

# Welcome to Victory Collegiate Academy



## 2023-2024 Student Handbook

Principal - Ms. Caitlin Sims  
Dean of Students - Ms. Tina Hill

Front Office (623) 810 - 9781

[frontoffice@victorycollegiateacademy.com](mailto:frontoffice@victorycollegiateacademy.com)

## Mission Statement

Victory Collegiate Academy provides all students, from all backgrounds, access to a rich, educational “Healthy Body, Healthy Mind, Whole Child” experience that will prepare each of our students for college, career, and life success.

## Vision Statement

Be VICTORIOUS in everything we do.

## Core Values

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TEAM

Win

Whatever it takes

No excuses

100% Everyday

## Administration

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Executive Director - Nick Schuerman

Assistant Director- Krystal Lowe

Principal - Caitlin Sims

Dean of Students - Tina Hill

### OFFICE

3535 N. 63<sup>rd</sup> Ave

Phoenix, AZ 85033

623-810-9781

### VICTORY COLLEGIATE ACADEMY SCHOOL HOURS

Monday - Thursday 7:30 AM – 3:30 PM

Friday at 7:30 AM – 12:30 PM

## Victory Collegiate School Board

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Cheryl McNeill-Chairman of the Board

Brad Lindsay-Vice Chairman of the Board

Scott Kies-Treasurer of the Board

Joe Garcia- Board Member

Nick Schuerman- Executive Member

# VICTORY COLLEGIATE ACADEMY

CHARACTER • ACADEMICS • NUTRITION • EXERCISE • SOCIAL & EMOTIONAL

3535 N. 63rd. Ave. Phoenix, AZ 85033

Office: (623) 810-9781

[victorycollegiateacademy.com](http://victorycollegiateacademy.com)

[info@collegiateacademy.com](mailto:info@collegiateacademy.com)



VCA Families,

Welcome to an exciting start to our very successful 2023-2024 school year! During our journey this year we will be ensuring Victory Collegiate Academy is a safe community, we commit ourselves to providing a high quality academically rigorous education for our scholars, and ensuring we truly place our mission at the front of every decision.

## **“Healthy Body. Healthy Mind. Whole Child.”**

Obtaining our goals will be inevitable because our scholars are committed to critical thinking and understanding their data for success, assuming understanding of our 10 pillars of character, and serving as advocates for themselves and their community with our social emotional learning. Our community of educators, scholars, and families will work collaboratively to ensure every child succeed as a whole child.

With your support your child(ren) will receive the best possible education. Our staff is grateful to have the privilege of educating your child(ren). We strive to challenge each student by providing a well-rounded education with our whole child approach to learning. In our efforts to ensure a smooth start to a successful year, we have prepared this packet of pertinent information. Please review enclosed documents and complete necessary information.

We sincerely thank you for entrusting us with your child(ren)'s education. You have chosen a school that genuinely believes in making a difference in the lives of our students. Victory Collegiate Academy is a community working to build strong, meaningful relationships that support student growth. To do this it is imperative that we have the most current and frequently monitored email address, phone number, and your connection on Class Tag to ensure open communication with our families.

If you have any questions, please feel free to contact me at [csims@victorycollegiateacademy.com](mailto:csims@victorycollegiateacademy.com) .

For the Kids,

Caitlin Sims, Principal

TEACHING THE WHOLE CHILD

# VICTORY COLLEGIATE ACADEMY

CHARACTER • ACADEMICS • NUTRITION • EXERCISE • SOCIAL & EMOTIONAL

3535 N. 63rd. Ave. Phoenix, AZ 85033

Office: (623) 810-9781



Dear K-3 Parents & Guardians,

In Victory Collegiate Academy, our focus is on providing the best high-quality reading instruction to all students each day. Through a process called Multi-Tiered System of Supports (MTSS), all kindergarten through third grade students are screened for reading difficulties and/or characteristics consistent with dyslexia in the fall, winter, and spring using MClass & iReady. This literacy universal screening process is a brief assessment administered to all K-3 students to inform teachers of students who are on track and students who may need more targeted intervention. This screening does *not diagnose* for reading disabilities, nor dyslexia.

