



VALOR ACADEMY ELEMENTARY SCHOOL

A BRIGHT STAR SCHOOL

2026-2027

Student and Family Handbook

Welcome

Dear Valor Students and Families,

Welcome to the 2026–2027 school year! We are beyond excited to embark on this incredible new chapter with our Valor community—especially as we move into our beautiful, brand-new campus! This fresh start brings so much joy and opportunity for our students, families, and staff. We can't wait to see our Cubs thrive in a space designed to inspire learning, creativity, and connection.



Last year, we introduced many wonderful programs, and I'm thrilled to continue building on that momentum. Our students have shown remarkable growth, and I am eager to watch our Cubs continue to blossom in our new home. The VAES Values and Bright Star Pillars remain at the heart of everything we do, guiding our interactions and relationships among students, staff, and families. I am immensely proud of how Valor Academy Elementary School continues to grow and evolve to best support every student.

At Valor, our students, staff, and families embody these guiding principles:

Bright Star School Pillars

- **Integrity (Integridad):** Being the best version of ourselves
- **Ubuntu:** Demonstrating kindness and supporting each other through all of life's moments
- **Kohyang:** Building strong connections and lifting up our community
- **Growth:** Embracing a growth mindset, being open to learning new things, and recognizing that we are all continuously growing

Valor Values

- Shares and Cares
- Seeks to Understand
- Communicates Clearly
- Be Responsible
- Persevere

This year, we will focus on **relationships, rigor, and relevance**, continuing to create a warm and welcoming environment for all. Our new campus offers exciting spaces to support differentiated learning, social-emotional growth, meaningful connections, engaging after-school clubs, and rigorous academic lessons.

To our families, thank you for your ongoing support and dedication. It is a privilege to partner with you as we nurture and guide our students. To our students, I am thrilled to welcome both

familiar faces and new Cubs to our new home. I look forward to introducing new clubs and enrichment opportunities that will enrich your learning experience.

Together, we will continue to learn, grow, and celebrate all the successes—academic, social, and emotional—that make Valor Academy Elementary School such a special place. I am honored and humbled to serve as your principal during this exciting time of growth and transition.

Here's to a joyful and successful year in our new campus—a place where every student can shine!

With enthusiasm and gratitude,

Kaitlin Allen
Principal, Valor Academy Elementary School

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School Staff

Valor Elementary Leadership Team

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Valor Elementary Counseling Team

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School Counselor
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Bright Star Schools Support Team

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Chief Instructional Officer
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General Information

School Information

Valor Academy Elementary School
 Grades: Transitional Kindergarten - Fourth Grade
 Address: 15526 Plummer Street, North Hills, CA 91343
 Phone Number: 818-217-2733

Contact Information

Please refer to the chart below to see which individual you should contact regarding various concerns. Meetings are by appointment only. Call the main office 818-217-2733 or email the individual to set up a time to meet.

Principal	Staff Member Concern Academic Concern After School Programming School Policy Concern Academic Support/Tutoring Emergency Procedure/Compliance Resource/Special Ed Intervention	Common Core Testing Field Trips Fundraising School Supplies and Uniforms Student/Staff Culture Curriculum Regular School Operations
Assistant Principal	Academic Concern Academic Support/Tutoring Common Core Testing/ English Parents Committees/Volunteer Opportunities School Culture Family & Community Resources Parent Engagement	Intervention Programs Language Development Testing Curriculum Social Emotional Development Parent Square
Dean of Operations	Breakfast/Lunch After School Liaison	Facilities/Maintenance Emergency Procedure/Compliance
Dean of Behavior Support and Restorative Practices	Student Behavior Discipline	Restorative Practices Family & Community Resources Behavior Support Plans
Instructional Interventionist/ Extended Learning	After School Intervention Programs iReady	SSPT Small Group Instruction After School Enrichments and Programs
Community School Manager	Family Resources Student Resources	Builds Partnership Bridge Builder

	Community Resources Coordinates Services Family Engagement	Community Event Planning Family, Student, & Staff Advocate
School Counselors	Counseling Family & Community Resources	School Partnerships Parents Committees Volunteer Opportunities
Office Manager Office Clerk	Scheduling Appointments General Questions	Recruitment/Enrollment School Events/Yearbook/etc.
Teachers	Specific classroom based questions Homework/ project questions	Specific grades/behavior questions Behavior Support

Phone hours refer to the hours our office staff is available. If you call during non-office hours, please follow the recorded directions and leave a message. We will return your call in a timely manner. Please respect our staff by honoring these hours. **Generally the office phone is very busy in the mornings from 7:15 - 8:30 am so if possible please call after this time.**

Additionally, please check our website, www.brightstarschools.org/vaes for general information. Also please feel free to email our office.

Phone Hours 7:15 am - 4:00 pm

We are committed to establishing and maintaining an open and respectful line of communication between families and Valor Academy staff, each of whom has their own phone extension and e-mail address. **Families should contact staff by telephone or Parent Square and understand that we will try to return calls within 48 hours in the event that a message is left.** Meetings can be arranged at any time by appointment. If a parent needs to see a staff person immediately, the parent should report directly to the Main Office, which will facilitate the soonest possible contact.

