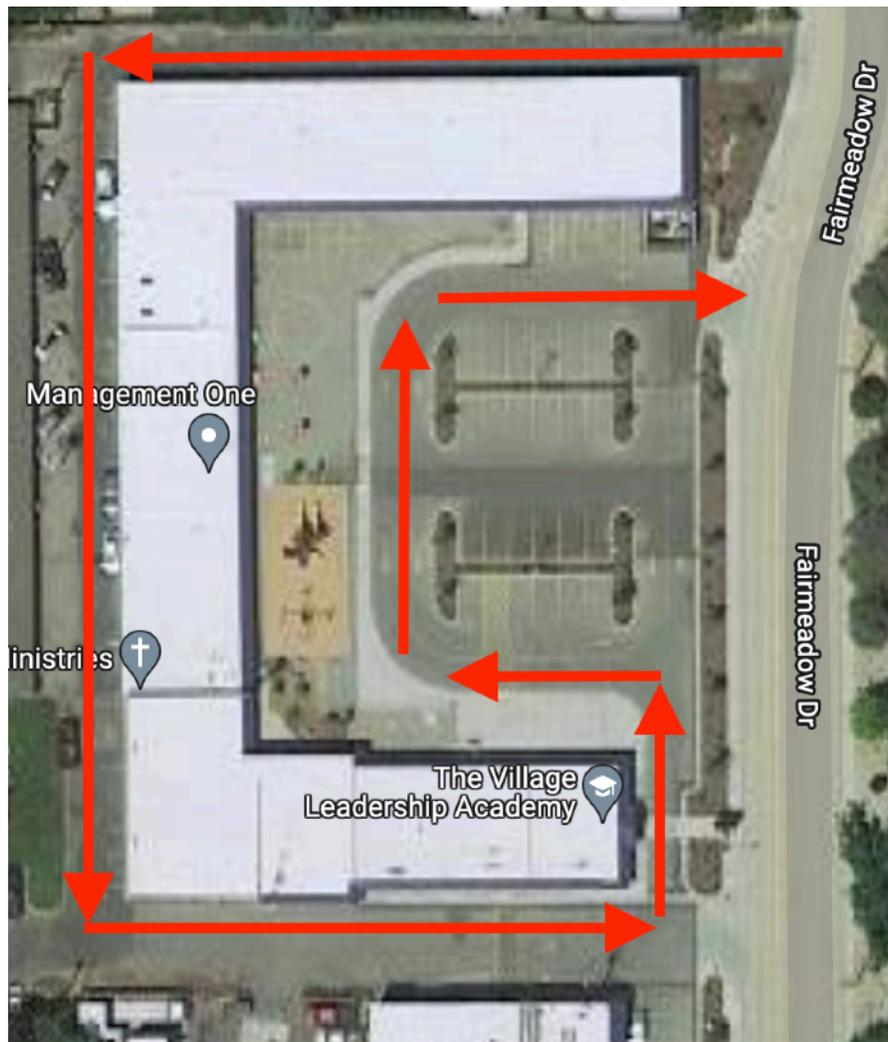
With parent permission, students in good standing may participate in field trips to supplement classroom learning. Transportation will be provided. Permission slips will be sent home and details regarding the trip, including associated fees, will be sent in advance. This information will be sent from your child's teacher and fees will be collected by the corresponding teacher.

Transportation

Village Leadership Academy does not provide transportation for students to and from school.

Pickup & Drop-off Routes

Students are picked up and dropped off along the sidewalk in front of the school. The flow of traffic for pickup and drop off should enter the alley on the north side of the building and loop around the school.



Student Behavior Expectations

School-wide Expectations

The Village Leadership Academy is committed to a safe learning environment.