Per the universal screener, students who are not on benchmark are administered a deeper diagnostic assessment. This diagnostic information provides teachers and specialists with the specific skills needed to target in intervention and those interventions are started immediately, working to close the gaps. This diagnostic assessment does not diagnose for reading disabilities, nor dyslexia. A change in intervention curriculum, group size, level of intensity, frequency, and/or duration may be needed. More intensive time, duration, and frequency in intervention may be needed and can take place with the classroom teacher or a specialist, such as a reading interventionist. This is considered intensive Tier 3 intervention. The progress of all students receiving intervention is closely and frequently checked. Parents are essential to this entire process. Following the Universal Literacy and Dyslexia Screener, and diagnostic assessments, you will be notified if your child is not at grade level.

Arizona's Move On When Reading (MOWR) legislation places great importance on this process beginning in kindergarten. This ensure all students remain on track to be reading at grade level by the end of 3rd grade. Arizona Revised Statute §15-701 states that if a student scores below the cut score on the reading portion of the 3rd grade statewide exam, he/she will not be promoted to 4th grade until the student makes sufficient progress in reading proficiency. It is understood that each child is unique, therefore exemptions have been established for students to be promoted to 4th grade. Those exemptions are available at [www.azed.gov/mowr](http://www.azed.gov/mowr).

A variety of factors, in and outside of school, can influence a child's educational path and progress. It is important for parents to share in the educational journey, through constant communication and involvement. We encourage you to continue to highlight and celebrate your child's strengths and share difficulties if they occur. If you have any questions, please feel free to contact me at [csims@victorycollegiateacademy.com](mailto:csims@victorycollegiateacademy.com). We look forward to a successful school year.

For the Kids,

Caitlin Sims, Principal

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## ● GENERAL POLICIES & PROCEDURES

### **Attendance Policy**

#### **Attendance**

Victory Collegiate Academy believes that academic excellence is achieved first and foremost by students being regular in attendance and being on time. These are two important factors that foster a positive attitude toward school.

#### **Legal Requirement**

Arizona law requires that students between the ages of six and sixteen years of age must attend school every day (A.R.S. § 15-802A).

#### **Absence**

Students are expected to be at school every day. It is very important that the school is notified as soon as possible if a student will be absent or tardy. This can be accomplished by placing a telephone call to Victory Collegiate Academy and notifying them of your child's absence. An early call to the school will save time and help protect your child. If the school is not notified early in the morning, a call is made to see if the child has been delayed while coming to school or if he/she is ill. Absences are classified as excused, unexcused or unverified.

#### **Excused Absences**

Excused absences are further defined under subsequent heading "extenuating circumstances" and acceptable documentation. For absences to qualify as excused, the parent or legal guardian must provide acceptable documentation.

#### **Unexcused Absences**

Unexcused absences are those absences that do not qualify under "extenuating circumstances" or are not supported by "acceptable documentation".

#### **Unverified Absences**

Unverified absences are those absences that have not been verified or confirmed by a parent.

#### **Tardiness**

If a student is late for arrival to school, he/she must report to the office before going to the classroom. The student will be given a pass to take to the classroom teacher. If the student has continuous tardiness parents will be notified, and the student may be required to make time up during lunch, recess, or after school hours.

#### **Truancy and the Law**

The truancy laws are based on the Maricopa County Diversion Program, Court Unified Truancy Suppression (C.U.T.S.) program. Arizona State Law mandates that every child between the ages of six (6) and sixteen (16) attend school on a daily basis unless physically ill or other extenuating circumstances exist.

#### **Court Unified Truancy Suppression Program (C.U.T.S)**

Victory Collegiate Academy participates in the C.U.T.S. program. When a student has eighteen (18) absences the parent, legal guardian or student is in violation of the statute. The student may be cited through the C.U.T.S. Program and referred to the juvenile court. The parent or legal guardian may also be criminally cited and is subject to prosecution. If convicted, the parent, or legal guardian could be fined or incarcerated. The procedural details can be found on the State of Arizona website: <https://www.superiorcourt.maricopa.gov/juvenileprobation/index.asp>.

