



“What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? And if he finds it, truly I tell you, he is happier about that one sheep than about the ninety-nine that did not wander off. In the same way your Father in heaven is not willing that any of these little ones should perish.”

*- Matthew 18:12-14*



Golden Valley Christian Academy

*Student  
Handbook*

*2024/2025*

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## **Section 1**

### Mission and Vision



#### 1.1 Vision Statement

Expand and improve Golden Valley's educational reach to the broader community with an improved and effective curriculum that immerses students into an environment which fosters spiritual and moral development while expanding their core knowledge. Execute on this vision at no cost to parents leveraging the approved universal ESA grant.

#### 1.2 Mission Values

Golden Valley Christian School is dedicated to expanding and improving educational opportunities in Golden Valley, Arizona, and surrounding areas. Our mission is to enrich students' lives by providing a comprehensive and effective curriculum that fosters spiritual and moral development while expanding their core knowledge. We aim to execute this vision at no cost to parents, leveraging the approved universal ESA grant.

Christian values and principles are at the heart of our mission. Biblical principles will serve as the foundation for our curriculum and everyday activities. We aspire to walk with the faith of Christ, mirroring His principles in all aspects of our educational approach.

#### 1.3 Educational Philosophy

Our approach to education is rooted in striving for excellence through encouragement, education, and empowerment. We seek to enrich the student experience through a robust curriculum intertwined with biblical principles. By significantly reducing class sizes and establishing a strong, supportive community, we aim to empower students for success.

We integrate faith into the curriculum and daily activities through prayer, a commitment to faith, and a deep love for our nation.

#### 1.4 Core Values

- ✓ **Biblical Foundation:** God's Word is our ultimate authority and the basis for all learning. A biblical worldview will be integrated throughout the curriculum along with specific Bible instruction.
- ✓ **Discipleship:** Our goal is to develop strong Christians, not just good citizens. We are not simply teaching information, but imparting scripture and nurturing student relationships with Christ.
- ✓ **Academic Excellence:** All that we do should be done as if for the Lord Himself, including teaching and learning. We will model and expect diligence and professionalism from staff and students.
- ✓ **Application:** Learning is meant to be lived. Students will be given ample opportunity to put their education into practice, both in the classroom and in the community.

## 1.5 Statement of Faith. What WE Believe

- ✓ **We believe** that there is one true God, eternally existing in three persons- the Father, the Son, and the Holy Spirit, equal in power and glory—and that God created all, upholds all and governs all.
- ✓ **We believe** that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.
- ✓ **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.
- ✓ **We believe** that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.
- ✓ **We believe** that human life begins at conception and that all humans, though marred by sin, bear God’s image and are therefore worthy of dignity and honor.
- ✓ **We reject** any teaching that Christians can be possessed by Satan or his demons.
- ✓ **We reject** any “positive confession” teaching whereby God is required to heal or work

Our primary aspiration is to deepen our relationship with Jesus and to reflect His character through the guidance of the Holy Spirit through Scripture.

We firmly believe that genuine Christian fellowship is founded upon the love of Christ, which transcends any disparities we may have, and without which our claim to Christianity is unfounded. Our overarching vision is to intimately know God and to actively demonstrate His love to others.

## 1.5. Statement on Gender, Marriage, and Sexuality

- ✓ **We affirm** God's intentional and unchanging creation of individuals as distinctly male or female (Genesis 1:26-31; 2:18-25; 5:1, 2), with both genders collectively reflecting the image and nature of God.
- ✓ **We affirm** That marriage as a divine institution established by God, uniting one man and one woman in a singular and exclusive covenant (Genesis 2:24; Matthew 19:4-6).

- ✓ **We affirm** That God's design for sexual intimacy to be exclusively shared within the confines of marriage between a man and a woman. Any deviation from this standard is considered immoral and sinful (1 Corinthians 6:15-7:6; Ephesians 5:3-7).

## 1.6 Statement on the Sanctity of Human Life

- ✓ **We affirm:** The sacredness of all human life, crafted in the image of God and therefore possessing immeasurable worth in every stage and circumstance, from conception to natural death. This encompasses pre-born children, the elderly, the physically or mentally challenged, and every other condition (Psalm 139).

