



# **24.25 Valor Collegiate Academies Fine Arts, Clubs, & Enrichment Program Handbook**

Valor | Flagship Academy  
Valor | Voyager Academy  
Valor | College Prep

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## Model Design

### Fine Arts, Clubs, & Enrichment Program Vision Statement

Valor exists to empower our diverse community to live inspired, purposeful lives. The Valor Arts, Clubs, and Enrichment Program exists to instill in our diverse community a life-long appreciation for, and bold application of fine arts, enrichment & elective offerings which results in personal & professional pursuits beyond Valor.

### Fine Arts, Clubs, & Enrichment Program Mission Statement

The Valor FACE program exists to provide culturally-aware, high-quality fine arts, enrichment, and elective programs that empower our diverse community to live inspired, purposeful, creatively-rich lives.

## Afterschool Programming

The primary values of excellence, continuity, and communication will be foundational as Valor grows its FACE program from the ground up. Offerings should:

- Be high-quality and operate with excellence
- Be aligned with our middle school to high school strategy
  - At the middle school level, we believe students should have an opportunity to explore their interests through various program offerings. At the high school level, we hope to give students skills and experience that they can use in college and beyond. Because we know that students invest multiple years in a program, we want to continue to build on some of the programs through high school whenever possible. This is why our FACE programs need to have vertical alignment from middle school to high school.
- Provide clear, consistent, and proactive communication to families and scholars.

The FACE program is dedicated to catering to the needs of our families through exceptional after-school programming. We offer a variety of enriching activities, including Fine Arts, Clubs, and Enrichment programs.

- **Programming Expectations**

- It is a representation of the school and should uphold Valor's Vision and Mission
- Strong Leadership
  - Arrival on-time
  - Attends leadership training
  - Plans strong lesson plans
  - Prepared and organized
  - Manages scholar behavior through the FACE program behavior policy
  - Communicates effectively with the FACE Team, families, and other key stakeholders
  - Effective collaborator and lives out the Valor Commitments
- Has a program continuance plan, from Middle School to High School
- Strong Alignment with the FACE programming vision and well structured
  - Fosters an environment that helps young people develop strong positive relationships with peers



## After-school Programming

### FACE Program Roll Out

There are three phases for the FACE program rollout. The first phase is [program registration](#). The second phase is program promotion and advertisement. The final phase is [program sign-up](#).

#### Program Registration

The FACE program welcomes any idea for a new program. A [FACE New Club Proposal Form](#) must be submitted to and approved by the FACE Director before a program can begin. Each year, every program must express its intent to return for programming for the upcoming school year. For a program to begin at the start of the school year, the program registration must be completed by July 1st..

- **If a parent or guardian, Valor Staff member, organization or student is interested in starting a program, below are the steps to starting a program**
  - Complete the [FACE New Club Proposal](#)
  - The ASPM reviews the proposal and follows up with the potential program leader to discuss any questions or concerns
  - The ASPM meets with DFAE to evaluate the program's proposal
  - The ASPM will contact the potential program leader to inform them of the final decision regarding the program proposal
    - Denial of the request
    - Approval of the request, and the next steps
    - Request for additional information or a revision of the proposal
- **All clubs & programs must have at least 1 adult to serve as program leader. There must be at least 1 adult present during programming.**
  - Program Leader
    - An adult that is present at every meeting and actively participates in all programming activities which may include but is not limited to: reserving space for meetings, after-hours building access, procuring supplies, managing budget, etc.
- **Program Promotion and Advertisement**

Program leaders are responsible for promoting their clubs and recruiting club members. The ASPM will provide support to program leaders as follows:

  - Review ads, fliers, digital signage, etc. and assist program leaders with display and distribution of promotional & recruiting materials
  - Regular updates in weekly principal's updates regarding FACE after school programs
  - Maintain club pages on the FACE website

The ASPM must review all promotional materials prior to distribution. Promotional materials must be submitted **at least 2 weeks prior to the date of intended usage**. Program leaders who do not receive permission from ASPM or DFAE may be subject to club cancellation.

#### Program Sign Up

The FACE program sign-up process starts the first day of school and ends once all programs have reached capacity. All programs are first come first serve and program leaders reserve the right to limit the number of slots club. All clubs must maintain a minimum of 10 members. The ASPM will be the primary point of contact for general sign-up questions.

Updated May 2024

- **How to register for after school program:**

- Parents can sign up for after school programs by visiting [FACE Website](#) or [My School Bucks](#).
- Login or Create an Account: If you already have an account, simply log in. If not, create one by providing your email address, Valor 9-digit student ID number, and credit card details.
- Attach Student to Your Account: Once logged in, attach your student(s) to your account. This allows you to manage their afterschool program registrations.
- Register for Afterschool Programs: Explore the available afterschool programs and register your student(s) for the ones they're interested in. Remember, each program may have its own requirements set by the leader, but inclusivity is encouraged.
- Stay Informed: Keep an eye out for the list of offerings on the [FACE website](#). Additionally, watch for announcements in the first Principal Update of the school year for any important updates or changes.