### **Truancy- Parent Notification**

At the start of the school year a letter is sent home to notify parents of the truancy program. When a student becomes flagged for attendance concerns the parent/guardian will receive communication as follows.

1. Accrued five (5) absences a letter of truancy notification is sent to the parent or legal guardian.
2. Accrued seven (7) absences a letter of truancy notification is sent to the parent or legal guardian with details of attendance contract as next step.
3. Accrued ten (10) absences a letter of truancy notification is sent to the parent or legal guardian and attendance contract is developed with in person meeting.
4. Accrued fifteen (15) absences a letter of truancy notification is sent to the parent or legal guardian with breach of attendance contract truancy meeting with truancy officer/SRO in person required.
5. Accrued eighteen (18) absences a letter of truancy notification is sent to the parent or legal guardian with breach of attendance contract referred to C.U.T.S. program.

### **Extenuating Circumstances**

Extenuating circumstances include:

1. Death in the family
2. Chronic illness
3. Surgery
4. Contagious illness (pink eye, strep throat, mononucleosis, etc.)
5. A car accident

*Extenuating circumstances must be accompanied by acceptable documentation.*

### **Acceptable Documentation**

Acceptable documentation can be in the form of:

- Chronic illness form completed by a doctor at the beginning of the school year. Only absences pertaining to that chronic illness will be excused.
- Airline tickets or parent letter (death in the family)  
A copy of an accident report
- Physician's note

### **Make-Up Work**

It is the student's responsibility to ensure that all work is requested and made up when he or she returns to school from any absence. Students will have the amount of time equivalent to the number of days absent to complete and turn in his or her assignments.



### **School Hours and Drop-Off/Pick up Procedures**

Students should not be on campus until 7:30 AM, unless enrolled in before care as supervision is not available. Students should be picked up from school promptly once school is dismissed. If a parent or an authorized person does not arrive 15 minutes past dismissal, staff will assume an emergency exists and will begin to call emergency contacts of the student(s). If no emergency contacts are accessible within one hour past the designated pick-up time staff may contact the local police department who will pick up the child. If late pick-ups continue on multiple occasions, we will be forced to call Child Protective Services. School employees are not available to watch your child after school is dismissed. Victory Collegiate Academy reserves the right to charge \$5.00 per minute, per child, for students who are picked up more than 20 minutes past dismissal (First occurrence will be a warning, all other instances will incur the \$5.00/per minute, per child fee).

Monday – Thursday dismissal is 3:30pm (Starting at 3:51pm and on will incur \$5.00/minute)

Friday dismissal is 12:30pm (Starting at 12:51 pm and on will incur \$5.00/minute – includes early release days). School is in session Monday through Friday of each week, unless holidays, conference days or training days have been pre-scheduled.

### **Release of Students from School**

Class time is important, so doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time, such as Friday afternoons. A student will not be released from school at times other than at the end of the school day unless the campus sign-out procedures are followed. They will be released only to those individuals who are listed on the student's permission to pick up the form. However, students may be released at a predetermined time on specified days according to a parent signed release form.

All students that are being picked up early must be picked up before 3:00 Monday - Thursdays and before 12:00 P.M. on Fridays. We will not release any student from the office after these times.

A student who becomes ill during the school day should, with the Teacher's permission, report to the Office. The Office Assistant will decide whether or not the student should be sent home and will notify the student's parents.

### **Parent Contact Information**

It is imperative that all parent contact information be current at our office. This information includes: changes in address, email, home, and work phone numbers as well as additions or changes in persons authorized to pick students up from school. Accurate parent contact information is important in the event that a child becomes ill or an emergency occurs and the school must contact the parent immediately.



### **Parent Involvement**

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school; a partnership that thrives on communication. Your involvement in this partnership should include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all classwork assignments and special projects. Be sure your child comes to school each day prepared, rested and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs. Discuss with the Principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact Teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a Teacher, Counselor or Principal, please contact the school office for an appointment. A Teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Attending school board meetings regularly to learn more about school operations.