The *ACE Approach* was developed in order to meet the diverse needs of our students and teachers. It serves to support the educator with a structured and consistent plan for instruction and management. The student benefits from clear expectations, logical consequences, and appropriate coaching. ACE is a specific outline for the school environment, classroom management, curriculum and discipline. It is implemented on a school-wide basis, and provides consistency at each grade level, in each classroom and with each staff member.

The use of consistency is fundamental in the school and classrooms in order to provide a safe, structured, engaging and positive atmosphere. Students are valued for their individuality, and their freedom to make choices is honored. Resources and opportunities are provided for the students to thrive. Students, staff members, parents and community members, work as partners in education.

ACE is based on three fundamental pillars to social and academic success. These are (A) personal accountability, (C) consideration for others, and (E) equipping the student for future situations. These three pillars are integrated throughout the school's organization and daily activities. They guide the school's mission, vision, policies and education methodology, and are rooted in the core values of VLA. Every staff member is trained to refer to, and apply ACE in decision-making regarding school management and student outcomes.

- A. Accountability: Students are held accountable for their choices, and are expected to conduct themselves in a respectful manner. They are respectful of the school building, supplies and of other's property. Students are responsible to clean up after themselves and take care of their belongings. **Daily attendance is essential, as is punctuality.**

Students and faculty are held to high standards for moral and ethical conduct consistent with the core values of VLA. This is accomplished through clear limits and consequences, consistency and empathy. Corrective measures for inappropriate behaviors and poor choices follow a positive model that is progressive and logical. The staff approaches such matters immediately and in a gentle and empathetic manner. When possible, correction is handled quietly and privately between staff members and students. The teacher avoids bringing undue attention to the situation. Verbal reproach is kept brief, to give direction only. The teacher refrains from lecturing. The objective is to disengage, not engage, the student during conflict. The student's freedom to make responsible choices is honored and each are held accountable for his or her choices. Correction is ideally ended with a positive statement of affirmation, such as, "I know you can do it", "I know you'll make a better choice next time", or "I believe in you".

- C. Consideration for others: Etiquette is taught in order to raise awareness of what it means to be considerate of others. Students walk quietly as they transition between classes so as not to disturb working classrooms. Speaking respectfully and saying "please" and "thank you" are

modeled and encouraged. Students compete against their own personal best. Students support and encourage each other to achieve their best.

Students are coached to resolve conflict in a positive, caring, and calm manner. They are given the opportunity for personal accountability for their words and actions, and are guided to consider others' thoughts and feelings. Staff members strive to be conscientious in discerning tattling and bullying from conflict. Bullying, harassing, or otherwise compromising another's emotional or physical safety is not tolerated.

- E. Equipping for future situations: There is a focus on team-building activities to create unity. Students are equipped for success through role-playing scenarios, discussions, the student handbook, character education and logical consequences.

Students are taught clear boundaries in order to help them learn that their behaviors affect themselves and others. Staff members prepare students for successful social interaction and character development through role-plays, problem solving, loving communication, coaching and logical consequences. Corrective measures help the student to better understand their choices, the consequences due to their choices, and how they can take responsibility to problem solve. Students learn skills that will help them make positive choices and make amends, in order to preserve relationships.

Disciplinary Measures

Discipline is handled on a case-by-case basis, taking into account the unique circumstances of each instance of unacceptable behavior.

Traditional disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention, including Saturdays;
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of field trip privileges (if applicable);
7. Notification to juvenile authorities and/or police;
8. Temporary removal from the classroom;
9. Meeting with the student and the student's parents; and
10. Restitution for damages to School property.

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons due to the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling;
4. Anger management;
5. Health counseling or intervention;
6. Mental health counseling;
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
8. Diversion or use of juvenile specialty courts;
9. Behavioral management plan;
10. Corrective instruction or other relevant learning or service experience;
11. Community service; and
12. In-School detention or suspension which may take place during lunchtime, after school, or on weekends.

The School shall comply with the procedural safeguards enumerated in State and federal law and rule when disciplining students with individualized education plans or 504 plans.