While we certainly welcome, encourage, and appreciate contact between families and teachers, we also ask that families be respectful of the enormous and constant demands made on all of our staff. For example, consistently contacting a faculty member several times per week, can impact his or her ability to provide the best learning experience for all students. We encourage families to contact your student's homeroom teacher/advisor as the point person in order to coherently address or answer any questions.

Please visit <https://brightstarschools.org/VAES/Staff/> for staff directory and contact information.

School Calendar

Bright Star Schools 2026-2027 Academic Calendar

August 2026
 8/3 & 8/4: New Teacher PD
 8/5 - 8/11: BOTY PD
8/12: First Day of School

September 2026
 9/4: Pupil Free Day, BSS PD
 9/7: Holiday - Labor Day

October 2026
 10/12-10/16: Fall Break, No School
 10/19: Pupil Free Day, BSS PD

November 2026
 11/11: Holiday - Veteran's Day
 11/23-11/27: Thanksgiving Break

December 2026
 12/10-12/11: Principal Winter Retreat
 12/21: Leadership Teams Retreat
 12/21-1/1: Winter Break

January 2027
 1/4: Pupil Free Day, BSS PD
 1/18: Holiday - MLK Day

February 2027
 2/15: Holiday - President's Day

March 2027
 3/22-3/26: Spring Break
 3/31: Holiday - Cesar Chavez Day

April 2027
 4/12: Pupil Free Day, BSS PD

May 2027
 5/31: Holiday - Memorial Day

June 2027
6/4: Last Day of School
 6/4: Last day for T&C
 6/7-6/11: Window for LELS
 6/14-6/17: Leadership Teams Retreat & Teacher Leadership Institute
 6/18: Holiday - Juneteenth

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
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23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

DECEMBER							JANUARY							FEBRUARY							MARCH						
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27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31			
							31																				

APRIL							MAY							JUNE						
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18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
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							30	31												



Tutoring, Clubs, and After School Programming

After School Enrichment is from 3:00pm- 6:00pm Monday, Tuesday, Thursday, and Friday (1:00 PM - 6:00 PM on Wednesdays), and is consists of After School All-Stars, tutoring, and clubs. I Participation is strongly encouraged for all students but not required.

All the cited research suggests that extracurricular activities provide all students—including at-risk and gifted students—an academic safety net. Additionally, participating in after school is extremely valuable for character growth.

Intervention and Enrichment Programming consists of two different components.

After School Programming (Run by After-School All-Stars)

Your child may only stay for after school programming if they are enrolled in our program.

	Homework Hour	Enrichment
Monday	3:00 - 4:00pm	4:00 - 6:00pm
Tuesday	3:00 - 4:00pm	4:00 - 6:00pm
Wednesday	2:00 - 3:00pm	3:00 - 6:00pm
Thursday	3:00 - 4:00pm	4:00 - 6:00pm
Friday	3:00 - 4:00pm	4:00 - 6:00pm

After School Programming is a privilege and students are expected to behave in accordance with all school rules and policies. In the event that a student does not comply with school rules, they may be removed from after school programming.

School Food Program

Information on the school food program can be located in the Org-Wide Policies at the end of this handbook.

Families may pack a healthy breakfast/lunch from home. ***We do NOT allow our students to bring chips, candy, or anything with high fructose corn syrup or any beverage other than water. If these items are brought to campus they will be confiscated. We do NOT allow food delivery services or fast food items on campus.***

We also encourage families to use reusable soft lunch bags instead of paper ones or lunch boxes. Each lunch container must be clearly marked with the student's name. Please do not send coolers to school as we do not have the room to store coolers. Glass containers are prohibited on school grounds for safety reasons. Please do your best to send lunch to school with your student if they are bringing a packed lunch from home. In the event that you must drop lunch off during school hours, please bring it to the main office prior to the students lunch period.

Food delivery from restaurants or delivery services are not allowed.

Arrival and Dismissal

Authorized adults (18 years or older) must be listed on the student's emergency card. Name, relationship to student, and addresses are required for all adults listed on these forms. Adults must have a dismissal card present. Any adult who is picking up a student and does not have a dismissal card must carry photo identification with them and have it ready to show to the school if requested. Oral requests to add a person to a pick-up authorization will not be permitted. All requests must be in writing.