### **Program Observation**

At Valor, maintaining the highest standards of excellence across all our FACE programs is paramount. Our program leaders are entrusted with the responsibility of delivering top-tier programming that fosters learning and challenges and delights our students. To ensure these standards are met consistently, we have implemented a structured observation process utilizing the [FACE Program Observation Guide](#). Observations must occur during typical programming days, offering an authentic snapshot of the program's everyday performance rather than during special events. Observers, who may include ASC, ASPM, DFAE, or other administrative members of Valor, are tasked with evaluating the level of excellence demonstrated by program leaders in their delivery of programming. This meticulous approach underscores our unwavering dedication to providing students with enriching and rewarding experiences across all our FACE programs.

### **Program Cancellation**

At Valor, our commitment lies in providing our scholars with top-notch FACE program options, prioritizing quality above all else. While we strive to offer diverse programs, we focus on ensuring each one meets our high standards. By introducing the club visits, we aim to bolster support for our programs in every conceivable manner. Nevertheless, should the need arise to suspend or terminate a FACE program or program leader, we have established clear processes to guide our actions. These procedures are designed to uphold our values of transparency, fairness, and accountability, ensuring that any decision made is in the best interest of our scholars and community.

**Program Leader's Decision: When a program leader decides to terminate the program, they must follow the outlined procedure.**

- **Notification Process:**

- The program leader will promptly inform the ASPM of their decision to terminate the program.
- Families will be directly notified of the program termination via email and phone call, providing details on the next steps.
- The ASPM will include a notice about the program termination in the next Principal's Update and on the FACE website.
- Club members will receive direct notification.

- **Refund Procedure:**

- The program leader is responsible for issuing refunds to families.
- Refunds will be prorated based on the number of remaining sessions in the semester.

Updated May 2024

- The ASPM will collaborate to ensure timely processing of all refunds.

**Specific Scenarios:**

- **Valor Staff-Led Program Termination:**
  - The ASPM will directly inform parents/guardians via email, phone calls, or on the FACE website.
  - Valor is obligated to issue refunds to families, prorated based on remaining sessions.
- **Parent, Scholar, or Community-Led Program Termination:**
  - The ASPM will directly inform parents/guardians via email, phone calls, or on the FACE website.
  - The program leader is responsible for issuing prorated refunds, with ASPM support for timely processing.
- **Valor Staff Departure**
  - The ASPM will inform parents/guardians directly.
  - Efforts will be made to find a replacement leader, facilitated by the FACE Director and ASPM.
  - If no replacement is found by the third missed meeting, families will receive designated refunds, and the program will be suspended until further notice.
- **Parent, Scholar, or Community Member Leader Departure:**
  - The ASPM will inform parents/guardians directly.
  - Efforts to find a replacement will be supported by the FACE Director and ASPM.
  - If no replacement is found by the third missed meeting, families will receive designated refunds, and the program will be suspended until further notice.

**Causes for Suspension or Termination include but are not limited to:**

- Multiple complaints about program quality.
- Program leader not meeting professionalism expectations.
- Failing two club visits in a semester.
- Losing over 50% of student participation in a semester.
- Failure to provide financial records.
- Misappropriation of funds.
- Failure to submit daily attendance.
- Inability to secure more than 10 student participants.
- Non-compliance with FACE policies & procedures.

**Behavior Policy**

At Valor, we are committed to fostering safe, productive, and nurturing learning environments for all students. Our approach to achieving this goal centers around implementing the Compass Support Cycle (CSC), a straightforward and intuitive framework. We believe in the CSC's efficacy when consistently applied, as it guides our responses to student behavior in a manner that is both supportive and constructive.

Valor has established clear expectations and behaviors outlined in our Off-Compass Matrix to uphold our standards of conduct. This resource serves as a guide for identifying actions that warrant consequences, ensuring that all students are familiar with the repercussions of their choices. We encourage everyone within our community to review this document thoroughly to promote a shared understanding of our principles and to ensure the fair and equitable application of Off-Compass/Off-Commitment and Re-Commitment consequences across all settings.

Furthermore, we are proud to announce that the FACE Team has collaborated with each CSC Team to provide additional support for students and families outside of regular school hours. This partnership underscores our commitment to holistic student development and reinforces our dedication to meeting the diverse needs of our

community. Together, we strive to create an inclusive and supportive educational environment where every individual has the opportunity to thrive.

