

Dear Prospective Family,

Thank you for your interest in Valley Academy of Learning (VAL). Our primary goal is to assist you and your children in your quest for an excellent educational experience. The 2009-2010 school year marks our 13th year at VAL. Starting with 70 students in 1997, we currently have grown to approximately 200 students. We are excited to offer you a variety of on-site classes, access to an extensive curriculum library, and a friendly and supportive staff.

This application packet is the starting point for entry into the program. Packet completion along with your attendance at an orientation meeting will “get the ball rolling” and provide mutual communication as we seek to partner with you in this educational choice. Completed forms with required signatures will begin the enrollment process. This includes completion of the state required immunization form prior to attendance. Washington state law also requires that a student learning plan be in place prior to attendance. We are available to help you with this and answer any questions you may have.

We look forward to partnering with you in the education of your child/ren.

Sincerely,

Greg Lovercamp
Program Administrator
Valley Academy of Learning
(509) 662-6417
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Overview of the Program

Valley Academy of Learning is an Alternative Learning Experience Program offered through the Wenatchee School District that operates under Washington Administrative Code (WAC) 392-121-182 and currently offers classes for K-10.

Our program is designed to be a support system with the parent/guardian as the primary teacher. We strive to provide a valuable resource to the family ensuring a high quality learning experience contributing to the success of each child.

The framework for educational programs created in the Wenatchee School District is the Essential Academic Learning Requirements (EALRs) established by the State Commission on Student Learning. The courses of study are: Language Arts, Math, Science, Health, Music, Social Studies, Physical Education and Art. For an overview of when and what topic are covered, see the Wenatchee School District website at <http://home.wsd.wednet.edu> and look for Family Guides.

Why Valley Academy?

Our program is often described as giving the students ‘the best of both worlds.’ Many of the educational hours are spent at home under the direction of the parent/teacher. This allows for personalized instruction and variety, as well as keeping the family as the primary influence in the student’s life. By taking classes at VAL the student’s experience is broadened to include following direction from another teacher (besides the parent), working in small groups with other students, and life in the classroom. While education is the primary objective here at VAL, positive personal interactions are also a key component for choosing our school.

Hours of Study Per Week

Kindergarten

A full time student must have 10 hours of documented education activities per week. Students may attend a minimum of 1 hour and a maximum of 5 hours per week of on-site instruction at Valley Academy.

Grades 1-3

A full time student must have 20 hours of documented education activities per week. Students may attend a minimum of 1 hour and a maximum of 8 hours per week of on-site instruction at Valley Academy.

Grades 4-8

A full time student must have 25 hours of documented education activities per week. Students may attend a minimum of 1 hour and a maximum of 8 hours per week of on-site instruction at Valley Academy.

Grades 9-10

A full time student must have 25 hours of documented education activities per week. Students may attend a minimum of 1 hour and a maximum of 10 hours per week of on-site instruction at Valley Academy. The high school program has additional requirements. Ask for details.

Part-Time Enrollment

Students may be enrolled part-time in alternative learning experience programs. Such enrollments may be limited. If the student is home schooled you must provide an official “Declaration of Intent to Provide Home-Based Education”. Students attending private schools may only enroll for courses that their own school does not offer.

Shared Enrollment

If you will also be enrolled in any other school, including on-line schools, notify the office. We can work with many shared enrollment situations, but details must be worked out in advance.

Testing

A yearly assessment is required for each student. If a student will not be participating in the WASL, parents must notify school staff upon enrollment.

Attendance Procedures

- Regular attendance is required. Please keep absences and tardiness to a minimum.
- You are required to excuse all absences. Please call by 10:00 AM.
- Pre-arrange absences if possible.
- Unless it is a normal arrival or departure time, you must check in and out at the office.
- Parents are responsible to teach their children safe habits regarding leaving school. Students who are not driving or catching the bus should stay on the raised sidewalk outside the front door while waiting for their parent's arrival

Class List

Our class schedule is available at <https://val.wingsnw.com/wings/val/>. Once you are on the site choose the Find a Class link. You will not need to log in to see the class list. You may narrow your search by grade level, day, teacher etc. Be careful not to narrow it too much or you may not find some of the classes.

Parent Consultant

The consultant's job is to provide support and document academic progress. The consultant will provide detailed explanations of the expectations and requirements.