Parents/guardians will be notified of disruptive behavior via phone calls, in writing, and during school conferences. If the situation causing concern is not immediately corrected, the student may be referred to the principal or to the Board for further discussion and appropriate action.

Personal Belongings

Personal items such as toys, electronic devices, etc., that are not needed for school are to remain at home. Personal items that are not needed at school may be confiscated by teachers and kept to be sent home when school is out or may be confiscated by other staff until picked up by a parent. [See Student Electronic Devices for more info on cell phone use and electronic device use at school.] Please encourage your child to be responsible for his or her clothing, backpack and other items. Even so, we suggest you mark special items. Parents are always welcome to check our “Lost and Found” area near the office. Items not claimed after a reasonable amount of time are donated to charity.

Bullying, Harassment, and Discrimination

The Village Leadership Academy is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated. This includes actions on School grounds, School property, at School sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the School or impinge on the rights of other students at School.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the School Administrator or Board.

Students or third parties may also be referred to law enforcement officials.

Gender Identity and Sexual Orientation

Village Leadership Academy believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sexual orientation, gender identity, or gender expression. This policy is designed to create a safe learning environment for all students and to ensure that every student has equal access to all programs and activities.

The Village Leadership Academy is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the Village Leadership Academy prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Drug Free School Zone

The Village Leadership Academy recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire Charter School community. As an educational institution of this community, VLA strives to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "Drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Idaho law;
2. All chemicals which release toxic vapors;

3. All alcoholic beverages;
4. Tobacco products;
5. Any prescription or patent drug, except those for which permission to use in School has been granted pursuant to Board policy;
6. "Look-alikes";
7. Anabolic steroids;
8. Any other illegal substances so designated and prohibited by law.

In accordance with federal law, the Village Leadership Academy establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any School property. VLA prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on school property, within the Drug-Free School Zone, or at any School-related event. Furthermore, the School Administrator shall take the necessary steps to ensure that an individual 18 years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Referral Policy

When staff members have reasonable doubt that a student illegally uses, sells, distributes, or possesses drug paraphernalia, drugs, alcohol, or other mood-altering substances in school, on or adjacent to school property, or at school functions, they report it to the administrator or initiate procedures. All procedures are to be performed with discretion and documented. Refusal to submit to a request to any of the procedures may result in disciplinary action.

As used in this policy, reasonable cause shall mean the existence of specific observable evidence or behaviors, including but not limited to:

- chronic attendance problems, sleeping in class, drop in grades
- erratic behavior, inappropriate comments, defiance or disrespect toward authority
- smell of alcohol or other mood-altering substances
- possession of alcoholic beverages, drugs or drug paraphernalia
- motor coordination problems, impaired speech, impaired coordination
- other recognizable characteristics unusual for the particular student

Enforcement Procedures

Any student exhibiting behavior that suggests reasonable cause of using or being under the influence of controlled substances is immediately escorted by an employee to the administrative office for interview and observation. Except in the case of an emergency, the student is not to be left unattended and is not allowed to leave the school premises. If a trained staff member, upon observing and/or interviewing the student, reasonably suspects that the student is using, or under the influence of, a controlled substance, the following procedures is as follows:

1. The Principal and/or any other employee having observed the student's behavior will document his or her observations of the student. A copy will be placed in the student's discipline record. Parents/guardians will be notified. Law enforcement will be notified. All

employees will cooperate fully with any law enforcement investigation of a violation of this policy, including but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements/documentation regarding the relevant events.

2. Suspension/Expulsion: Students who violate this policy will automatically be suspended by the Principal. The Principal will determine whether or not the suspension will be served in school or out of school. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. Suspension may be modified if the student participates in, and follows, the recommendations of an assessment by a certified drug/alcohol agency. The time period for suspension for the second or third offense will be determined at the discretion of the Principal and/or Board. If deemed appropriate by the Principal, he or she may request that the Board expel a student who has violated this policy for a second or third offense.