## **Volunteers**

School volunteers contribute valuable hours to enhance the education of students at Victory Collegiate Academy. Volunteers serve as assistants in the classrooms, in the office, on the playground, with fundraising and other areas as needed. Some volunteers serve as tutors and classroom speakers or assist with various special projects or events throughout the school year. School volunteers are essential to a successful school. If you are interested in volunteering, please contact the school office. Your time is greatly appreciated.

### ● ○ **Visitors to the School**

Parents and others are welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office, sign in and receive a visitor badge. Visits to individual classrooms during instructional time are permitted only with approval of the Principal as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Prior to leaving the school grounds, visitors must return the visitor badge to the school office and sign out.

### ○ **Class Celebrations**

At Victory Collegiate Academy we love celebrating your child's birthday and want to set aside time at the end of the day to celebrate this special day. These celebrations will take place with your child's classmates and their teacher. All Birthday Celebrations MUST be arranged with the classroom teacher first. VCA does not allow any family members or visitors in the classroom during this time. Only store bought cupcakes and cookies are allowed. Thank you for your cooperation and we look forward to celebrating your child's Birthday and making their day special

The following items are not permitted during your child's Birthday celebration:

- Balloons
- Confetti
- Gifts for other students
- Party Bags
- Gifts for Birthday boy / Birthday girl
- Baked goods

### ○ **Withdrawing from School**

A student under the age of 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal procedures checklist and a withdrawal form (which may be obtained by the parent from the school office) must be filled out and signed by the parent/guardian. Enrollment at another Arizona Public School is contingent on completion of this form. Students will be billed for any school property (i.e. library books) that is not returned upon withdrawal from Victory Collegiate Academy.



### ○ **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights.

### ○ **Dress and Grooming**

All students enrolled in Victory Collegiate Academy are expected to abide by the approved dress code while on campus and while attending off campus school sponsored activities including field trips, parties, and sporting events. School uniforms should be modest, neat, clean, and in good repair.

- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education and recess.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No hats may be worn inside school buildings by students, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.
- Obscene language or symbols, or symbols of drugs, sex, alcohol or tobacco on clothing are expressly prohibited.
- Only a VCA sweatshirt can be worn to school. Any sweatshirt or long sleeves can be worn underneath a VCA t-shirt. Zip up jackets are not permitted.
- In congruence with our amazing partnership with Grand Canyon University (GCU) and to help promote going to college, students are also allowed to wear purple GCU shirts or sweatshirts as part of their "school uniform".

### ○ **Uniform Code**

Uniforms are to be worn Monday-Friday. T-shirts can be purchased at the front office for \$10.00 each. Blue, green, white, pink and gray colors are available. Students have the option of pants, jeans, shorts, or skirts. Shorts and skirts must be no shorter than four inches above the knee cap. Students are eligible for dress down Fridays by bringing in a \$1.00. Students must follow the general dress code rules.

### ○ **Report Cards**

Students are issued a report card outlining their academic progress, conduct, and attendance each semester. Students' progress, usually updated weekly, will be available online via Parent Portal on the school website: [www.victorycollegiateacademy.com](http://www.victorycollegiateacademy.com). Semester Report Cards are sent home directly with students or mailed.

### ○ **Promotion and Retention**

Promotion from year to year will be based upon standards for each core subject area as established by the state. The standards that students must achieve in reading, written communication, and mathematics for promotion to the next grade are identified in the course of study.

Attendance of at least 90% of the total number of days that school is in session (no more than 10 days absent per semester) is required for promotion unless waived by the Principal in conference with the student's Teacher, and parents or guardians.

In addition to these standards, test scores, grades, Teacher/Principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, individual consideration will be taken into account, and the decision will be made only after a careful study of facts relating to phases of the child's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place the student in the school program where he or she will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan.

Retention is considered when it is in the student's best interest, and is viewed not as a punitive measure, but as an enhanced opportunity to meet ultimate graduation requirements.

Pursuant to Arizona Revised Statutes, a parent may appeal to the School Board for reconsideration on any placement decision.

Limited English Proficiency Students: The decision to promote or retain will be based on the student's academic skills, and not upon English language proficiency alone.