### **On-Compass and On-Commitment Systems**

- In our middle school scholars can receive (+2) On-Compass Points for demonstrating any of the following ten Compass Habits: Identity, Joy, Diversity, Curiosity, Kindness, Courage, Determination, Integrity, Balance, and Presence
- In our high school scholars can receive (+2) Commitment-in-Action merits for demonstrating behavior consistent with one of our Valor Commitments

We also emphasize the importance of reinforcing “On-Compass/On-Commitment” behavior and all of our program leaders work to achieve a “positivity ratio” of 4 positives to 1 correction in their program.

### **Off-Compass and Off-Commitment Systems**

#### **ASP-Off Compass Behavior Matrix**

- **Off-Compass Point (-\$2) / Off-Commitment Point (-2)**
  - An Off-Compass Point / Off-Commitment De-merit is a low-level consequence that serves as an early warning/correction
  - Off-Compass points / Off-Commitment demerits fall in three categories
    - Disruption
    - Disrespect
    - Off-Routine
- **Re-Commitment (-\$5/-5)**
  - A Re-Commitment is a non-negotiable consequence that is earned for specific behaviors
  - Re-Commitments are used for mid-level behaviors or in situations where an Off-Compass/Off-Commitment point is not effective

In situations where a Re-Commitment is not effective and/or if a behavior meets the criteria for a larger consequence (see Matrix below), please contact the FACE Director immediately for support as our policy is that a student should not continue in their present setting without getting additional support at that point. If a student receives an ISR or OSR in school he or she is not allowed to come to FACE programming until the ISR or OSR is complete.

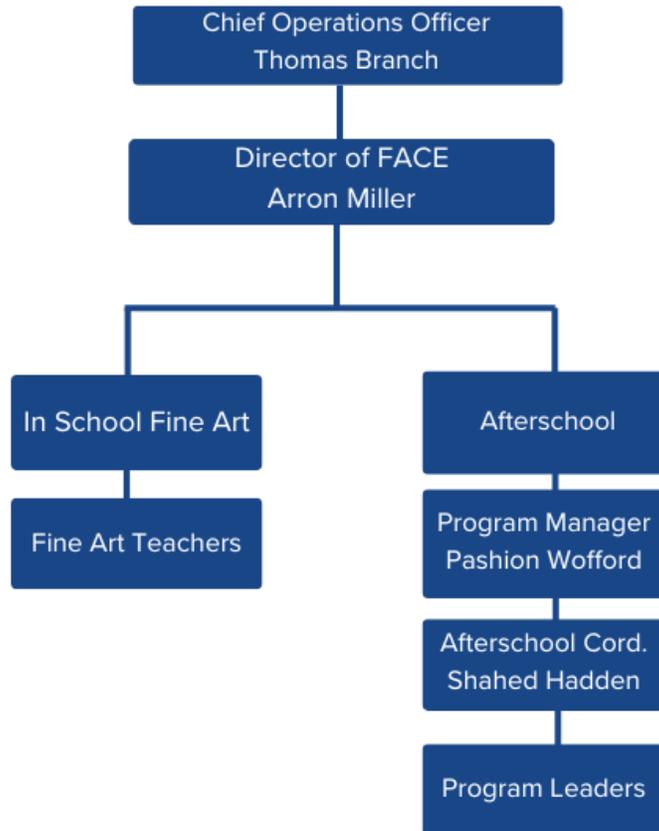
Here is the link to the full “Off-Compass Support Matrix” for [middle school](#) and [high school](#).

The FACE Team will review the use of the Compass/Commitment system to ensure the system is used consistently and equitably and may intervene to rectify inequitable situations.

After- School Arts, Clubs, and Enrichment Program Organization Chart

**Valor Collegiate Academies**  
**Fine Arts, Clubs & Enrichment Department**

615-200-7647  
face@valorcollegiate.org  
www.valorface.com



## Roles and Responsibilities

### Valor Leader & FACE Team

- **Blue Team**

- Ensure that the FACE program's Mission and Vision align with Valor's overall Mission and Vision. To provide support and feedback to the FACE program director, through the Chief Operating Officer.
- Responsibilities
  - At least one member of Blue Team will attend all FACE program Town Hall meetings each quarter
  - The main point of contact for Blue Team is the Chief Operating Officer
    - The COO will directly coach, and support the FACE Program Director
  - Will approve the final annual overall budget for the FACE program
  - Approve, support, and guide all fundraising efforts for the FACE program

### Director of Fine Arts & Enrichment

The Director of Fine Arts & Enrichment is entrusted with the strategic leadership of all FACE programs, ensuring that every Valor scholar from 5th through 12th grade benefits from a rich array of high-quality arts, clubs, and enrichment opportunities. This role encompasses overseeing day-to-day logistics, providing guidance to the ASPM, FACE program leaders, and all program activities, as well as reviewing and making decisions on recommendations for changes in programming or budgets. Additionally, the Director serves as a crucial liaison between the ASPM, ASC, FACE program leaders, and school administration.