When a student voluntarily discloses using or being under the influence of alcohol or any controlled substance while on school property or at a school function, anonymity will be provided to the student on a faculty "need to know" basis, except as deemed reasonably necessary to protect the health and safety of others. Notification of the disclosure and availability of counseling for students shall be provided to parents or the legal guardian, Idaho Code § 33-210.

Search and Seizure Philosophy

In order to maintain a quality educational atmosphere, preserve discipline and good order, and promote the safety and security of students and employees, all school property, including, but not limited to, buildings, equipment, buses, grounds, and other physical settings and equipment of The Village Leadership Academy is under the direct jurisdiction and exclusive control of the Board and subject to search by members of the administrative staff. Therefore, students are advised that it is the policy of this school that members of the administrative staff have the authority to search the student lockers and all other school property over which the school has control at any time, without student/parent consent, and without a search warrant.

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of drug paraphernalia or drugs, including alcohol, tobacco or controlled substances. The Principal or designee may seize any evidence of a violation of the law or this policy. Students are expected to assume full responsibility for the security of personal property.

Search procedures are as follows:

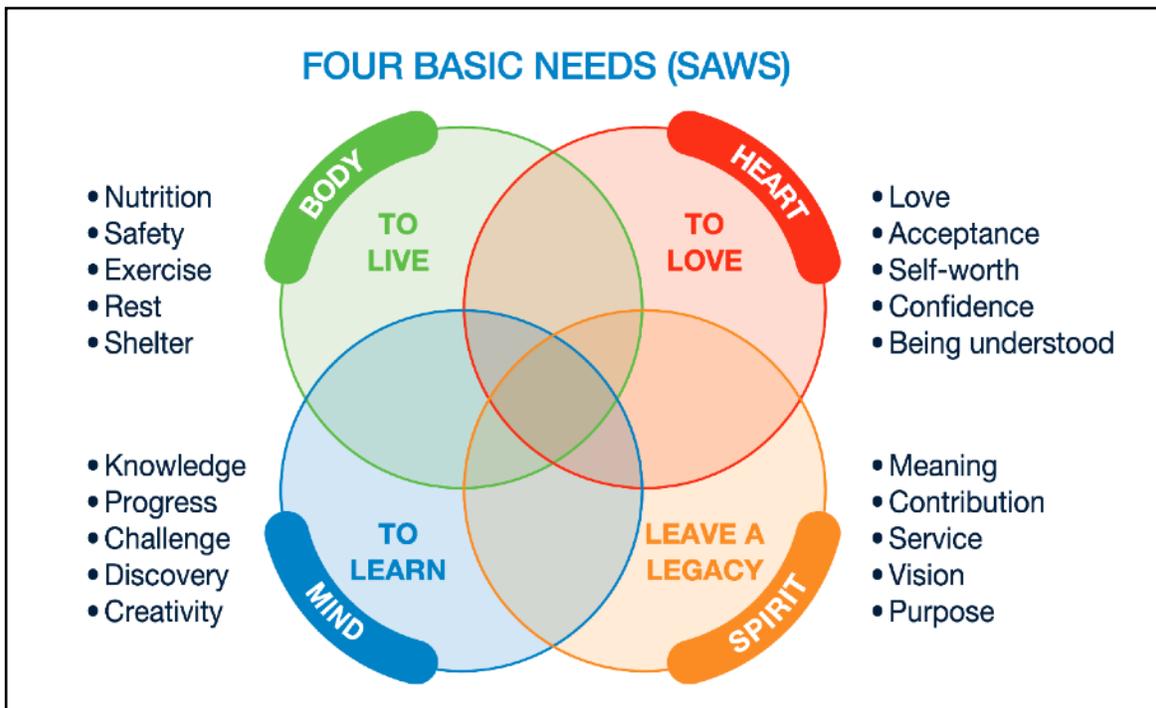
- a. Principal to authorize search
- b. No less than two staff members conduct a search
- c. Parents to be notified of search and findings

This authority to search school property, or personal property of the student when appropriate, is extended to members of the teaching staff who accompany students on out-of-town activities for school-related purposes. If two staff members are not available, prior to leaving town, the Principal will determine an eligible adult to assist with the search.