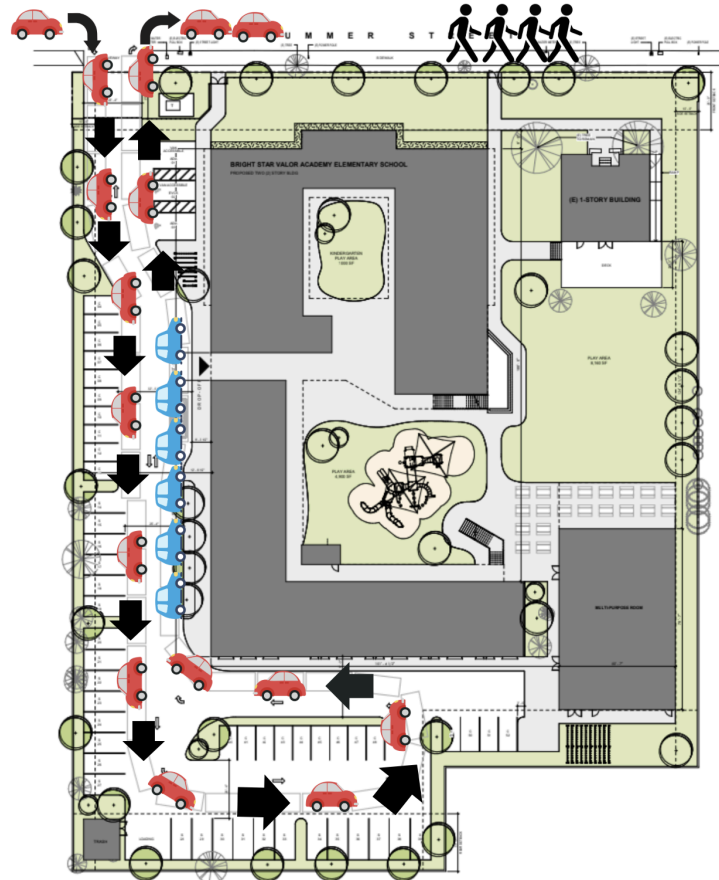
The school reserves the right to make updates to these procedures at any time to ensure the safety of your student and the efficiency of the program.

At all times during Drop Off and Pick Up please be respectful of others, be safe, and do not honk. We have neighbors and want to be respectful of them as well as set an example for our scholars of respectfulness and professionalism.

Arrival

Parents must turn right into the school driveway coming east on Plummer to enter the carlane line. Cars will cue around the parking lot to pick students up in the pick up area (identified by the blue cars). Cars are to exit the driveway and make a left turn onto Plummer Street.

Students may also enter campus through the “Walk Up Gate” located on Plummer Street. Please review the map below:



Even if there are no cars ahead of you, please pull up all the way to the sign. Students will then utilize the main entrance gate and check in. If you would like to walk your student to school you may park in the visitor parking or off site and walk to school. Parents and visitors are to park in the designated spots only. Once your student is in our company, they are our responsibility, and we take that responsibility very seriously. All students must pass by our check in and uniform station every morning before accessing breakfast.

The campus is open at 7:15am. Students entering campus before 7:15am must be enrolled in Early Child Care with After School All Stars. Playground areas open at 7:15am for open student play. Students are picked up from the yard at 7:55am. Class begins promptly at 8:00am.

Dismissal

Dismissal time are as follows:

Monday Tuesday, Thursday, Friday	Wednesday
2:55 pm- TK, Kinder, and First Grade 3:05 pm- 2nd, 3rd, and 4th Grade	1:10 PM: TK, Kinder, and First Grade 1:20 PM: 2nd, 3rd, and 4th Grade

If you need to pick up your child early, please notify the office and teacher ahead of time so they can prepare. **Early sign out of any students will close at 2:10 pm Monday, Tuesday, Thursday, and Friday (12:35 pm on Wednesday).**

Parents must park and enter the gate to the main office to pick students up early.

Pick up lane closes at 3:20 pm and 1:35 PM. Parents are to announce pick up through the school dismissal application (PikmyKidsUp). Cars must display your student pick up placard on your dashboard. A Valor Elementary Academy School staff member will notate your arrival so students can walk to the dismissal area. Student(s) will emerge from their classrooms to meet the car at the pick-up zone. Please pull up to the assigned number to pick up your child. Students will wait at the assigned number and will enter the car. **Students may only enter the car from the passenger side.** Once your student is in your company, it is your responsibility to make sure they get home safely. Parents can also park to pick up at the "Walk Up Gate" located on Woodman Ave. Families must have pick up card for Walk Up Gate. Announcing arrival through the pick up app is also required through the school application for walk up.

Parking for Office Inquiries

Valor Elementary does not offer parking for families. Please locate parking on Plummer Street. . Parents may enter using the walk up gate during pick up and drop off times (7:15-8:00 am and 2:50-3:20-3:45pm). Please enter at the gate with the intercom. For safety reasons, students must be accompanied by a staff member to the Valor Gate.

Students who enter after 8:00 am will need to be walked to the main office and signed in.

Parent/Guardian Tardiness/Late Pick Up

Please note that late pick up is an inconvenience for our staff who work long and hard hours to provide your students with a great education every day. We will stay with your child 10-15 minutes past the closure of the pick up lane. After this time students will be taken to the main office to wait for pick up. Parents are responsible for picking up within 20 minutes of the dismissal time. If our supervision policy is abused by a parent more than once in a semester or there is an excessive delay, parents/guardians will be given a written warning. Multiple offenses will lead to a meeting with the Principal and potentially Senior Vice President of Leadership Development. If you are going to have issues picking up your child because of an emergency, please notify the main office immediately.