- Upon entering Valley Academy every family is assigned a Parent Consultant. The consultant is responsible for supervising, monitoring, assessing and evaluating each student's progress
- Each student is required to have a written Student Learning Plan in place before attending classes.
- Weekly contact with cert. staff is required for each student. This contact may be made either by enrolling in a class with a cert. teacher or by meeting with the consultant each week.
- Either the Consultant or the Program Administrator will evaluate the monthly progress report submitted for each student.
- Parents will meet twice a year with the consultant. Student participation in the meeting is required and samples of the student's work must be shared.
- Procedures for high school students differ from K-8. Your consultant will inform you of the requirements at your initial meeting.

Instructors at Valley Academy

There are four certified staff members at Valley Academy. The rest of the teachers are called workshop instructors and are people from our community who have expertise in the topic of study to share with our students.

Curriculum

Valley Academy typically allocates \$400 per full-time student for the purchase of curriculum to be used according to our guidelines. This amount may be adjusted in the future. Consumables are not to exceed \$25 of this allocation. A brief summary of our guidelines is as follows:

1. A review process is in place to determine if curriculum submitted by parents may be purchased by the school district.
2. Curriculum purchased needs to reflect topics covered in the Student Learning Plan.

3. No public money is appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment in accordance with the Washington State Constitution.
4. Parents may choose and purchase curriculum. Parents will only be reimbursed for the curriculum that meets the same standards as all curriculum purchased by the Wenatchee School District.
5. All material purchased with district dollars must be returned after it is used. It goes back to the resource room for the next family to use.
6. There are two ways of purchasing curriculum.
 - You may purchase curriculum and be reimbursed using an “Expense Voucher”. The resource librarian will explain and help with the process.
 - You may also use a “Purchase Order”. The school secretary will explain and help with this process.

School Lunch

Wenatchee School District Food Services Department provides student lunches on Tuesday, Wednesday and Thursday. The cost is \$1.90 and Free and Reduced Lunch applications are available.

Visitors

Visitors must check in at the office. Volunteer Applications are to be filled out by all individuals who will be going beyond the office area. Parents are strongly encouraged to be actively involved in the activities within the building on a regular basis and are welcome in the classroom after their application is approved.

Family Mail Boxes

Each family has a box for school communication located in the office. Check it regularly.

Withdrawal

If you choose to withdraw before or at the end of the school year, please notify the office. All materials that belong to the school district must be returned or purchased. All progress reports must be completed up to the withdrawal date. No records will be forwarded until the student's file is complete.

Statement of Understanding

Parents are required by law to sign a document describing differences between alternative learning experience programs and home-based instruction.

Student Expectations

Valley Academy has a closed campus, which means that students are not free to leave the building unless their own parent is taking them out personally. Leaving the building by a back door is only acceptable during a fire drill. This is a safety and liability issue.

Cell phones and other devices may be brought to school at the owner's risk and expense, no liability is assumed by the school for lost or stolen items. Such devices may be used during non-instructional times. Devices visible or used during class will be confiscated and turned in to the office where they will be held until a parent comes in to pick them up.

Be a Positive Influence in class and on site. Students are expected to attend class, be on time, and participate positively in class. The student's parent and the administrator will deal with sidebar conversations or distracting behavior that is not easily corrected in the classroom. A student consistently attending class without supplies or adequate preparation for the lesson will be referred to the administrator who will address the situation.

Fire drills & Lockdown drills occur on a regular basis at Valley Academy. Full cooperation and orderly movement as directed by staff or other responsible adults is expected from all students.

Dress Code follows Wenatchee School District policy. Even though it's easiest to communicate clearly by delineating the prohibitions, the primary objective of the dress code is to maintain a positive learning environment void of distractions related to interpersonal issues.

The wearing of any covering over the head is prohibited. This includes, but is not limited to hats, bandanas, scarves, hairnets, etc.

Clothing articles that inappropriately reveal body areas of the shoulder, back, chest, waist, and upper thighs are prohibited. This includes, but is not limited to tank tops, halter tops, midriff shirts, skirts and shorts above mid thigh, cut-offs, which are not hemmed, exposed underwear or undergarments, and holes in clothing exposing inappropriate body areas.

Clothing and/or other accessories that would be considered a safety hazard or could result in injury to the individual or others, and that would be considered a disruption to the learning environment are prohibited.

Student Behavior: Our expectations can be summed up succinctly in the Golden Rule: Do unto others, as you would have them do unto you.