Key Responsibilities:

- **After School:**
  - Develop the annual and multi-year strategy for the FACE program.
  - Create a comprehensive arc of the year for the FACE program.
  - Collaborate with the ASPM to make decisions and recommendations to the Blue Team regarding budgetary or high-level program changes.
  - Manage the after-school FACE program annual budget effectively.
  - Devise marketing and promotional strategies for the FACE program.
  - Study and enhance the role of FACE programs across various cultures to boost participation.
  - Ensure diversity and inclusivity in FACE program offerings to meet the needs of the entire student population.
  - Maintain the FACE program playbook, ensuring its relevance, accuracy, and currency.
  - Recruit, select, lead, observe, develop, and regularly meet with current FACE program leaders.
  - Provide leadership development for ASPM.
- **In School:**
  - Oversee, manage, and curate the art and theatre curriculum organization-wide in collaboration with fine arts and enrichment teachers.
  - Coach and manage up to four fine arts teachers.
  - Conduct walk-throughs as directed by the CAO.
  - Develop and implement high-quality professional development for all fine arts and enrichment teachers.

Updated May 2024

- Manage the art and theatre curriculum supplies budget effectively.
- Provide support for art and theatre programs.

This revised version aims to clarify the responsibilities and emphasize the strategic leadership role of the Director of Fine Arts & Enrichment in overseeing the FACE programs while also ensuring alignment with the school's broader goals and objectives.

### **FACE After School Programs Manager (ASPM)**

Collaborate with the FACE Program Director to establish a sustainable strategy for enhancing exposure of the FACE program. Provide support and professional development for the Afterschool Coordinator. Act as a liaison between FACE and the Valor Collegiate Community.

- Responsibilities
  - Oversee all afterschool programming, including the creation of policies and procedures.
  - Support and manage fundraising events for FACE programs.
  - Assist in recruiting new families to afterschool programming.
  - Manage the after school budget effectively.
  - Ensure diversity and inclusivity in FACE program offerings to cater to the needs of the entire student population.
  - Capture and submit images to the FACE Program Director for social media posting.

### **FACE After-School Coordinator (ASC)**

Valor's After-School Coordinator for Fine Arts & Enrichment plays a pivotal role in maintaining organization, safety, and a positive atmosphere during our after-school clubs and programs.

- Responsibilities
  - Supervise late scholars from Flagship & Voyager, managing check-in/out procedures, assisting with parent communication, and ensuring scholars' safety in the lobby until pickup.
  - Assist the After-School Program Manager in setting up daily clubs, which may involve inventory management of Chromebooks, distribution of snacks to program leaders, handling of attendance sheets, and supporting scholars if a program leader is delayed or absent.
  - Aid in the onboarding of new program leaders and contribute to updating the weekly program leader newsletter.
  - Communicate with families regarding after-school enrichment programs, providing necessary information and support.
  - Offer on-campus assistance to families and community organizations to facilitate scholar participation in designated clubs and ensure safe pickup by guardians.
  - Collaborate with District Operations Officers (DOOs) and Principals to address important after-school partner, scholar, or family concerns.
  - Act as the primary on-site staff member for specified Valor events from 4-6 PM.
  - Assist with scholar data entry and management tasks as required.

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## **Schools**

One of the critical stakeholders, in the FACE program, are our schools and the operations team at each school. We want to ensure that the FACE programs, the FACE program leaders, and Valor Schools align on vision and expectations.

- **Roles and Responsibilities**
  - Primary Role of Schools

- To provide support and feedback to the ASPM through the Director of Operation for each campus
  - Handle Escalated Discipline Issues
    - If a behavior or incident requires more than a re-commitment, we will defer to the school where the scholars are enrolled to determine the best course of action
    - If a student receives an ISR or OSR in school, he or she is not allowed to come to FACE programming until the ISR or OSR is complete
  - Facility Support
    - Each school will work with the FACE Director to determine the best facility location for each FACE program
  - **Event Request**
    - Once a program leader fills out an Event Request form the Director of Operations of the school, the leader, requested to host the event will reach out to the program leader to
      - DOO approves the request, and give next steps\*
      - DOO denies the request and explains the reason for denial
      - DOO asks for more information to make a decision

The DOO will reach out to the program leader via email within two weeks of the request being placed.

## **Fiances**

### **Budget**

Funding and budget decisions for FACE programs are made annually, contingent upon need and available funding. The FACE Director collaborates with Valor's leadership to devise a budget, subject to approval by Valor's Board of Directors. Subsequently, upon board approval, the FACE Director disseminates the budget to program leaders for input regarding resource allocation.