## 1.7 Non-discriminatory Policy

Golden Valley Christian Academy admits students of all races, colors, nationalities, and ethnicities, affording them equal access to all programs, activities, and privileges offered by the school. Discrimination based on race, color, or national and ethnic origin is strictly prohibited in all aspects of school administration, including admissions, athletics, and other school-sponsored activities.

## 1.8 Organizational Structure

Golden Valley Christian Academy has partnered with Golden Valley Baptist church. The GVCA Board of Directors provides spiritual guidance and educational oversight, ensuring the integration of biblical principles throughout the school's operations.

## **Section 2**

### Honor and Conduct



#### **2.1. Expectations**

Golden Valley Christian Academy is committed to upholding moral and intellectual integrity within the community, recognizing its dependence on God's guidance for prosperity. Beyond academic excellence, we prioritize fostering healthy relationships, with the ultimate goal of reconciliation in times of conflict.

We instruct students in God's commandments and guide them in honorable conduct, rewarding obedience and providing correction when necessary. Students are expected to exhibit courteous behavior both on and off-campus, understanding that their actions reflect the values of GVCA. In cases of misconduct, our approach follows biblical principles of confession, repentance, restitution, and restoration, with proactive involvement from parents.

We acknowledge the responsibility entrusted to parents in raising children according to biblical principles and offer our support in disciplinary matters, ensuring fairness, and the preservation of each child's dignity. All families are required to familiarize themselves with and adhere to the school handbook, which outlines expectations for conduct. Additionally, students and parents are expected to review the honor code, affirming their commitment to uphold GVCA's standards.

#### **2.2 Honor Code**

At Golden Valley Christian Academy, we foster an environment of academic excellence rooted in biblical principles, recognizing that "The man of integrity walks securely, but he who takes crooked paths will be found out" (Proverbs 10:9). To cultivate students who walk securely in integrity, GVCA mandates that each student annually signs an Honor Code statement, establishing a framework of honesty and integrity aligned with the school's mission and vision.

##### ***The Honor Code includes commitments to:***

- ✓ Respectfully obey authority without contention (Romans 13:1-3).
- ✓ Uphold truthfulness in all situations (Ephesians 4:25).
- ✓ Adhere to the Statement of Academic Integrity (Proverbs 10:9).
- ✓ Refrain from theft or damage to others' property (Matthew 7:12).
- ✓ Honor the moral obligation to disclose wrongdoing, fostering a culture of truth and integrity (1 Timothy 4:12).
- ✓ Any suspected violations of the Honor Code will be addressed by the appropriate administrator, with parental notification as soon as possible. Consequences will be assigned based on the severity of the offense.

## 2.3 Statement of Academic Integrity

All students are required to uphold the following Statement of Academic Integrity:

"I affirm that the work contained in this assignment is solely my own, without assistance from others beyond that permitted by the instructor. I will not discuss the content with classmates unless authorized by the instructor. Any external sources used to inform my work will be appropriately acknowledged and credited."

## 2.4 Code of Conduct

GVCA is dedicated to nurturing Christian virtues in our students, expecting the following:

- ✓ Obedience to all authority, recognizing its divine appointment (Romans 13:1-3).
- ✓ Courtesy towards others, seeking after goodness for all (1 Thessalonians 5:15).
- ✓ Truthfulness in speech and action, acknowledging our interconnectedness (Ephesians 4:25).
- ✓ Respect for property, treating others as we would like to be treated (Matthew 7:12).
- ✓ Responsibility in tasks, serving with diligence as unto the Lord (Colossians 3:23-24).
- ✓ Promptness in action, redeeming the time wisely (Ephesians 5:15-16).
- ✓ Morally upright conduct, setting an example in word, deed, and purity (1 Timothy 4:12).

In embodying these characteristics, students must:

- ✓ Obey instructions and show respect to faculty and staff.
- ✓ Abstain from using vulgar language.
- ✓ Display courtesy in interactions and discussions.
- ✓ Respect others' property and refrain from meddling.
- ✓ Preserve school property and refrain from vandalism.
- ✓ Be honest and forthright in all dealings.
- ✓ Arrive prepared for class, ready to learn.
- ✓ Address adults with proper respect, both in and out of school.

These Christian principles apply not only during school hours but also at any school-related event.