#### o **Assessment and Measurement**

To gauge student learning it is necessary to assess and evaluate student performance. Victory Collegiate Academy uses a variety of diagnostic tests, formative assessments, and summative evaluative tests to determine student progress and achievement. Included in our annual snapshots of student performance is the AASA assessment testing protocol which measures our students progress across the state of Arizona and is capable of providing national comparison of your child's progress.

#### **Student or Parent Complaints and Concerns**

If a conflict arises between a student and a Teacher, or if a parent or guardian has a complaint, the issue should be resolved as soon as possible. Parents or guardians are encouraged to set up a conference time with the Teacher and express their concern directly. In most cases, a misunderstanding exists and the conference will settle the issue to everyone's satisfaction. However, if this does not solve the problem, a conference should be requested with the Principal.

#### **Electronic Devices**

Students are not permitted to possess such items as laptops, PDAs, pagers, radios, CD players, tape recorders, MP3 players, camcorders, DVD players, cameras, gaming systems, or any other electronic devices at school, unless prior permission has been obtained from the Principal and/or Teacher. If these devices are visible/evident, they will be confiscated, turned in to the office, and returned only to legal parents and/or guardians.

Cell phones may be in a student's possession at school; however, the phone must be turned off during class hours. Teachers may at their discretion collect all cell phones while students are in their classroom. If a student uses a cell phone during class hours for text messaging or phone calls, the Teacher may confiscate the cell phone and turn it into the office. The cell phone will only be returned to the legal parents and/or guardian of the student.

Students choosing to bring electronic devices, including cell phones, to school do so at the risk of confiscation, theft, or damage; Victory Collegiate Academy is not responsible for the security of personal possessions, whether in the student's possession or in the school's possession.

### ○ **Student Fees**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own personal supplies such as but not limited to, pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Fees to participate in clubs, athletic teams or student organizations.
- Admission fees to field trips and extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.

### ○ **School Fundraising**

○ Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. All fundraising activities must have prior approval from the school Principal.

## ○ **SCHOOL FACILITIES**

### **C.**

#### **D. Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the Teacher or Sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

#### **E. Conduct Before and After School**

Teachers and Administrators have full authority over student conduct at, before or after-school activities on school premises and at school-sponsored events off school premises, such as play rehearsal, club meetings, athletic practice and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct.

#### **F. Pest Control Information**

The school periodically applies pesticides inside buildings. Except in an emergency, notices will be posted 48 hours before application.

#### **G. Vandalism**

To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

#### **H. Emergency Drills**

I. Victory Collegiate Academy will practice the following emergency response drills with students and staff during the school year.

1. Fire Drill (One per month)
2. Bus Evacuation (Two per Year)
3. Lockdown (Two per year, minimum)

An emergency drill is signaled by a loud, continuous sound and/or specific directions given over the public-address system. Fire drills are held monthly to teach students the safest, quickest route from school building. Whenever a class leaves a room for any emergency, students stay with their teachers until they hear the signal that means “time to return”.

#### **J. Safety**

Student safety on campus and at school-related events is a high priority of Victory Collegiate Academy. Although the school has implemented safety procedures, the cooperation of students (and families) is essential to ensure school safety.

A student should:

- Avoid conduct that is likely to put the student or other students at risk for injury.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, Teachers or Bus Drivers.
- Remain alert to and promptly report to a Teacher or Principal any safety hazards such as intruders on campus and/or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of Teachers, Bus/Van Drivers and other Network employees who are overseeing the welfare of students.

Families & Community Member should:

- Avoid conduct that is likely to put the student or other school personnel at risk for injury.
- Wait for communication from the campus liaison on pick up locations.
- Please refrain from calling, messaging, or coming to the campus during an emergency situation.
- Please respect the procedures and requests by the safety team to ensure all individuals are safe and accounted for.

#### **K. Music**

L. Music played at Victory Collegiate Academy must adhere to the school’s educational mission. All music played during any school function must be school appropriate. The music played at dances and sporting events must not be vulgar, offensive, obscene or libelous; demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or promote alcohol, drug use or violence.

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○ **Distribution of Published Materials or Documents**

**M.**

**N. School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the Principal. Such items may include school posters, school newspapers/newsletters, school yearbook, brochures, murals, etc. All school publications are to be under the supervision of a Teacher or the Principal.