In the event of a necessary budget adjustment of \$1000 or more during the fiscal year, the following steps should be adhered to:

- The ASMP communicates the budget adjustment request to the DE&E.
- The DE&E members are allotted up to 72 business hours to provide feedback on the request.
  - If the DE&E approves the request, the ASMP can implement the changes without further steps.
  - If the DE&E declines the request, the FACE team collaborates with the Chief of Operation to make the final decision regarding approval or denial of the request.

## **General Information**

### **FACE Meeting Information**

- FACE program Meeting Structure
  - Club Meeting Times: Dismissal until no later than 6:30 PM
- Annual
  - FACE Community Town Hall
- Club Visits Observations (CV)
  - Every club meeting for the first 2 weeks of programming
  - Afterward, program leaders with a CV score below 2.5 will continue receiving club visits. Program leaders with a CV score at or above 2.5 will have club visits once per quarter unless otherwise determined by ASPM

## **Crisis Response Plan**

Each program leader holds responsibility for the safety and well-being of the children under their care and is expected to maintain a calm demeanor during emergency situations. Scholars should look to their program leader for guidance. Our top priorities in any emergency are ensuring the safety of scholars and maintaining clear communication. The immediate objective is to de-escalate, remove, or defuse threats as they arise. If a threat cannot be mitigated, students should be relocated as necessary. Please adhere to the following protocols in the event of an emergency:

- **Life-threatening or Medical Emergency Protocol:**
  - Immediately dial 911.
  - The person in charge of the front office serves as the primary point of contact.
  - The front office personnel will post the emergency in the network emergency Slack Channel.
  - The front office personnel will notify the Assistant Principal of Student Management (APSM).
  - The APSM will promptly contact FACE/Valor leadership and recommend immediate action steps.
- **Minor Incidents Protocol:**
  - The person managing the front office should be contacted first.
  - The front office personnel will inform the Assistant Principal of Student Management (APSM).
  - The APSM will reach out to or follow up with FACE/Valor leadership and advise on necessary action steps.

## **Valor Diversity, Equity, and Inclusion**

For a lot of our families and scholars, extra-curricular activities are a key part of their experience at Valor. We need to have a thoughtful policy around what we accept as part of a diverse, equitable, and inclusive community so that families and scholars are aware of what options are available to them. This policy articulates our stance towards after-school programs, sports, and the arts at the middle and high school and the content or affiliation of those extracurricular activities. This policy also touches on a scholar's right to free speech/ability to protest through an extra-curricular event or activity (kneeling during sports anthem, etc.).

- **Procedure/Responsibility**
  - School Program
    - Process for starting a religious, affinity, experiential, or politically affiliated group
      - Program leader must submit a [New Club Proposal Form](#) to Arts, Clubs, and Enrichment Department.
      - The Afterschool Program Manager will approve or deny the new club proposal group based on the application and the merits of the proposal.
      - For program proposals that will raise tension in the community, have a cultural effect, or financial costs outside of FACE budget, the team will bring it up to the Valor leadership for the final decision
      - Requirements of the proposal would be
        - Contact information of an adult sponsor of the program
        - Any affiliation to a broader organization
        - Description of program, mission, purpose, and what will take place in the program.
        - How does the program link to FACE's /mission
        - Costs or fees associated with the program

Updated May 2024

- Logistical information (meeting, time, space requirements, and program fees information)
  - Acknowledgment of and agreement to FACE Department policy
  - Acknowledgment of and agreement to uphold Valor's 8 commitments
- The team will evaluate the programs and make decisions on program renewal each year.
- There are several guardrails and constraints that directly impact the decision to approve a program
  - Limited space
  - Limited storage
  - Limited scholarship funds
  - Limited Valor faculty to support
  - We want a diversified portfolio of offerings
  - No scholar transportation provided by Valor
- **Policy Details**
  - School Programs
    - Valor is open to student-created and student-led after-school programs. We ask that these groups be inclusive, and commit to learning from groups different from their own. Valor retains the right to deny any program application. Reasons for denial could be (but are not limited to): a history of hateful speech (speech that attacks a person or group or the basis of attributes such as race, belief, ethnicity, origin, sexual identity, perspective), or action of any affiliated group or broader organization sponsoring the program, or potential for divisiveness in the community.
    - All School-based programs will include applications that must be signed by a family member/caregiver. During the annual FACE Family Form, the program applications will be available for families to complete for their children. In the rare instance when a scholar asks school faculty that their family not be informed, school faculty will alert the Valor leadership team. The Valor leadership team will support scholars and faculty in developing a plan for communicating with family.
    - All middle school programs will take place after dismissal, and may not extend after 6:30 PM on Valor's property without further approval (Dismissal for Middle School is 2:30 PM on Monday and Tuesday thru Friday at 3:25. High school is dismissed on Mondays at 3:00 pm and Tuesday thru Friday at 2:30pm).
    - High school programs can take place before or after school, and the student/faculty-led programs may take place during lunch, with approval from school leadership.
    - All high school programs must fall under one of the following three tiers
      - First Tier: Nationally Recognized
      - Second Tier: Community-Led
      - Third Tier: Student-Led