## 2.5 Conduct Policies

At GVCA, we uphold moral character as paramount, guided by biblical principles in conduct. Students are expected to adhere to the following standards:

- ✓ **Alcohol/Illegal Drugs/Tobacco Use/Vaping:** Prohibited on or off campus, with violations subject to dismissal.
- ✓ **Hazing:** Strictly prohibited, with offenders subject to discipline.
- ✓ **Harassment:** Unwanted behavior is not tolerated and should be reported immediately.
- ✓ **Plagiarism:** Considered a moral offense, with penalties including a grade of zero.
- ✓ **Bullying:** Strictly prohibited, with offenders subject to discipline. Depending on severity, bullying may result in discipline leading up to an extended suspension and even expulsion.



## 2.6. Discipline

Discipline at GVCA aims to guide students towards spiritual growth, partnering with parents in nurturing their children according to biblical principles. Though discipline may be challenging, its purpose is to cultivate righteousness and wisdom.

### 2.6.1 Classroom Discipline

Teachers serve as role models, fostering an environment conducive to learning and order within the classroom. Typically, teachers handle disciplinary matters within their classrooms. When necessary, parents will be informed of behavior issues, dress code violations, or other misconduct.

Forms of discipline in class could be as follows:

- ✓ Sentences
- ✓ "Oh-No!" packet done during recess for grades K-2
- ✓ "Growing in Wisdom" pages, depending on warranted activity, for grades 3-8

Consequences may be decided by the teacher and are subject to vary from class to class as deemed appropriate.

### 2.6.2 Corporal Punishment

Corporal punishment is disallowed, on campus, in all circumstances. Parents of students may not engage in corporal punishment on school grounds. Instructors will not use corporal punishment as a means of discipline in any situation.

The school grounds is understood as the legal property line for both the church and school at 100 S. Higley Rd, Golden Valley, AZ 86413.

Behavior that disrupts teaching and learning, or breaches technology and dress code policies, will result in a Conduct Notice. This notice is documented in QuickSchools, and students who receive excessive violations will meet with their instructor and may have parents contacted.

Repeated violations may lead to further actions, including administrative meetings with parents, suspension, or expulsion. Teachers maintain regular communication with parents to address these issues.

The teacher will automatically address the following behaviors:

- ✓ Disrespect towards any faculty or staff member.
- ✓ Dishonesty, including lying, cheating, or stealing.
- ✓ Rebellion or outright disobedience.
- ✓ Intent to harm another student physically.
- ✓ Use of obscene, vulgar, or profane language.
- ✓ Any other significant breach of the Code of Conduct or conduct policies.

### 2.6.2. Suspension

During suspension, students are barred from attending classes, extracurricular events, or representing the school. They must complete all assigned work and homework. Parents will be notified immediately for out-of-school suspensions, while in-school suspensions involve separation from peers and assigned work duties

### **2.6.3. Expulsion**

In severe cases, expulsion may occur. All expulsions are taken very seriously and brought before GVCA's board where the student's actions and violations are discussed and compared against the requirements laid within this handbook. Parents can appeal the decision within twenty-one days. Readmission requests will be reviewed by GVCA's board and consider the student's attitude and circumstances. Appeals must be done, in writing, and provided to administration. The results of the review will be sent, in writing, to the parents.

### **2.6.4. Off-Campus Behavior**

Serious off-campus misconduct may warrant school discipline as students represent GVCA and Christ at all times. Instances where misconduct impedes on another student's learning environment may result in additional discipline which may be pursued by the instructor or the GVCA board.

## **Section 3**

### Admissions



#### **3.1 Introduction and Ideals**

At GVCA, education is seen as a journey of discipleship, shaping the lives of our students in profound ways. We welcome families of all walks of faith, regardless of their place in that walk. GVCA is an evangelistic Christian Academy and seeks to spread the word of God to all students and families who seek it. At no point, however, does GVCA tolerate explicit refusal to engage in GVCA's activities and curriculum. While we're eager to share our values with our students, we expect explicit respect as we operate as both a ministry and an academic excellence center.

#### **3.2 Returning Students**

Priority is given to qualified students seeking re-enrollment. However, the school reserves the right to decline re-enrollment based on academic performance or conduct that conflicts with our mission, whether by the student or their family. Re-enrollment procedures for returning students commence online in February.