**O. Student Non-School Materials**

Unless a student obtains specific prior approval from the Principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

**P.**

**Q.**

**R. Non-Student, Non-School Materials**

S. Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the school or by an affiliated school-support organization will not be sold, circulated, distributed, or posted on any school premises by any school employee or by persons or groups not associated with the school, except by permission from the Principal. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Principal or Designee for specific prior review. The Principal will approve or reject the materials within two school days of the time the materials are received.

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**Health**

**Administration of Medication**

In order to receive medication at school, the following policy will apply:

- Parent/guardian will bring the student’s medication to the office. Parent/guardian will pick up the student’s medication from the office.
- A permission form supplied by Victory Collegiate Academy must be completed by the parent/guardian.
- Medications (prescription or non-prescription) may not be transported on school buses.

**Administration of Medication Prescribed by a Physician**

Medication must be delivered by the designated person in the prescription container as prepared by the pharmacist. The school personnel must document the number of pills upon receipt.

- The prescription label must bear the student's name, current date, and name of medication, dosage and time to be given. This time cannot be adjusted per parent request. Inhalers and epi pens must be properly labeled as well, or they cannot be administered. Expired medication cannot be administered.
- Please ask your pharmacist to provide you with three containers: one for home, one for school, and one for a single dose on field trips.
- It is recommended that no more than a 30-day supply is maintained at school.
- With parent/guardian written consent, the school may consult with the physician regarding medication or immunizations.

#### **Administration of Non-Prescription Medications**

- Medication must be delivered to the office in the original (unopened) container as packaged by the manufacturer and labeled with the student's name.
- Dosage must be in keeping with the manufacturer's recommendations as printed on the label.

#### **Communicable Diseases**

The control of communicable diseases during the school year is a difficult problem. Please keep your child at home if he/she shows any of the following signs of illness:

- Temperature higher than 100 degrees
- Runny nose with discolored nasal drainage
- Severe coughing
- Severe sore throat
- Rash with a fever, or that follows a fever
- Nausea/vomiting/diarrhea
- Red, watery eyes
- Swelling of face/glands

Please keep your child at home for the full 24 hours following a fever, vomiting, or diarrhea without the use of medications to control symptoms. If you feel your child is well enough to return to school the day following a fever, vomiting or diarrhea, please see the office assistant before your child reports to class to make sure your child is well enough to attend school.

#### **Head Lice, Bed Bugs and Other Parasites**

Head lice, bed bugs, scabies, and other parasites are easily transmitted from one person to another. It has nothing to do with personal hygiene, anyone can become infested. That is why students infested with live lice bugs, bed bugs, scabies or other parasites will not be allowed to return to school unless treatment has been received and live bugs are gone. Upon completion of treatment, the office assistant will evaluate the student to make sure they can return to the classroom.

#### **Early Dismissal of Students Due to Illness or Injury**

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents/legal guardians or their designee will be contacted. Parents will be called in the event of any serious accident or illness. For safety, students are not allowed to walk home during the school day. A parent, legal guardian or authorized emergency contact must sign them out of school.

#### **Emergency Information Update**

Each school year, you will be asked to complete an emergency update for each child in your family. You are asked to provide school personnel with current information so that you can be reached in the event

of an illness/injury. Please let school personnel know how and where to reach you during school hours. Keep school personnel informed of any changes in this information during the school year.

#### o **Immunizations**

In order for any child to be enrolled at school, state law requires that our school office receive proof of immunization from the parent or guardian. Documentary proof is not required for a student to be admitted to school if one of the following occurs:

- The parent or guardian of the student submits a signed statement to the school Administrator stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of non-immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the student.
- The school Administrator receives written certification signed by the parent or guardian and by a physician, which states that one or more of the required immunizations may be detrimental to the student's health and which indicates the specific nature and probable duration of the medical condition or circumstance which precludes immunization.

In the event of an outbreak of a “vaccine preventable” disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. The Department of Health Services or Local Health Department shall transmit notice of this determination to the school Administrator responsible for the exclusion of the student(s).