Health and Nutrition

Promoting Healthy Lifestyles

The Village Leadership Academy encourages students and families to Sharpen the Saw by promoting healthy bodies, minds, hearts, and spirits.



Healthy Lunch and Snacks

School hot lunch is available for purchase for students each day through Life's Kitchen. Meals need to be purchased at least 24 hours in advance. Students may also bring a cold lunch from home that does not require reheating.

Healthy Ideas for Classroom Snacks

Snack breaks are provided at least once each day for students. Snacks are not provided by the school. We recommend providing a healthy snack for your child each day.

We are picturing a snack that is quick to remove from the lunch box or backpack and does not require preparation or refrigeration other than the cold pack included in the lunch box.

Holidays and Celebrations

In an effort to minimize the impact on classrooms, celebrations are limited to pre-approved leadership events and school-wide activities.

Birthdays may be recognized each month in the classroom. Food items for birthdays are not allowed due to the potential for allergies. Gift bags and other items are encouraged as an alternative.

Health and Safety

Village Leadership Academy does not have a school nurse. Minor first aid such as Band Aid care will be administered in the classroom or on the playground. Children who become ill or injured at school are required to proceed to the front office, with assistance if needed. We will administer simple first aid and comfort measures. VLA staff are able to provide only routine first aid for children who become ill or injured at school. Parental notification will take place in the case of illness or injury. Students will be required to remain on campus until they are picked up by a parent/guardian. **In the event of a serious emergency, 911 emergency responders will be called.**

Children who are deemed by a teacher or administrator to have, or to have potentially, a contagious illness will be isolated from other children and will be taken home by a parent. No such child will be permitted to return to school until a physician's note has been submitted to the front office, indicating that the child may safely return to school. A child should be fever-free for 24 hours before returning to school after an illness.

Medication

If your child must take a prescription medication during the school day, contact The Village Leadership Academy front office for the applicable paperwork. An adult must deliver prescription medications to school in a correctly labeled prescription bottle. A doctor's letter or a newly labeled bottle must accompany dosage changes. We strongly encourage short-term medications, such as antibiotics, to be taken by children at home if possible. Students with asthma or potentially life threatening respiratory illnesses may possess and use a prescribed inhaler at all times.

Non-prescription medications may be given only if they are in the original container with clear instructions from the parent/guardian that do not contradict dosage instructions on the label. All medications are kept in a locked cabinet.

Student Dress Code

The Village Leadership Academy dress code policy has been designed to support our school's vision and mission to provide a safe, supportive, loving, learning environment for all of our students. To provide this environment, a unified dress code achieves the following: 1. Students can learn without the fear of being teased, bullied, or harassed for their clothing choices; 2. Pressure to wear certain styles or name brands is eliminated; 3. A greater sense of school identity and belonging is created; 4. Decreases overall behavioral issues; 5. Establishes a standard for clothing that fits appropriately, eliminating clothing that is revealing, low cut, too short, too long, too loose or hangs too low.

This policy may be revised throughout the year as deemed necessary by the staff. Students are expected to follow the uniform policy during school hours while they are on school grounds.

On top:

- Solid Color Polo (short sleeve, long sleeve, dresses; any color)
- No emblems, insignias, monograms or logos
- Should be appropriately sized and clean
- Undershirts are permitted in any solid color
- Solid Color Sweatshirts over polos are acceptable in class

Winter coats and hats can be any school appropriate design and are worn outside only.