#### **3.3 Enrollment Priorities**

While GVCA is an evangelistic school, it does provide priority enrollment to students who attend Golden Valley Baptist Church, other local congregations (Golden Valley, Kingman, and Bullhead), and then those who share like-faith values. Other admittance priority criteria is based on performance and behavioral history of both the family and student. Golden Valley Christian Academy does not discriminate against races, colors, nationalities, ethnicities, or sex.

#### **3.4 Equal Opportunity**

Golden Valley Christian Academy embraces diversity, admitting students of all races, colors, and ethnic backgrounds, granting them access to all school activities without discrimination. Our educational and admissions policies are inclusive, fostering an environment where every student is valued and supported.

#### **3.5 Financial Responsibilities**

Guided by the principle of stewardship, GVCA manages tuition, fees, and donations with prayerful consideration and responsibility. Financial policies are designed to ensure the school's mission is upheld while facilitating the successful operation of our educational endeavors.

### **3.5.1 Financial Commitments**

Enrollment is contingent upon the absence of outstanding debts to previous educational institutions. Tuition and fees are to be paid according to the provided schedule, with all payments deemed non-refundable unless otherwise stated. GVCA relies on the financial commitments of parents/ guardians to maintain operational stability, as our budget planning aligns with student enrollment.

To facilitate financial transactions, GVCA utilizes an invoicing tool to email invoices to parents which can be processed through ClassWallet. Parents may elect to pay by check if they wish to avoid paying ClassWallet fees. GVCA can accept credit cards for tuition payments with a 3% surcharge. However, since Arizona provides universal school of choice, it's STRONGLY encouraged parents use the ESA account to pay for school limiting any financial impact to parents.

Parents will be invoiced on the 20<sup>th</sup> of each quarter, assuming a direct payment plan is not in place (for those paying with card/check). Invoices should be submitted within 15 days to ClassWallet, with timing exceptions for those who have not received funding for the quarter. Parents may be requested to submit evidence of payment from ClassWallet.

Instances where parents fail to submit invoice payments will result in a delinquent account. Delinquent accounts may result in administrative withdrawal. GVCA endeavors to accommodate families facing financial hardships through collaborative solutions while emphasizing the importance of meeting financial obligations for continued enrollment and academic progress. When the grant is in use and payment has not been remitted, parents will be liable for the tuition payment.

### **3.5.2 Mid-Year Enrollments**

For students joining GVCA after the academic year begins, tuition fees are prorated based on the quarter of admission, with annual tuition being reduced based on the admission quarter:

- ✓ Admission in Quarter One: No reduction
- ✓ Admission in Quarter Two: 25% reduction
- ✓ Admission in Quarter Three: 50% reduction
- ✓ Admission in Quarter Four: 75% reduction

There are no monthly reductions in fees. When a student is placed in the middle of a quarter, the annual tuition rate applies, with the appropriate reduction based on the quarter placement.

### **3.5.3 Withdrawal and Tuition Adjustment**

When a student withdraws from GVCA during the academic year, several steps must be taken for an effective withdrawal:

- ✓ Fill out an official withdrawal form, obtainable from the GVCA Office, requiring signatures from the parent, teacher(s), and administration staff.
- ✓ Return textbooks to the respective teacher(s).
- ✓ Settle any outstanding tuition fees (This can still, and should be, done through ClassWallet)

All financial obligations must be reconciled through the office before a student's records can be released to other institutions.

Upon fulfilling a proper withdrawal process, a family's financial commitment may be adjusted as per the following schedule, provided the family notifies the appropriate administrator of the withdrawal date at least 30 days in advance:

- ✓ Withdrawal during the first quarter: 25% of the total yearly tuition is payable.
- ✓ Withdrawal during the second quarter: 50% of the total yearly tuition is payable.
- ✓ Withdrawal during the third quarter: 75% of the total yearly tuition is payable.
- ✓ Withdrawal during the fourth quarter: 100% of the total yearly tuition is payable.

Any excess tuition payments made beyond the adjusted financial obligation will be refunded. In the event of a failure to provide advanced notice of withdrawal, the financial adjustment will be based on the notification date plus 30 days to determine the contract withdrawal date.

#### **3.5.4 Refunds**

Payments made to GVCA for tuition and fees are non-refundable. Enrollment deposits will be refunded no later than the second quarter of the school year. If a student has prepaid for the annual tuition rate, unused tuition following the quarterly financial payable table is considered refundable.