Release of Student

We will never release a student to anybody aside from the designated parent or guardian. If your student must be picked up by another individual please let the office know before noon that day.

Field Trips

Through our field trip programming, we provide **Day Trips** around the city of Los Angeles. Students, teachers and volunteers commit to significant out-of-class learning time around Los Angeles' diverse communities. Excursions include hiking, biking, and beach clean-ups. A variety of plays, music concerts and museum visits are made throughout the year across all grade levels. All parents must complete a Field Trip Permission Slip for each trip.

Study Supplies

In order to do well at school, you must be prepared with the proper tools. Students may bring a small backpack to school. **Rolling backpacks are NOT ALLOWED**. A homework folder will be provided to all students. Students are expected to bring both their backpack and homework folder to school every day.

In addition, all personal items (sweatshirts, jackets, pencil boxes, etc.) should be labeled with the student's full name and grade level in permanent marker.

While this is certainly not a complete list of everything students need to be successful at Valor Elementary Academy School, the following is a list of supplies all students are encouraged to have available at home by the first week of school:

- 10 pencils
- 2 erasers
- Pencil sharpener
- 1 pack crayons (classic colors)
- 1 pack color pencils (classic colors)
- Silent reading book (to be kept with students at all times for Silent Sustained Reading)

If provided materials are lost or damaged, families are responsible for replacing the materials at the original cost to the school. Students are expected to come prepared for school with their tote bag and homework folder.

We encourage all students not to bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Students who bring inappropriate items to school, including, but not limited to, toys, hats, iPods, CD players, laser pointers, beepers, pagers, and cell phones, will have such items confiscated. The school is not responsible for the loss or theft of any personal items. A parent or guardian must come to the school to retrieve the confiscated items though the school will hold onto any such items for at least one week or longer after it has been taken away.

Valor Academy always welcomes school supplies. If families would like to donate school supplies, please contact your teachers (and enrichment teacher). Our teachers are always in need of:

- Pencils
- Erasers
- White Reams of Printer Paper
- Disinfectant Wipes/ Sprays
- Paper Towels
- Kleenex

Toys

Students are NOT permitted to bring toys to school. Items such as cars, cards, balls, stuffed animals, etc. should be kept at home.

We ask families to please check that toys are not brought to school.

Textbooks

Textbooks will be issued for use during the academic year and will remain the property of the school. *If a student loses a book, s/he will be charged for the full replacement cost of the book.*

Electronics

Students are not permitted to bring electronic items to school. These electronic items include but are not limited to: cell phones, smart watches, iPods, tablets, iPads, handheld game consoles, etc.

Birthday Parties and Celebrations

Outside food (birthday treats, pizza, cookies, etc.) is not allowed to be sold or distributed to students 30 minutes prior to school, during school hours, or 30 minutes after school hours.

Closed Campus

All Bright Star Schools are closed campuses and students may never leave campus without an adult. Additionally students who are in the afterschool program are not permitted to leave campus between the Valor Academy school day ending and Afterschool programming.

Parental Support of Technology

Parents of Bright Star students are requested to supervise the use of any type of technology at home. We need the help and support of all parents to prevent any negative or harmful use of computers and/or any other means of communication.

Photography/Video Taking

Taking pictures or videos on campus are prohibited at all times on the school grounds unless expressly pre-authorized by a school administrator. Students who violate this are subject to appropriate disciplinary actions. Parents who violate this norm will be officially warned, and, if the behavior continues, may be banned from any school supervised or sponsored events.

Parent Communication

School Appointments

To meet with an administrator, parents should make arrangements by calling the school office during the above noted office hours. Appointments with teachers should be made directly with the teachers. Teachers need at least 24 hour notice in order to schedule quality time with you.

Please send a note to the teacher or Parent Square message him/her for an appointment. You can also leave a voice message with the office for a written or phone reply. Messages will be returned during the teacher's planning time or after school.

Visiting Campus

We have an "open door" policy for all parents/guardians of currently enrolled students to visit campus. Parents are strongly encouraged to observe their child's classes, as it is truly the best way to understand the education your student is receiving. In order to minimize the disruption to instruction, parents are asked to schedule the observation with the Main Office at least 24 hours in advance. At the time of scheduling, parents will be given a copy of the protocols to be followed during classroom observations. All visitors are asked to sign in and wear an identification badge. The school reserves the right to refuse admission. A visitor's pass may be picked up from the main office.

Family Communication

Each school site publishes their own parent newsletter or videos that gives regular updates on all events and issues at school. We also have links to each of our schools through the Bright Star Schools website, www.brightstarschools.org/VAES or through ParentSquare.

Because we consider ourselves a community and family partner, we will keep parents advised of their child's academic progress toward promotion on a consistent basis. Parents will receive both verbal and written communication concerning the progress of their child. **Parents of all students will receive Progress Reports that will alert them of their student's progress.** Progress reports must be signed and returned with the students by the due date listed. Parents will also receive Report Cards at the end of each trimester that will contain anecdotal data for each class, in addition to the student's grades.