On Bottom:

- Solid color Pants, Shorts, Skirts, Dresses
- Must be either Khaki, Navy Blue, or Black
- Should be appropriately sized and clean
- No emblems, insignias, monograms or logos
- Solid color Leggings under dresses and skirts only
- Belts should be a solid color with no decoration and appropriately worn

Shoes:

- Shoes can be tennis shoes, dress shoes, boots, or other closed toe options
- Sandals with straps around the ankle are permitted (no flip flops or slippers)

Reasonable accommodation of religious beliefs is required under [Title VII of the Civil Rights Act of 1964](#)

The Village Leadership Academy respects the religious beliefs and practices of all students and will make, on request, an accommodation for such observances when a reasonable accommodation in a uniform request is available that does not create an undue hardship on the school's educational process.

Emergency Procedures

Emergency Drills

Emergency drills are required by law and constitute an important safety precaution. Village Leadership Academy will comply to the drill schedule monthly as specified by authorities. An evacuation plan is posted in each room. Students will be apprised of the plan and are expected to respond immediately to drills in an orderly fashion. Students not cooperating during an emergency drill may be subject to disciplinary action.

Severe Weather Procedures and Inclement Weather

School closure decisions are made by the Boise School District's Superintendent or by the West Ada County School District's Superintendent by 6:15 a.m. and will be broadcast via local radio and television stations. However, VLA reserves the right to call a weather closure independently for safety. During extremely cold weather (**20 degrees Fahrenheit or colder**), or wet weather, students will be allowed in their classrooms during recess. Please help ensure that your children are dressed for the weather.

We follow recommendations from the Division of Environmental Quality regarding air quality. When air quality is rated "Unhealthy for Sensitive Groups", just plain "Unhealthy", or "Very Unhealthy", students with known respiratory problems and those who complain of difficulty breathing will be allowed to remain indoors during recess. When air quality is rated "Very Unhealthy" outdoor recess will be limited to light to moderate exercise for all other students.

Weapons and Threats

The Village Leadership Academy has a **zero-tolerance policy for the possession of a deadly or dangerous weapon while on school property**. Students in possession of any deadly or dangerous weapons including, but not limited to, guns, knives, blades, or tasers, may immediately be reported to local law enforcement officers. Any item that could be used with the intent to harm, injure or destruct school property, will be confiscated and/or students in possession of such items may be reported to local law enforcement officers. Furthermore, the student may be suspended with an expulsion hearing in front of the Board.

Student Services

Special Education Services

If a student is found to be eligible for special educational services, The Village Leadership Academy will provide services for the student in the following manner, as needed:

- Highly qualified school staff will provide instruction for students with disabilities, and the monitor that delivery of instruction. Instructional services follow the Individualized Education Plan (IEP) and are provided in the appropriate educational setting depending on the degree of intervention necessary to meet the student's needs.
- VLA contracts with a private provider for the provisions of other related services outlined in the IEP.
- VLA does provide enrichment support for learners, and offers rigorous differentiated instruction in the general education classrooms.

Other Special Needs Services

Students attending VLA who are identified as Limited English Proficient (LEP), disadvantaged to the extent they may require Title I services, gifted and/or talented, or require other accommodations will be afforded access to the programs and services that address the needs of these special populations. Such services may be offered at VLA.

These students are provided educational experiences that will strive to meet those needs in the regular classroom as well as in special classes, seminars or workshops. The charter environment will allow areas to be pursued beyond the scope of the regular curriculum - regardless of their areas of special needs. This will be accomplished through, but not limited to, clustering, competitions, consultations, curriculum compacting, special topic classes, independent study, interest-based workshops, remediation, tutoring and pull out classes.

Those students not reading at grade level as determined by Idaho state assessments or computing grade level math as determined by Idaho state assessments are identified and receive a variety of services including Special Education, Title 1 services, tutoring by volunteers, and the opportunity, with parental support, to attend school during one or more intercessions.