## **Section 4**

### Academic Guidelines



#### **4.1. Homework Protocol**

At Golden Valley Christian Academy, we believe that homework can be beneficial when not excessive. The whole school will be required to read, practice their letters or spelling, and complete any incomplete work. Homework assignment time will be highly variable and dependent on the students effort throughout the day. The estimated maximum amount of homework time, by grade per day, is as follows:

Kindergarten: 10-15 Minutes

Grades 1-2: 20-30 Minutes

Grades 3-4: 30 Minutes

Grade 5-6: 45 Minutes

\*Students may have additional homework assignments if they have missing work which is due. This may increase time allotment for homework.

#### **4.2. Grading Scale**

GVCA employs a percentile grading system for all grades:

- ✓ A+ (100-98%), A (97-93%), A- (92%-90%)
- ✓ B+ (89%-88%), B (87%-83%), B- (82%-80%)
- ✓ C+ (79%-78%), C (77%-73%), C- (72%-70%)
- ✓ D+ (69%-68%), D (67%-63%), D- (62%-60%)
- ✓ F (60% and below)

#### **4.3. Extracurricular Activities**

Extracurricular pursuits at GVCA are optional and serve to enhance student experiences beyond academics. These activities are aligned with GVCA's values and philosophy, with participation being voluntary. While encouraged, extracurriculars do not supersede academic commitments. Funding for such activities is typically covered by participant fees or PTF funds, unless specified in the annual budget.

#### **4.4. Transcript Requests**

Parents can request official or unofficial transcripts from the office at any time. Please allow us 24 business hours to have them ready for pickup. Additionally, parents may access transcripts inside the QuickSchools portal.

#### **4.5. Maintenance of School Records**

GVCA maintains comprehensive records encompassing academics, attendance, disciplinary matters, and health information, accessible only with administrative approval. Law enforcement access requires parental consent or a warrant, with immediate parental notification.

## Section 5

### Dress Code



The dress code at GVCA establishes a particular protocol within our school community. The GVCA **board and** administration has chosen specific requirements to maintain standards within our school. Students are responsible for meeting these requirements. The dress code is designed with the following goals in mind:

- ✓ To encourage a biblical attitude of modesty and humility.
- ✓ To maintain student behavior and productivity.
- ✓ To promote a positive impression of our school within the larger community.

In the case of a dress code violation, teachers will notify parents of dress code infractions. Parents may be asked to bring a change of clothes for the student.

#### 5.1. General Guidelines

- ✓ A polo must be worn at all times, and must be without a branding logo, during school hours and while attending school functions unless authorized by the administration (Spirit days, special activities, etc.)
- ✓ Bottoms must be worn at or near the waist.
- ✓ Approved bottoms are jeans, jeggings, shorts, cargo pants, Bermuda shorts, skirts, skorts, and dresses. No yoga style bottoms, athletic pants, basketball shorts, or pajama pants.
- ✓ Approved solid colors for the bottoms are khaki, any color jean, black, and grey. Bottoms must not have any logo or striping.
- ✓ Leggings are impermissible except those which resemble acceptable pant wear, have pockets and are conservative in nature.
- ✓ All clothing must be clean, properly fit, and modest.
- ✓ Undergarments should not be visible except in the case of undershirts at the neckline.
- ✓ Skirts, skorts, dresses, and shorts should be of modest length and end below the middle finger when the arms and fingers are straight and relaxed.
- ✓ Solid color leggings and long-sleeved shirts may be worn under the students uniform when cold or bottoms are immodest.
- ✓ Zip up jackets may be worn indoors. Hoodies, pull-over sweatshirts, and heavy coats are only to be worn outdoors.
- ✓ Hats, beanies, etc. may not be worn indoors.
- ✓ Shoes must have closed toes and backs, with no wheels and no high heels.
- ✓ Jumper and polo style dresses are permissible and must follow all dress code guidelines.
- ✓ Skirts and dresses must be accompanied by either shorts or leggings.

#### 5.2. Grooming

- ✓ Hair must be of a natural color, neatly groomed, and kept out of the eyes. Highlights and coloring is permissible as long only if it's done as a naturally occurring color.
- ✓ Personal hygiene should be maintained, including regular bathing and deodorant as age appropriate.
- ✓ No makeup except for special events.