#### **VCA COVID Mitigation Plan**

- Due to CDC guidelines changing often we will post updated plans on our website according to state legislation.

## **Special Instructional Programs**

### **Individuals with Disabilities Education Act-IDEA**

#### **Child Find**

Victory Collegiate Academy, on an annual basis, creates public awareness of special education opportunities and advises parents of the rights of children with disabilities. Through Child Find, the Victory Collegiate Academy attempts to locate, identify, and evaluate preschool-12th grade students residing within the boundaries who are suspected as having a disability. This includes children who are homeless, migrant children/highly mobile, and children who are wards of the state. K-12 students attending non-profit private/parochial schools located within the boundaries or who are home schooled and in need of special education and related services are also included in the Child Find efforts. Victory Collegiate Academy will ensure that staff and the general public are informed of:

- The availability of special education services;
- Student rights to a free appropriate public education;
- Confidentiality protections; and
- The special education referral process.

#### **Multidisciplinary Evaluation Process**

The evaluation process identifies the presence of possible educational disabilities and evaluates the impact of the disability on learning. A multidisciplinary team is formed to review the existing information for the student's functional and academic performance. At the end of this review, the team determines if

additional data is needed for educational decision making. Assessments are completed within 60 calendar days of a parent's informed written consent. The multidisciplinary team will review existing and new information from evaluation to determine if the student meets the criteria as a student with an educational disability and shows the need for specially designed services.

### **Individualized Education Plan (IEP)**

The Individualized Education Plan (IEP) is both a process and a written document whereby teams develop a written plan for a student with disabilities, monitor the student's educational progress, and make needed changes in the student's program as circumstances change. An IEP must be based on the individual needs of the student, must enable the student to receive educational benefit, and must meet state educational standards.

### **Section 504 of the Rehabilitation Act 1973**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability. Section 504 requires the provision of appropriate educational services: services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. Essentially Section 504 was designed to "level the playing field," to ensure full participation by individuals with disabilities.

To qualify under Section 504 a student must:

- Be determined to have a physical or mental impairment that substantially limits one or more major life activities including learning and behavior.
- Have a record of having such an impairment or;
- Be regarded as having such impairment.

Section 504 ensures that a qualified child with a disability has equal access to education. The child may receive appropriate accommodations and modifications tailored to the child's individual needs. During the process of determining evaluation, eligibility, or the implementation of your student's Section 504 Plan. Victory Collegiate Academy complies with Section 504 regulations and no discrimination on the basis of disability is permitted.

## **Family Education Rights and Privacy Act (FERPA)**

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education notify annually each state educational agency and each local educational agency of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). The general requirements placed on each local educational agency by law are required to notify parents and students of their rights.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The administration will



make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school administration and clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without parent consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Victory Collegiate Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## Transportation

### Personal Modes of Transportation Safety

- Students are encouraged to wear a helmet.
- Cross only at marked crosswalks. Ride single never double. Observe all traffic rules.
- Use a chain and padlock while at school. A bike, skateboard, scooter, etc. brought to school is the sole responsibility of the owner.
- Victory Collegiate Academy is not responsible for items stolen from campus.

### Bus and Other School Vehicles Safety

In an effort to increase the safety and welfare of students that ride the Victory Collegiate Academy buses to and from school, the following rules and procedures have been implemented.

Victory Collegiate Academy is genuinely concerned with the safety of all children and drivers while riding in the school bus. We feel there is a shared responsibility between all segments of the community, but especially, student and driver. The bus rules are:

1. Follow directions immediately when asked.
2. Stay in your seat.

3. Keep all parts of your body inside the bus.
4. Talk quietly and keep hands to yourself.
5. No eating, drinking, or unlawful substances. Water is allowed.
6. No profane language.
7. No child will be allowed to board a bus, other than their assigned bus.

### **Cameras on Buses**

Victory Collegiate Academy approves the use of video cameras on the school buses and in non-classroom areas of campus for the primary purpose of enhancing the safety of our students and staff. Parents/guardians shall be notified once a year by Victory Collegiate Academy that video cameras are in use.