Valor Progress Reports

Teachers and staff use Valor Progress Reports to keep families informed of the academic and behavioral progress of students. Reports must be signed and returned with students by the date listed on the progress report. More frequent reports may be sent home if parents and teachers

deemed necessary to support the student.

Website and Facebook

Please note that all valor newsletters and Valor related information is available at our website: brightstarschools.org/VAES. Additionally, you can track events at the Valor Facebook or Instagram Page.

Weekly Updates

Each Friday family announcements will be sent out on Parent Square.

Report Cards

Two annual Report Cards and two progress reports are distributed to communicate students' academic and behavioral performance on a larger scale and plan for future remediation. Grades reflect both tangible effort and achievement. Grades consist of homework, class participation, and tests/quizzes. Progress reports and report cards are sent home with students, these reports are to be signed by their parents and brought back to school the following school day.

Family-Teacher Conferences

Parents are expected to meet with their children's teachers during the two Family-Teacher Conferences held after progress report 1 and 2. We ask all families to reserve the afternoon or evening after each period to attend family conferences. All families of students who are not making sufficient progress will receive notice on their third progress report and will meet with the academic support team.

Requesting Student Records

Any request for student records must be submitted in writing to the school's main office. Records can be reviewed, upon request, in the office. Copies of academic progress records will be sent home throughout the year. Requests for copies of cumulative records and/or transcripts will be met within five business days.

Academic Policies

Homework

All students will receive homework Monday through Friday. Homework at Bright Star Schools has three distinct but important purposes:

- To give students time to practice the essential skills that they need to learn.
- To provide students practice in self-discipline, time management, and to develop independent study habits that will prepare them to study independently.
- To free up classroom time so that as much time as possible can be spent on direct teaching, discussions, guided practice of skills, and other learning experiences.

Homework is not a supplemental component to the curriculum. It is a core and integral part of the class. Specific consequences have been established to make sure that homework is turned

in or checked daily. When a student is absent, it is the responsibility of the student and parent to gather assignments from the school at the end of the day. A student has the same amount of days they are absent to make up their homework (IE, if a student is sick for 2 days, they have two days from the day they return to school to complete and turn in their homework). Parents and students should not call the school office for assignments.

Homework Expectations

It's our expectation that students have homework every night. Depending on grade level, students should expect to complete approximately 30 to 60 minutes of homework per night. This homework will include language arts, math, and reading.

Grading Policy

Students at Valor Academy will earn grades based on their demonstration of mastery of the Common Core Standards. Grades will include student performance on in-class work, homework, assessments, and other components as applicable to each content area. The table below indicates the ways in which letter, percentage, and rubric grades will be used at Valor Academy and what these grades mean in terms of a student's level of mastery of the State Content Standards.

Rubric Score	Meaning
4	A student earning a 4 in a subject is consistently demonstrating advanced levels of mastery with the content standards.
3	A student earning a 3 in a subject is consistently demonstrating proficiency with the content standards.
2	A student earning a 2 in a subject is consistently demonstrating basic competency with the content standards.
1	A student earning a 1 is not yet demonstrating a basic level of mastery with the content standards and needs to demonstrate mastery of the standards.

There will be school-wide standards for grading. Teachers will be trained on the school's policy and will work with the Principal and teacher teams to ensure that grades are calibrated and assigned in a fair and consistent manner that corresponds with student mastery of State Content Standards.

Classroom Behavior Expectations

Students are expected to line up in orderly lines in their designated area. Their teacher will pick the students up and walk them to their classroom.

Upon entrance into the classroom, students should place their backpack on their hanger and homework folder in the homework basket. Students are then expected to follow the class procedure as determined by their teacher.

Students are expected to follow the expectation of the lesson or discussion that is set by their teacher. During directed instruction, students are to be in their seat or in the designated area. Students should remain in their seats or assigned area at all times during directed instruction unless given permission to move by the teacher (including throwing trash away, getting a tissue, and sharpening a pencil). Every student is expected to actively participate in class work through participating in the discussion or activity, and following the lesson.

Students are to follow the expected volume level indicated on their “Voice Level”. The three different volume levels will be clearly posted in the front of the class (2- Outside Voice, 1- Whisper Voice, 0- Silent)).

Students are not allowed to have any food in class. In addition, students should never walk around the school with food or drink – including before school begins or after school ends – or walk around the hallways with a straw or anything else hanging out of their mouths.

No student is ever allowed to have his or her head on his or her desk at any point during class, with the exception of a medical condition. Students should never lean back in their chairs or put their feet up on school furniture.

During class, students should understand that there are certain necessary procedures that must be in place in order for effective learning to take place. These include:

SLANT

Students should always be mindful of SLANT while in class. SLANT is an acronym for expected classroom behavior, **S**itting up straight, **L**istening, **A**sking and answering questions, **N**odding for understanding, and **T**racking the speaker.