## **Section 6**

### Communication



#### **6.1 Communication between Parents and Teachers**

- ✓ A student's success at GVCA depends on open communication between parents and the school.
- ✓ Parents wishing to contact faculty may leave a message in the front office or contact teachers directly via email. Teachers will return emails within twenty-four hours during the school week.
- ✓ Regular communication between teachers and parents is critical for the success of the student and for building a supporting relationship with the family. Teachers will work to foster open and helpful communication between the home and classroom.

#### **6.2 QuickSchools**

Golden Valley Christian Academy uses QuickSchools to enhance its communication with parents. QuickSchools allows parents to access their student's academic record and current grades, their discipline record, their attendance information, any pertinent details, and communicate promptly with instructors. Additionally QuickSchools is used as a platform for parents to see activities being done in the classroom, acting as a "classdojo".

#### **6.3 Conferences**

At the end of quarter one and quarter three, parent-teacher conferences will be held for students in grades K-6. Additional conferences will be scheduled as needed. Parents are encouraged to be proactive in developing an ongoing dialogue with all teachers.



## **Section 7**

### Institutional Guidelines



#### **7.1 Attendance**

Class attendance is essential for student success. Even justifiable absences often negatively affect a student's grade because of missed class time. Since absence from class is detrimental to a student's performance, and since students often find it difficult to catch up on missed work, parents should allow their children to miss school only for the worthiest of reasons.

##### **7.1.1 Unexcused Tardies**

Two important disciplines taught at Golden Valley Christian Academy are promptness and preparation (as outlined in the code of conduct). A pattern of tardiness or lack of preparedness for class will jeopardize a student's success at Golden Valley Christian Academy. Class will start at 7:50 A.M. for 3rd-6<sup>th</sup> grade and 8:00 A.M. for K-2nd, and class instruction will begin promptly. Students must be in their classrooms at the beginning of class. Warning letters will be sent home after the tenth tardy and excessive tardiness without a valid excuse may result in disciplinary action.

##### **7.1.2 Leaving Campus During the School Day**

If students must leave during the school day, a parent must sign them out in the school office. Only parents and authorized individuals may sign out students during school hours. An authorized individual refers to a person specifically designated as such and must be approved in writing by the parent and present a valid ID. Authorized individuals are noted in QuickSchools.

##### **7.1.3 Absences**

When a student is absent for an unforeseen reason, such as an illness, the parent or legal guardian must call or email the school office by 9:00 a.m. providing their name, the name of student, and the reason for absence. There is an attendance line in place where parents can leave a message with their student information.

##### **7.1.4 Absence from GVCA Programs**

Programs such as concerts and field trips and in-trips are an important part of a student's experience at GVCA. These events are mandatory for all students, as they contribute to and enrich the GVCA experience and further the school's mission. If a student is unable to attend an event, a make-up assignment may be given at the discretion of teachers and the school administration. This provides students with an opportunity to benefit from the skills and lessons imparted through such programs.

##### **7.1.5 Maximum Absences**

Having ten or more absences in a school year, including excused ones, is considered excessive. Parents will either be notified or a meeting will be scheduled for students with more than five absences. The school reserves the right to review a student's enrollment status based on their attendance record. Additionally, tardiness of over an hour will be counted as an absence.

##### **7.1.6 Make-up Work**

All missed work due to absences must be completed. For planned absences, work must be submitted upon the student's return. In the case of illness, assignments must be finished within the number of days missed.

## 7.2. Drop Off/Pick Up Guidelines

### 7.2.1 Student Drop Off

- ✓ Students should arrive between 7:30 A.M. and 8:00 A.M. No supervision is provided before 7:30 A.M. Please remember your students start time as K-2<sup>nd</sup> starts later than 3<sup>rd</sup> - 6<sup>th</sup>.
- ✓ Parents are required to park in designated areas and escort their child to the door of the school.
- ✓ Students arriving after need to have the parent walk them into the school and check them in with the front office.

### 7.2.2 Student Pickup

- ✓ School ends at 3:00 P.M. for K - 2<sup>nd</sup>, with pickup available from 3:00pm – 3:15pm, and 3:30 P.M. for 3<sup>rd</sup> – 6<sup>th</sup>, with pickup available from 3:30 P.M. to 3:45 P.M.
- ✓ Parents must park in the designated area and walk up to the playground where the students are released, or follow guided pickup instructions.
- ✓ Only authorized individuals listed by the parents may pick up the child. Unauthorized pickups will not be allowed.
- ✓ If someone not on the authorized pickup list needs to pick your student up, please notify the teacher and the front office. The person must provide a valid ID at pick up for verification.
- ✓ Students remaining after 3:30 p.m. will be enrolled in the enrichment hour program, which concludes at 4:45 p.m.