Dual Enrollment

Dual Enrollment is an option for all students as provided for in *Idaho Code 33-203*.

Communication

Student Information System

VLA utilizes a student information system called Infinite Campus which tracks attendance and grades. Eventually, parents will be able to see their child's progress and grades online. This feature is not yet available.

Student Records

As a result of federal legislation guaranteeing an individual's right to privacy, attention has been focused on school records and the content of those records. The following is a summary of the basic provisions contained in the laws and regulations, which the school is obliged to follow:

- 1) Parents of children under the age of 18 (including the non-custodial parent in the case of divorced parents) must be granted access to all official records maintained in any form by the school pertaining to their children. Students under the age of 18 (with Parental consent) shall also have access to their records. Students and parents who wish to review records shall contact the office and make an appointment.
- 2) The student's records or information contained in those records shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents.
- 3) The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.
- 4) The school shall provide appropriately trained educational personnel to assist the parent or student in understanding the school records.

Student records are privileged and confidential and shall not be disclosed except under the following circumstances:

- 1) Threat of harm to self or others
- 2) Reported or suspected child abuse/neglect
- 3) Court order
- 4) Upon written consent of parents

How to Stay Connected to Village Leadership Academy

Website	www.villageleadershipacademy.org
Social Media	https://www.facebook.com/villageleadershipacademy https://www.instagram.com/tvcsboise/
Class Dojo	<p>Class Dojo requires an invitation from your child's teacher.</p> <p>Once you've sent the invite, parents will get an email or text from us with a link to accept your invitation. From there, they will create an account or sign in to their existing account to connect to you.</p>
Email	info@villageleadershipacademy.org

Parent Involvement

“Family is the most important organization in the world”

- Dr. Stephen R. Covey

Volunteering

Research indicates that parental involvement has a profound effect on student achievement and attitude. Parent/teacher/child partnerships are essential to VLA's success, and participation can take many forms. Family participation is strongly encouraged at VLA. Given the great diversity existing among families, we recognize:

- 1) Volunteering is a choice that is internally motivated.
- 2) The best way to get families involved is to offer a wide variety of opportunities, which allow them to participate.

Parent Teacher Organization

All parents are encouraged to join and attend meetings of the Parent Teacher Organization. The PTO meets the first Tuesday of every month at 6:30 pm at the school. To contact the PTO, email:

PTO@thevillagecharterschool.org.

The purpose of the VLA Parent Teacher Organization (PTO) shall be to facilitate and carry out projects that support the VLA Charter and promote open communication and collaboration between the parents, teachers, administration and the VLA Board of Trustees (Board). By providing an avenue for parent participation, the PTO shall help to strengthen the school community and help create supportive programs and events that shall further the goals of the Board, administration and parents.

The primary areas of responsibility of the PTO include school support of faculty and administration, volunteer coordination, and community building for VLA through events and programs.

Complaint Process

Complaint Process

The Village Leadership Academy's procedures for a complaint process for parents/guardians and the public are as follows:

1. Have pertinent parties meet and attempt to resolve the issue. Always meet first with your child's teacher to resolve a conflict regarding classroom behavior, playground conflicts, and homework/classwork concerns.
2. If no resolution can be found to the dispute, the Principal will meet with the trio to work toward a resolution.
3. If the issue is not resolved after a meeting with the school Principal, parents have an option to submit a written request to the Board Chairman to have the issue addressed by the Board. Only written requests will be considered. After careful consideration of both parent and staff input, the Board will render a final decision.