Parent Expectations

The parent is the primary educator and must put the education of their child as a top priority. VAL parents must:

- consistently work with their students on lessons that support the annual SLP
- bring students to on-site classes on time and properly prepared
- supervise homework assigned by VAL teachers.

Student schedules can be changed on WINGS until the third Friday of September. After that, changes must go through the office. This allows us to be in compliance with “weekly cert. contact” requirements. This also keeps students from talking their parents into letting them drop a class to hang out with friends. While social time is an important aspect of life at VAL, education is the top priority.

Approval of each student’s schedule will be done by the Program Administrator. He will review on-site schedules and discuss with parents any open class periods/time blocks. If a student has open time between classes, the parent should be here to supervise. A mature, self-disciplined student may have work sent from home or work on VAL class homework unsupervised. This is not effective for a young student. Schedules that have excessive open time during which the parents have not assigned work or provided supervision will not be allowed. Perhaps one open block a day with no more than two per week may be allowed. The student must bring assigned work or an activity to do during this time.

Pick up students when class is over. If your student is to wait more than 15 minutes call the school office. If your student needs to arrive early or stay late on a regular basis you must clear it with the Program Administrator. Also, you need to make sure that we know who is picking up your child. Unless you have called us about an exception, we can release your child only to a contact on your registration form. Students who are waiting for a ride must wait either in the office or, if supervised at the end of the day, on the raised sidewalk right outside the front door. This is a safety and liability issue.

Attendance calls should be made the morning of the absence. It is imperative that if your child is ill and cannot attend his or her on-site classes that you call and inform us.

Consultation appointments must be made and attended. If no appointment is made or a scheduled appointment is not kept, students will not attend classes until the situation is resolved. Missed appointments will be rescheduled with the Program Administrator.

Monthly Progress reports are to be completed by the 25th of each month. These reports are the basis for our required monthly reporting to the state determining our funding. If a progress report is missing when we must submit our state report it causes a problem for Valley Academy. You may submit reports anytime from the 15th to the 25th of each month from September through May (including December). June reports will be due anytime from the 5th to the 15th of June. Reports submitted after the 25th are late. Continued late reporting may exclude a student from participation in on-site classes and delay signing up for classes the following year. Hopefully these clear parameters will enable people to avoid these sanctions.

ACKNOWLEDGEMENT OF RESPONSIBILITIES

In order to provide a quality Alternative Learning Experience for our students, we need cooperation from parents to consistently work with their children on lessons, bring them to on-site classes on time, complete monthly reporting on time and meet with their parent consultant when scheduled. Please initial each bullet then sign and date the bottom of the page.

_____ **Weekly Cert. Contact**

Each student is required to have contact with a certificated teacher on a weekly basis. If this is not met by class time the student will be assigned a weekly time to check in with his or her consultant.

_____ **Monthly Evaluation of Student Progress**

Monthly progress is to be entered and submitted in WINGS by the 25th of each month from September through May, and by the 5th of June.

_____ **Annual Testing**

Grades 3 to 8 and grade 10 will participate in annual WASL testing unless parents make arrangements through the office by the end of October. Other testing (inc. Maps and DRA) may also be offered.

_____ **Unscheduled On-site Time**

To maintain a thriving learning environment at Valley Academy, it is important your student brings and works on a quiet activity if his/her schedule has an open time between classes. Make arrangements with the office if your student(s) will arrive more than 15 minutes before class time or leave more than 15 minutes after his/her classes have ended.

_____ **Attendance**

Attendance is a key component to student success. Parents are to notify the office any time their will miss scheduled classes. A phone call by 10:00 a.m. is preferred. If an absence is not excused within 48 hours it may be considered an unexcused absence.

_____ **Allocation and Library**

Materials purchased with the curriculum allocation become part of the curriculum library. All items checked out from the library are the property of Valley Academy and the Wenatchee School District. Items are to be renewed annually and returned when no longer in use or if your student is withdrawn. Parents can and will be billed for outstanding items.

_____ **Withdrawal**

Upon withdrawing from Valley Academy all reports must be complete and all materials belonging to Valley Academy returned. Records will be sent after reports are complete and outstanding materials returned or reimbursed.

I do hereby acknowledge that I have been clearly informed and understand my responsibilities as a participant in the program offered by Valley Academy. I understand that if I do not satisfy the above responsibilities that my student may not be able to attend classes until requirements are met and may be subject to withdrawal from Valley Academy if the issue remains unresolved.

Signature _____ Date _____

<i>Office use only</i> Received by: _____ Date _____
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