## 7.3 Campus Facilities

### 7.3.1 Buildings

During school hours, campus doors, and gates are locked. Visitors must ring the bell at the playground gate and sign in at the office, any items for students must be left there.

### 7.3.2 Boundaries

GVCA is a closed campus; students cannot leave without supervision. They must remain on campus during school hours and are prohibited from going into parking lots without permission.

### 7.3.3 Campus Visitation

Guests must stop at the school office by ringing the outdoor doorbell, sign in, and obtain a visitor nametag before entering campus or classrooms during school hours. Those without a badge will be asked to return to the office or leave.

### 7.3.4 Cleanliness

Students are responsible for maintaining campus cleanliness by picking up any litter they see.

- ✓ Classes will be assigned age-appropriate jobs to help maintain the cleanliness of the school and to show pride in their school.

### 7.3.5 Food and Drink

Eating is allowed only during designated times. Water bottles are permitted, but gum chewing is not allowed.

### **7.3.6 Lunch and snacks**

Lunches and snacks are to be provided by the parents. We will offer hot lunch days each month and it will be announced ahead of time.

- ✓ We ask that you send healthy foods that are good for their brains.
- ✓ Please limit sugary treats and drinks as they can inhibit a positive learning experience.

## **7.4 Field Trips**

### **7.4.1. Field Trip Overview**

In the event that we are able to go on a field trip, dress code will still be required, *if appropriate*, and all school rules must be followed.

### **7.4.2. General Guidelines**

Teachers must carry first aid kits and emergency care forms. Siblings or other children in the class are not allowed unless approved. Volunteer drivers may be permissible used unless alternative arrangements are made.

### **7.4.3. Field Trip Leadership**

Faculty are the trip leaders, responsible for all decisions. Parents must not alter plans without prior arrangement.

### **7.4.4 Legality and Liability**

Chaperones and drivers must be approved and assume liability. They must comply with safety regulations and, under no circumstances, use alcohol or tobacco during trips.

### **7.4.5 Safety**

Drivers must observe speed limits, ensure proper car seat and seat belt use per AZDOT, and avoid distractions. Students must not be left alone near vehicles, and chaperones must report any concerning behavior.

### **7.4.6 Decorum/Department**

Personal devices are prohibited on trips. Adults must model appropriate behavior, and students must behave respectfully and follow instructions. Misbehavior will result in appropriate discipline.

## **7.5 Electronic Usage**

GVCA reserves the right to monitor computer files, internet history, and email communications. Technology usage is a privilege, not a right.

### **7.5.1 School Telephones**

Calls to students during the day should go through the front office, and outgoing calls must be approved by the teacher or the front office.

### **7.5.2 Cell Phones**

Students may not use cell phones during school hours without their teachers or the office staff permission. Students may have their cell phones turned off and in their backpacks. In the event that the student needs to use their cell phone they must obtain permission from their teacher and when they have finished using the phone it must be turned off and returned to their backpacks.

### **7.5.3 Other Electronic Devices**

Personal electronic devices are prohibited, except for academic purposes with teacher approval. Failure to comply results in confiscation and potential suspension.

### **7.5.4 School Computer and Copier Usage**

Computers and tablets are provided to students solely for educational purposes, including classroom activities, assignments, and educational research, aligning with GVCA's mission. Students must be supervised during computer use. Printers and copiers may only be used with permission from the teacher. Failure to adhere to the following guidelines will result in the revocation of computer privileges:

- ✓ Downloading or accessing gaming software, music, or social networking on school computers is prohibited.
- ✓ The school network must not be used for illegal, immoral, or unethical activities.
- ✓ Students must not tamper with or disrupt equipment or system performance.
- ✓ Vandalizing another user's data is prohibited.
- ✓ Unauthorized access to resources or attempting to bypass web filters is not allowed.
- ✓ Posting, downloading, or viewing inappropriate messages or images is prohibited.
- ✓ Intentionally downloading viruses or attempting to bypass virus protection programs is not allowed.
- ✓ Equipment and technology must be used only for school-related activities.