Electronic Use Expectations

Student Cell Phone Policy

A public phone is available for students' use during school hours for urgent purposes. Parents are expected to communicate messages through the front office. Students will be permitted to have mobile phones at the school at their own risk with the understanding that mobile phones are to be turned off and not permitted in the classroom during school hours, including recess, lunch, and breaks. Mobile phones will be confiscated according to the confiscated device policy. A mobile phone agreement will be signed by parents and students and is found in the student handbook. **VLA is not responsible for broken, damaged or stolen goods.**

Electronic Device Policy

1. Electronic gaming devices are not allowed on school property and will be confiscated if seen.
2. The use of USB flash drives is not necessary or required, but is permitted for school purposes only such as saving an assignment or bringing an assignment from home. Any USB flash drive is the sole responsibility of the student and can be used at his or her own risk. If a student is downloading or uploading any information that is considered inappropriate, the item will be confiscated according to the Confiscated Device Policy.
3. Electronic devices, including, but not limited to, mp3 players and digital cameras should not be brought to school unless needed for a specific purpose such as a class presentation. If students feel it will be necessary, they must get the approval of their teacher prior to the day they plan to bring the item to school. If they have not gained prior permission, any use of item will not be permitted and may be confiscated according to the Confiscated Device Policy. Should a student choose to bring an electronic device to school, it will be at his or her own risk, and the device must remain out of sight until the time previously agreed upon by the teacher.

Confiscated Device Policy

1. Once an item is confiscated, a note, phone call, or email will be sent home to parents explaining how the item can be retrieved. All confiscated items may be picked up by a parent/guardian during normal office hours. If a parent is unable to come to the office, other arrangements will be made.
2. The second time the same item is confiscated, a meeting with the Principal, student and parent will be held before the item may be retrieved. The parent and student will be informed that if the item is brought to school again, the item will be held for the duration of the school year.
3. The third time an item is confiscated for misuse, the Principal will hold the item until the end of the current school year.

Student Computer Use Agreement

There is a need for full disclosure and understanding for the partnership between parents, children, and the school in regard to technology and its use. This agreement has been created to inform and provide knowledge of student use of the school's network/computers and Internet access and to ensure that all parties understand the areas of responsibility identified. Each child will need to have an agreement form signed and on file for use of the Internet as found in the Student Handbook.

Electronic Network Use Rules

School account holders, including all staff and students, are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet, and the laws

of the State of Idaho and the United States. Students will be provided with a school atmosphere and procedures of student control/discipline that will assure a suitable learning environment.

Using the computers, network and Internet connections is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Internet is used solely for educational purposes.

Unacceptable conduct includes, but is not limited to, the following:

- using the network for any illegal activity, including violation of copyright or other contracts
- using the network for financial or commercial gain
- degrading or disrupting equipment or system performance
- vandalizing the data of another user
- wastefully using finite resources
- gaining unauthorized access to resources or entities
- willfully and knowingly accessing pornographic sites
- accessing any sites that the Board deems inappropriate for school
- invading the privacy of individuals
- using an account owned by another user without authorization
- posting personal communications without the author's consent
- posting anonymous messages
- placing of unlawful or unlicensed information on a system
- using abusive or otherwise objectionable language in either public or private message
- sending of messages that are likely to result in the loss of recipients' work or systems
- sending of *chain letters* or *broadcast messages* to lists or individuals, or any other type of use that would cause congestion of the networks or otherwise interfere with the work of others

Network Etiquette

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address, phone number, or that of other students or colleagues. Any student who receives unsolicited requests for personal information will immediately report that to the supervising teacher. That teacher will report this incident to appropriate authorities.
- Note that electronic mail (e-mail) is not guaranteed to be private. Network administrators who maintain and operate the school's computer system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Information accessible via the network and Internet should be assumed to be private property and possibly copyrighted.

Security

Security on any computer is a high priority. If you feel you can identify a security problem on the Internet, you must notify faculty members. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet with another person's identification without permission will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

The Village Leadership Academy Handbook Acknowledgement

We have read the Handbook together and discussed the contents. Our signatures below indicate that we understand and will follow the rules and policies of The Village Leadership Academy and will support the philosophies of the school.

We understand the importance of every child being in school on time each day.

Student & Grade

Parent Signature & Date

(Only one parent needs to sign acknowledgement)