## Club Arrival and Dismissal Procedures

To ensure the safety of every student, it is critical for every stakeholder who supports transitioning FACE program students to their program, be aligned on transition expectations. Below are the arrival and dismissal procedures for daily programming. If there needs to be a change in the process the FACE Director will notify all stakeholders

- **Arrival Procedure**

- **Middle School**

- Dismissal bell rings

- Time

- 2:30 PM Mondays
- 3:25 PM Tuesday-Friday

- Student Expectations

- Students have all of their belongings
- Students are listening to teachers or staff for instructions
- Scholars should stay in their classroom until their last block teacher dismisses them
- Students should know their afterschool programming schedule

- Teacher Expectations

- Teachers are checking slack to see when to dismiss FACE program students

- Voyager Students will go to the designated area and a Valor staff member will escort the student to Flagship.
- Flagship students will go directly to enrolled afterschool programming.

- Staff Expectations

- Voyager's staff is posted in high traffic areas, monitoring students exiting the building.

- Flagship's staff is posted in high traffic areas, monitoring students entering the building.

- Program Leader Expectations

- Program leaders are to arrive 20 minutes before club starts
- Check in with the front desk
- Grab their snack from the cafeteria
- Proceed to their assigned classroom for FACE programming.

- **High School Dismissal**

- Dismissal bell rings

- 3:00 PM Monday
- 2:30 PM Tuesday - Friday

- Expectations

- Students should know their afterschool programming schedule
- FACE program scholars should go straight to their designated room for afterschool programming.
- No horse playing, and everyone is upholding the Valor commitment of keeping yourself and others safe

- All FACE program scholars should be in their designated location

- Expectations

- Scholars should check-in with the program leader and prepare for programming

Updated May 2024

- Scholars should not leave back out of the room without permission
  - Program Leader Expectations
    - Program leaders are to arrive 30 minutes before school dismissal.
    - Use authorized key card to enter building
    - Check in with the front desk
    - Grab their snacks from the designated location
    - Proceed to their assigned classroom for FACE programming.
- **Dismissal Procedure**
  - At Flagship
    - Time
      - Dismissal times are club specific and are set by the program leader. The time and club details will be posted on the [FACE website](#)
    - Expectations
      - The parents should follow the arrival/dismissal traffic circle at Flagship.
        - Enter the traffic circle from Nolensville Pk onto Bass Ave, and loop around the front of Flagship to pick up students from afterschool programming.
      - Students should exit through the front door of Flagship with the program leader.
      - The program leader will wait for parents to arrive, the parent should sign their scholar out with the program leader using the FACE pick-up log. Remaining students will be brought to the Flagship front office until parents arrive..
      - Program leader will escort student(s) enrolled in Boys & Girls Club to Voyager.
  - At VCP
    - Time
      - Dismissal times are club specific and are set by the program leader. The time will be posted on the [FACE website](#)
    - Expectations
      - The parents should follow the arrival/dismissal traffic circle at VCP/Voyager.
        - Traffic Circle: Enter the traffic circle behind the Voyager campus and loop around the front to pick up your VCP scholar(s)
      - The program leader will escort scholars to the front of VCP.general
      - The program leader will escort scholars to Boys & Girls Club.
- In the event of an emergency or need to pick scholar/s up early please follow the protocols below
- **If parents come before the program ends at Flagship or VCP**
  - Parents should go to the front office of Flagship.
  - The person at the front desk will contact the program leader in the classroom.
  - The program leader will inform the scholar to go to the front office.
  - The parent will meet the scholar in the front office.
- **Boys & Girls Club**
  - At Voyager & VCP
    - Time

- Dismissal - 6:30 PM Monday-Friday
- Expectations
  - The parents should follow the arrival/dismissal traffic circle at VCP/Voyager.
    - Traffic Circle: Enter the traffic circle behind the Voyager campus and loop around the front to pick up your VCP scholar(s)
  - The parents should go to the front office of Voyager.
  - When a parent arrives, the parent should sign their scholar out with the BGC Staff using the BGC sign-out sheet
  - Students should exit through the front door of Voyager with parents
- **YMCA Fun Company**
  - At Flagship
    - Time
      - Dismissal - 6:00 PM Monday-Friday
    - Expectations
      - The parents should follow the arrival/dismissal traffic circle at Flagship.
      - The parents should go to the front office of Flagship.
      - When a parent arrives, the parent should sign their scholar out with the YMCA Staff using the YMCA sign-out process.
      - Students should exit through the front door of Flagship with parents
- In the event of an emergency or need to pick scholar/s up early please follow the protocols below
- **If parents come before the program ends at Flagship or VCP**
  - Parents should go to the front office of Flagship or VCP.
  - The person at the front desk will contact the program leader in the classroom.
  - The program leader will inform the scholar to go to the front office.
  - The parent will meet the scholar in the front office.