Raising Hands

Students should know that if they would like to participate in class discussions, they should raise their hands to offer a question or comment. Students are never expected to call out of turn in any of their classes and are never expected to leave their seats without the teacher’s express permission to do so (including to throw trash away, to get a tissue, or to sharpen a pencil).

Eating

Students should know that there is no eating during classes. In an effort to promote nutritional awareness, soda is not permitted, including before and after school. Confiscated soda or other food items will not be returned. We encourage all students to practice healthy eating habits for breakfast, lunch, and snacks. Food should be eaten during snack or lunch time in the designated food area.

Food delivery services are **not** allowed for students. Students are allowed to bring food from home. However, food must follow VAES ' healthy school initiative. The following expectations are held for food brought to school:

- ❑ No carbonated beverages (Coke, Pepsi, Sprite, etc.)
- ❑ No fast food fried items (fries, onions rings, chicken fingers, etc.)
- ❑ No chips (Taki's, Cheetos, Hot Cheetos, Doritos etc.)
- ❑ No candy, gum, etc.

To minimize classroom disruptions and preserve valuable instructional time, any lunches or snacks dropped off after the school day has begun will be held in the front office. Students may pick up their items during their scheduled recess or lunch period. Please note that we will not call students out of class to retrieve dropped-off items, as this interrupts their learning.

Gum Chewing

Students should know that there is no gum chewing on campus at any time.

Restroom Procedures

Students are expected to use the restroom before school begins and during their scheduled recess times. Restroom passes will be provided as needed, based on developmentally appropriate needs and responsible time management.

Addressing Staff Members

Students are to address all staff members – teachers or otherwise, inside and outside of class – as Mr., Mrs., or Ms. at all times.

Dismissal

Students are dismissed at the discretion of their teacher, which may not necessarily be when the bell rings. No student should leave the classroom until instructed by their teacher.

Videotaping

Since teachers' classes are sometimes videotaped for internal instructional development, students may be occasionally and incidentally videotaped during the normal course of a lesson.

Parent Conferences

Parents of students that have repetitive or continuous challenges will hold a Parent-Student-Teacher Conference in order to gain understanding of interventions and behavior support plans.

Promotion Goals

In order to advance to the next grade level students need to demonstrate both adequate academic achievement and social emotional readiness. A SSPT meeting will be held for students who do demonstrate both requirements. If sufficient progress is not made a month prior to the end of the year parents, teacher, and principal will meet to discuss retention possibilities.

Special Education

Promotion for students with disabilities, who either have active Individualized Education Plans (IEPs) or 504 plans, may be slightly differentiated based on student needs. Promotional criteria are created jointly by both parents and school staff, and are written into the student's IEP or 504 plans annually.

Student Success and Progress Team (SSPT)

A Student Success Team (SSPT) is automatically formed for each student who is at risk of repeating a grade level. SSPTs are held throughout the year in order to continuously determine the appropriate educational supports the student may need. An SSPT consists of the Principal, teachers, and parents. At least one member of the SSPT or Counselor will join a repeating student's conference each quarter. After the initial SSPT, team members reconvene to discuss progress. Continuous revisions of the SSPT are done in order to determine which supports work best. If a student continues to struggle despite various accommodations and supports, the school and, or parent, may request an evaluation for special education eligibility.

Behavior Structures

Restorative Practice

At VAES all staff utilizes Restorative Practices in the classroom as well as on the yard. Restorative Practices is an effective alternative to punitive responses to wrongdoing. Restorative Practices brings together persons harmed with persons responsible for harm in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community. This is a philosophical framework that can be applied in a variety of contexts -- the justice system, schools, families, communities, and others. Through community agreements, expected behavior and expectations are set and agreed upon by students and staff/teachers.

Dean's List

Each student will have opportunities throughout the day to earn VAES Value Points. Students can earn points by demonstrating VAES Values. Those that are not behaving appropriately will have tired interventions from their classroom teacher or Instructional Aids. When this occurs, the teacher will communicate the reasons and background of the situation on the Dean's List. A report will be generated and sent home with students at the end of every week.

Meta Moments

During a break or if a student requests a break a staff member will facilitate constructive activities and conversations to allow students to reflect on the incident. Cool Down Time serves as a time for students to reflect, select an appropriate coping strategy, and how the situation can be corrected or repaired. Cool Down can be used in situations or occurrences such as:

- Disrespecting a fellow student
- Disrespecting faculty, staff, or other member of the school community
- Disrespecting school property
- Deliberately disrupting class
- Horse playing or engaging in physical contact that causes a disruption, or makes other students feel uncomfortable/excluded

Toileting Policy

The Bright Star Schools (also referred to herein as “BSS” and “Charter School”) recognizes the potential for students in Transitional Kindergarten (“TK”) to not be fully toilet trained. While BSS strongly encourages families to toilet-train their children prior to enrolling in TK, it is understood that this may not be possible for all students. In order to not disrupt the learning environment of the Charter School, BSS adopts this Policy to create procedures and an understanding among staff and families as to how toileting issues and training will be handled in the classroom.