### **7.5.5 Social Media and Online Communication**

GVCA students must apply the Code of Conduct to all online interactions, treating them as they would face-to-face interactions. Violations of GVCA's conduct standards, whether online or in person, will result in disciplinary action, potentially including expulsion for severe violations. School faculty and staff are prohibited from initiating friend requests with students or engaging in private or isolated communication that may be deemed unprofessional.

## **7.6 Health**

GVCA prioritizes student health and encourages parents to ensure their children are healthy, well-rested, and well-nourished for school.

### **7.6.1 Medical Status**

Parents must inform the school in writing of any medical conditions their child has, such as allergies or chronic illnesses. Meetings with school administration and teachers may be necessary to discuss a student's medical needs.

### **7.6.2 Medicine Authorization**

Medication will only be administered with a signed 'Authorization to Dispense' form from the parent. Prescription medications require an additional form completed by both parent and physician. All medications must be stored with the teacher; students are not allowed to carry medications on campus.

### **7.6.3 Illness or Injury at School**

Parents will be immediately notified of any sudden illness or serious injury at school. It's essential to keep emergency contact information current with the school office. If emergency contacts cannot be reached, GVCA will ensure appropriate medical care for the student.

### **7.6.4 Contagious Illness**

If a child has been diagnosed with a communicable disease, they should not attend school. Please inform the school office of the diagnosis. Parents of children who have been exposed to these illnesses will be contacted for necessary precautions.

Moreover, children exhibiting any of the following symptoms should refrain from attending school:

- ✓ Fever
- ✓ Chills
- ✓ Shortness of breath
- ✓ Difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ Recent loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea
- ✓ Vomiting within 24 hours prior to school hours
- ✓ Diarrhea within 24 hours prior to school hours
- ✓ Body temperature of 100.5 degrees Fahrenheit or greater

Students should remain at home for at least 24 hours after fever resolution and until other symptoms improve.

### **7.7 Photography and Publicity**

GVCA students are frequently photographed and recorded on video for promotional purposes. If a student or family prefers that their media not be used in school materials or promotions, please notify the school office in writing.

### **7.8 School Closings and Classwork**

GVCA will try not to schedule makeup days for school closures. Consequently, when school is canceled, teachers may assign homework for students to complete on that day. Families are expected to monitor email communication and ensure completion of such assignments. Our aim is to maintain educational progress so that students are equipped with the necessary skills and knowledge upon their return.

In the event that GVCA schedules makeup days, parents and guardians will be notified with ample time to make arrangements.

### **7.9 Textbooks and Equipment**

Students are responsible for the proper care of textbooks and school equipment. Demonstrating maturity and stewardship involves taking extraordinary care of these items. Any defaced textbooks or damaged equipment will require replacement by the responsible student.

GVCA Parent-Student Handbook Acknowledgement I confirm that I have thoroughly read the Golden Valley Christian Academy Parent-Student Handbook before the commencement of the 2024-2025 school year. I pledge to abide by these guidelines and collaborate with GVCA to fulfill the school's mission and vision. Furthermore, I have discussed all relevant policies and procedures with my child(ren), ensuring their understanding of what is expected as GVCA students. I acknowledge that the school reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy as deemed necessary or appropriate, with or without prior notice.

In addition, I have comprehensively discussed the Honor Code with my child(ren).

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Parent #1 name	Parent #1 signature	Date
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Parent #2 name	Parent #2 signature	Date
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I affirm that I have read the GVCA Parent-Student handbook in its entirety prior to the 2024-2025 school year. I agree to uphold these guidelines, and I have discussed all relevant

- ✓ policies and procedures with my parents. I understand what is expected of a GVCA student.
- ✓ I will respectfully obey those in authority without argument (Romans 13:1-3).
- ✓ I will tell the truth in all circumstances (Ephesians 4:25).
- ✓ I will submit to and uphold the Statement of Academic Integrity (Proverbs 10:9).
- ✓ I will not steal nor damage the property of others (Matthew 7:12).
- ✓ I will honor my moral obligation to reveal the wrongdoings of others in these matters,
- ✓ encouraging each other towards truth, diligence, and admirable character (1 Timothy 4:12).

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Student name	Student signature	Date
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