### Afterschool Pick-Up Procedures:

#### **Hours of Operation:**

- Middle Schools
  - Mondays: 7:30 am - 2:30 pm
  - Tuesdays to Fridays: 7:30 am - 3:25 pm
- High School
  - Mondays: 7:30 am - 3:30 pm
  - Tuesdays to Fridays: 7:30 am - 2:20 pm

#### **After-School Programming Hours:**

- Middle School
  - Mondays: 2:45 - 6pm depending on the club schedule
  - Tuesdays to Fridays: 3:45- 6pm depending on the club schedule
- High School
  - Mondays: 3:45 -5pm depending on the club schedule
  - Tuesdays to Fridays: 2:45 -5pm depending on the club schedule

#### **Location:**

- Middle School Clubs at Flagship

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- High School Clubs at VCP
- Boys & Girls Club at Voyager.
- YMCA Fun Company at Flagship

#### **Dismissal Protocol:**

- Flagship students will wait outside with the Flagship dismissal team until a FACE/Flagship team member calls for afterschool programming students .
- After Voyager dismissal, a Valor staff member will accompany students from Voyager to Flagship.
- A Boys & Girls Club staff member will escort Flagship students attending Boys & Girls Club to Voyager.
- A YMCA Fun Company staff member will escort Voyager students attending YMCA Fun Company to Flagship.

#### **Student Pickup:**

- Flagship
  - Program leaders at Flagship will escort students to dismissal and wait with students until they are picked up.
  - If a student is not picked up, the program leader will accompany the student to the Flagship front office to a FACE Team member.
  - Once car riders are secure, program leaders will escort Boys & Girls Club students to Voyager.
  - All students must be picked up by a parent/legal guardian or authorized person(s)
- Voyager
  - Students enrolled in Boys & Girls Club should be picked up at Voyager front office.
  - All students must be signed out and picked up by a parent/legal guardian or authorized person(s)
- Valor College Prep
  - Program leader will escort students outside. VCP students are not required to be picked up by a parent/legal guardian or authorized person(s).
  - Students are required to leave campus immediately unless they are participating in an after school event, please review the [FACE Afterschool Event Policy](#).

#### **Late Arrival Notification:**

- Notify the program leader and the FACE Team if you are running late before club dismissal time. Once the student is escorted to the Flagship front office the [FACE After-school Late Pick-up Procedures and Fees](#) policy start accessing. For late pick-up or early after-school programming dismissal, parent/guardian must physically come to the Flagship front office and sign student(s) out.  
**Parents/guardians must present a copy of their Driver's License or comparable identification.**

#### **Safety Measures:**

- The safety and security of students attending after-school programming are paramount.
- Families are urged to have a clear plan for student pick-up every day, with a backup plan for instances of on-time pick-up challenges.
- We are committed to working with families to ensure students' safety and success in after-school programming.

**Note: Please refer to the FACE Website for club-specific end times.**

Program leaders are responsible for their scholars until all of them are picked up by a parent or guardian. If a parent is more than 20 minutes late, the program leader can take the middle scholar to the front office of Flagship, and the student can wait in study hall until their parent or guardian arrives. The parent or guardian is

responsible for covering any fees associated with late pick up policy. High school scholars will wait in front of VCP until their parents or guardian arrives.

### Late Pick-Up Procedures:

#### High School

- Students are required to leave campus immediately after dismissal unless they are participating in FACE or after school events, please review the [FACE Afterschool Event Policy](#).

#### Middle School

- Valor Collegiate Academies operational hours are Mondays 7:30 am - 2:30 pm and Tuesdays-Fridays 7:30 am - 3:25 pm. Parents/legal guardians or authorized persons must pick up all children by 2:40 pm on Mondays and 3:35 pm Tuesday-Fridays.
- If running late, contact the FACE Team prior to dismissal time or as soon as possible.
- Late pick-up or early after-school programming dismissal requires a physical sign-out at the Flagship front office, presenting a **Driver's License or comparable identification**.
- Student-drivers must present a written note from a parent/guardian for early dismissal or late pick-up approval. Email permission should be sent before 1:00 pm, including necessary details.
- After dismissal for late pick-up or after-school programming, students must not return to campus unless specified in an excuse note for a Valor Collegiate Academies event.
- If a parent has not picked up a student by the designated time, the FACE Team will follow a contact protocol, including attempts to reach emergency contacts until 2:50 pm on Mondays and 3:40 pm Tuesday-Friday.