Fully toilet-trained students may have an occasional accident. The definition of "occasional" may vary from pupil to pupil.

Fully toilet-trained means:

- **Independence in Using the Toilet:** A fully potty-trained child can independently use the toilet for both urination and bowel movements. They can pull down and up their pants, climb onto the toilet or potty chair, and manage clothing on their own.
- **Consistency:** The child consistently uses the toilet for most of their bathroom needs. While occasional accidents may still happen, they should be infrequent.
- **Communication:** They can communicate their need to use the toilet effectively. This includes telling an adult when they have to go, expressing discomfort when their diaper or underwear is soiled, or showing other signs of needing to use the bathroom.
- **Dry Durations:** The child can stay dry for an extended period during the day, usually 2-3 hours or longer, between bathroom visits. They may also wake up dry from naps.
- **Awareness of Bodily Functions:** Fully toilet-trained children often display an understanding of their body's signals for when they need to urinate or have a bowel movement. They may pause their play or activity and show signs of needing to go.
- **Minimal or No Resistance:** The child is willing and cooperative when it comes to using the toilet. They do not resist or express fear or anxiety about using the toilet or potty chair.
- **Independence in Wiping and Handwashing:** A fully toilet-trained child can wipe themselves after bowel movements (with supervision and assistance as needed) and can wash their hands independently.

- **Understanding of Hygiene:** They understand the importance of proper hygiene, including flushing the toilet, disposing of used toilet paper, and washing their hands thoroughly with soap and water.
- **No Need for Diapers or Pull-Ups:** A child who is fully potty-trained does not rely on diapers or pull-up training pants during the day. They may still wear a diaper or pull-up at night for a period, but they consistently use the toilet during waking hours.

WHEN A STUDENT IS NOT FULLY TOILET TRAINED:

- Hold a conference with the counselor, teacher, and family to establish a toileting plan that may be included in an SSPT.
- The toileting plan or SSPT may include:
 - The use of pull-ups until the student is fully toilet-trained
 - Teachers should incorporate scheduled times during the day when students are encouraged to use the restroom.
 - Teachers should keep a log of when students have an accident and need support with changing clothes.
 - Parents/guardians will be asked to provide a supply of pull-ups, changes of clothing, wipes, and zip bags for soiled items.
 - Permission to contact emergency contacts if additional support is needed for toilet training issues and the school is unable to reach the parent/guardian.
 - If the Charter School has no spare clothing for a student when an accident occurs, the parent/guardian or emergency contact will be called to bring clothing to the school.
 - When an accident occurs, a trained staff member will ensure the student and surrounding area is clean, put the child in fresh clothes, and continue with instruction.
 - Toileting plans should include an agreement for families to consult with their pediatrician regarding their child's toileting needs and support in changing clothing and self-cleaning.
 - [Toilet Training Tips](#) and Toilet Training Articles are resources from the American Academy of Pediatrics for schools and families.
 - "Avoid treats and punishments because this is an adventure for children—a reach for new responsibility— treats and punishments distract rather than encourage. When children succeed, be specific about why you are proud—"I am so proud you can use the toilet so well," for Example."

*If the child has an individualized education program ("IEP"), accommodations should be addressed in the IEP meeting.

Teachers who are responsible for students who have accidents will follow the procedures below:

1. Ensure Safety:

If the floor becomes wet, ensure that the area is safe to prevent any slips or accidents. Promptly clean up any spills to prevent other children from slipping.

2. **Maintain Privacy and Dignity:**

Take the child aside to a private area, away from the other students, to avoid embarrassment. This should be a designated restroom.

3. **Offer Comfort:**

Gently reassure the child that accidents happen and that they are not in trouble. Use a soothing and understanding tone to make them feel comfortable.

4. **Provide Spare Clothing:**

If there is a supply of clean spare clothing available in the classroom specifically for such situations, offer the child a change of clothes.

5. **Assist with Changing:**

If the child is old enough to change independently, provide privacy and guidance as needed. If they require assistance, help them change into clean clothes discreetly and respectfully. Include a second adult if practicable.

6. **Maintain Discretion:**

Be discreet and avoid drawing attention to the situation. This will help the child feel less self-conscious about the incident.

7. **Communication:**

Let the child know that it's essential to communicate when they need to use the restroom. Encourage them to ask to go to the bathroom if they need to in the future.

8. **Record the Incident:**

Maintain a record of the incident for documentation purposes. Note the date, time, and any relevant details about the situation.

9. **Notify Parents/Guardians:**

Inform the child's parents or guardians about the incident, either through a written note or phone call. Share the details of what happened and reassure them that it's a common occurrence among young children.

10. **Monitor and Support:**

Keep an eye on the child throughout the day to ensure they are comfortable and dry. Offer support and encouragement as needed.

11. **Encourage Independence:**

Over time, encourage the child to become more independent in using the restroom. Remind them to let you know when they need to go, but also empower them to take the initiative.

12. **Follow Up:**

After the incident, follow up with the child and their parents to ensure that they are adjusting well and that there are no ongoing issues.