### **Late Pick-Up Procedures and Fees:**

- Parent/legal guardians will receive three formal warnings before incurring late pick-up fees (two verbal and one written).
- Late fees will be charged as follows:
  - First 5 mins: \$10.00 automatic late fee
  - After first 5 mins: \$1.00 per minute late fee
    - **Example #1:** If a student is picked up two minutes late (3:37) on a Tuesday, it is a flat \$10.00. (Same policy goes for after 2:42 on Mondays).
    - **Example #2:** If a student is picked up at 3:54 on Friday, the charge is \$10.00 for the first 5 minutes and then \$9 for the additional 9 minutes. Total fee charge would be \$19. (Same policy goes for Mondays).
    - After the **3 formal warnings** are given, there will be a no exceptions policy for fees. If a parent/guardian/authorized pick up person is late for whatever reason (ex. Early dismissal, Flat tire, heavy traffic, weather conditions, etc.) a late charge will be issued. A "no exceptions" policy at that point allows us to apply the late policy to everyone consistently and fairly.
- Late fees are non-negotiable after the three formal warnings and will be added to the students account.

### **Club Late Pick-Up Procedures and Fees:**

- Similar to regular late pick-up, the FACE Team will follow a contact protocol if a parent has not picked up a student once club has ended.
- Parent/legal guardians will receive three formal warnings before incurring late pick-up fees (two verbal and one written). Fees will apply based on the club dismissal times and will be added to the students account.

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**Late Fee Payment:**

- All late fees must be paid before the end of each quarter. Failure to pay may result in consequences such as withholding participation in field trips, report cards, diplomas, certificates, or transcripts.

**Communication and Assistance:**

- Safety and security are paramount at Valor Collegiate Academies. Families are encouraged to have clear pick-up plans and backup options for challenging days.

**FACE Program Dashboard/Attendance Tracker**

Valor prioritizes data-driven decision-making to continuously improve the effectiveness of our programming, striving for excellence. A key component of this approach is the utilization of student data within the FACE program dashboard and tracker. This tool is instrumental in evaluating the overall effectiveness of the FACE program and assessing the leadership of the FACE Director.

- The data we track includes but is not limited to:
  - Scholar Attendance
  - Scholar Grades
  - Demographics
  - Scholar Behavior
  - Program Participation
  - 504, IEP, & Accommodation

**Frequently Asked Questions (FAQ)**

- **Does the FACE program provide scholarships?**

Yes, Valor offers a limited number of scholarships to students. A student must qualify for Free or Reduced Lunch to be eligible for a FACE program scholarship. These scholarships can be applied to the Boys & Girls Club application membership fee. Families seeking aid should contact the program's leader or FACE coordinator. Students are limited to receiving two scholarships per school year, and scholarship availability is subject to budget constraints as FACE operates within a limited scholarship budget.

- **Can I turn in FACE program fees to my scholar's pride leader, program leader or the front office?**

payments for FACE programs or program-related items must be submitted on My School Bucks. Pride leaders will not accept program fees. Students may pay the fee at the front office.

- **What do I do to schedule an after-school field trip?**

Submit a [FACE Afterschool Field Trip Proposal Form](#), at least 10 weeks prior to the field trip. Email the ASPM that you have submitted the form and a list of scholars scheduled to attend.

- **How do we send flyers home with scholars?**

For efficient distribution, all materials intended for families should be submitted to the ASPM for approval. If you require flyers to be translated, please submit them for translation at least 3 weeks before the intended distribution.

- **Can my scholar stay after-school if not enrolled in a FACE program?**

No, Valor does not offer aftercare for scholars who are not enrolled in a FACE program. Families facing challenges with scholar pickup during normal dismissal times may consider joining the Boys and Girls Club. Failure to pick up your scholar on time may result in late scholar pick up fees. Parents or guardians are responsible for knowing the following:

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- [FACE Afterschool Pick-up Procedures](#)
- [FACE After-school Late Pick-up Procedures and Fees](#)
- [Inclement Weather Policy](#)
- [Afterschool Event Policy](#)

- **What if someone has an idea for a program, but they don't want to start it?**

YOu can submit the [\(New Club Proposal Form\)](#) and send an email to the FACE Team

- **Where can I find a list of the programs offered?**

Visit the [FACE Website](#) will route you to the middle and high school page with a list of programs.

- **Who do I reach out to for more information about the FACE program and its offerings?**

Fine Arts, Clubs, & Enrichment Department by phone at 615-200-7647 or [face@valorcollegiate.org](mailto:face@valorcollegiate.org).