Remember that accidents are a normal part of a child's development, and your patience and understanding play a crucial role in helping them navigate these situations with confidence and dignity

Uniform Policy

In order to improve the school's educational environment, promote a more effective climate for learning, foster school unity and pride, and allow students to focus solely on learning and not on attire, the school has a dress policy for students that apply to school days and school-sponsored events.

This uniform dress code policy has been adopted in compliance with the provisions of Article IX, section 5 of the California Constitution, and Assembly Bill 1575 (effective January 1, 2013), which prohibit the charging of any student fees for participation in an educational activity at a public school.

Students or parents requesting an exemption from any provision of this Uniform Dress Code policy for religious or other reasons should contact the school office directly.

Purchasing Uniforms

All Valor embroidered uniform pieces can be purchased from Michael's Uniform. They are located at 1107 San Fernando Rd, San Fernando, CA 91340. Their telephone number is (818) 361-2055.

Dress Code Compliance

No student shall be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against, for noncompliance with the school uniform dress code policy. However, any student who arrives at school in nonconforming clothes will be provided with conforming clothing by Valor for the day. We respectfully ask that parents help ensure our policy before the student arrives on campus each day.

When students enter the school building, they should already be in the proper uniform. They cannot change into the school uniform upon arrival or tuck their shirts in only after getting to class. Students also may not change out of their uniform before dismissal. Students who attend school events at night – on school grounds or otherwise – are expected to be properly dressed, either in the school uniform or as young professionals. This includes never wearing hats inside. At all times during the school day – including afterschool on campus – shirts must be tucked in.

Should your student or family have any special needs or circumstances with regard to the uniform, please contact your Counselor.

Any complaints related to the costs of conforming clothing should be addressed to the school's Principal through the school's Uniform Complaint Procedure, set forth in Uniform Complaint

Procedure Policy approved by the Board of Directors and published in the Student and Family Handbook.

Uniform

Item	Policy
Shirt	<ul style="list-style-type: none"> ● Transitional Kindergarten- Gray Polo or VAES Gray Spirit Shirt ● Kindergarten- Pastel Yellow Polo or VAES Pastel Yellow Spirit Shirts ● First Grade- Baby Blue Polo or VAES Baby Blue Spirit Shirt ● Second Grade- Navy Blue Polo or VAES Navy Blue Spirit Shirt ● Third Grade: Hunter Green Polo or VAES Hunter Green Spirit Shirt ● FourthGrade: Maroon Polo or VAES Maroon Spirit Shirt <p>Students may wear a plain, long-sleeved black or white shirt under a short-sleeved polo shirt. However, no patterned or other colored shirt will be permitted.</p>
Jacket	Valor black jacket or jacket WITHOUT a hood
Bottoms	<p>Khaki-colored or Navy blue dress pants, regular fit only (no jeans or jegging). Pants should be straight leg or regular fit, and not made of denim or jean material. They should not be ripped or frayed at the bottom.</p> <p>Khaki-colored or Navy blue shorts or capris in warmer weather (no jeans). Bicycle shorts, cut-offs, or short-shorts are not permitted.</p> <p>Khaki-colored, dress or skorts, worn with white tights or knee socks</p> <p>Shorts, pants, and skirts must be worn at the waist.</p>
Shoes	Closed toe tennis shoes

Free Dress

From time to time students will earn a free dress pass or will have a free dress day. In order to have a free dress day students must have a note from the school allowing them to come in with free dress. Free dress still needs to be professional.

Dress Code

Students must wear school uniform as outlined above except on free dress days. The following rules apply during both school uniform and free dress days:

- Students must wear a shirt and bottom, or romper/dress, and shoes.
- Shirts must cover the entire torso and straps must be at least 2 inches wide.
- Students must be able to run in their shoes, shoes must cover the toes and heel, and no shoes with rollers or any distracting function are permitted.
- Bottoms, rompers, and dresses must reach mid-thigh or longer.
- All clothing must be made of opaque material.
- Undergarments and private parts must be completely covered.
- Students cannot wear any images and/or references to: any illegal item or activity, hate

speech, drugs, nudity, discriminatory, violent language, inappropriate language, profanity.

- Hats are not permitted in class except in the case of a religious or cultural exemption.

Cell Phone Policy

In order to monitor age-appropriate access to media, and maintain a focus on learning and social development, students are not permitted to bring a cellphone to school. School phones will be used in the case of an emergency. If a student brings a phone to school, school staff may confiscate the student's phone at their discretion. In the case a cell phone is confiscated, the school will notify the student's parent/guardian of the confiscation and the parent/guardian must pick up the cell phone before the front office closes that day. If not picked up in this time frame, the school will not be responsible for, or investigate, any claims of lost or stolen phones.

Policies Affecting All Bright Star Schools



BRIGHTSTAR
S C H O O L S

Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary, Valor Academy Middle, Valor Academy High, Rise Kohyang Elementary, Rise Kohyang Middle, Rise Kohyang High