The video cameras on buses will help reduce disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for students. Transportation department administration, bus drivers, bus assistants, principals and other school administration may view the video in an effort to document an incident and to determine who may or may not be involved.

The cameras are not to be tampered with in any way which may include, intentionally damaging/vandalizing, repositioning or any form of theft related to the camera system. Any individual found in violation of this standard will be subject to disciplinary consequences as outlined in the Discipline Code.

State law forbids the following items to be brought onto the bus: dangerous items/weapons, glass, animals, insects, drugs, prescription drugs, alcohol or tobacco. The right to ride a school bus to and from school is a privilege. Failure to follow school bus rules and laws governing school buses may result in students losing this privilege. It is the parent's responsibility to transport the student to and from school if the student loses bus privileges.

### **Bus & Other School Vehicles Consequences:**

#### **First Offense:**

Warning, student/driver conference, and possible seat assignment.

#### **Second Offense:**

Assigned seating, conference with the driver, and written referral to the principal. This referral is to advise the principal and parents of the incident.

#### **Third Offense:**

Referral to the principal and one-week suspension from the bus.

#### **Fourth Offense:**

Referral to the principal and one semester or one-year suspension from the bus

### **Severe Violations Consequences:**

The consequence for severe violations is a direct referral. No warning will be issued. Severe violations include, but are not limited to, disrespect to driver, fighting, vandalism, indecent exposure, weapons, profanity or language. If a student's behavior or actions result in a severe violation or multiple violations, discipline will be handled by the school administration.

If destruction of property occurs, the student will be assessed damage costs in addition to the required discipline.

## ● STUDENT CODE OF CONDUCT

### T. Philosophy

To maintain high standards of achievement, good behavior is imperative. In order to maintain a safe and orderly school environment, we teach and reinforce school-wide rules and routines. We expect students and staff to treat each other with respect so that learning is not impeded. Our school-wide discipline plan is designed to apply rules consistently in each classroom, as appropriate for the various age levels. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### U. Student Responsibilities

We believe that all students are capable of behaving appropriately in a variety of learning environments. In addition, we believe that all students are responsible for conduct that supports a positive learning environment for everyone. All students are expected to uphold school rules and respond respectfully to any and all Staff, Guests or Volunteer Authorities. Interventions may be necessary to redirect behaviors that disrupt planned learning opportunities, are unsafe, or create a disturbance in normal routines. It is important that students be responsible for regular attendance, make an effort to participate in learning activities, and properly maintain school property and resources (such as, but not limited to: textbooks, desks, computers, and manipulatives).

## ○ SCHOOLWIDE EXPECTATIONS

### Expectation #1

All students will respect and obey the law. Any illegal activity occurring during school hours, within the vicinity of the school (defined as a three-mile radius) or while participating in any school activities/functions, will be met with zero tolerance, resulting in immediate suspension or expulsion. These illegal activities include, but are not limited to; possession or use of tobacco or alcohol, activities related in any way to purchase, use, or possession of drugs, gang related activities, possession of weapons or abuse. Behaviors that promote substance abuse, the use of violence, etc. are also prohibited.

### Expectation #2

All students will respect the property of others. Theft, vandalism, or any other mistreatment of property belonging to others, including the school, will result in consequences. These consequences may range from informal conference to expulsion, and may include restitution of stolen and damaged items or police involvement when necessary.

### Expectation #3

All students will respect the ideas, beliefs, cultures, and individual differences of others. Students engaging in verbal abuse, intimidation, harassment, discrimination, disrespect of authority, fighting, profanity, obscene behavior, extortion, gang-related activities, or students provoking, instigating, or generating conflict will receive consequences ranging from an informal conference to expulsion based on attitude, severity, and prior history.

### Expectation #4

All students will respect the privilege of education. Tardiness, unexcused absences, plagiarism, lying, cheating, dress code violation, public displays of affection, possession of pornography, inappropriate

sexual behaviors, depictions of nudity, etc., or any form of academic misconduct will result in consequences ranging from an informal conference to expulsion based on attitude, severity, and prior history.

### **Discipline Procedure**

The classroom Teacher handles most minor disciplinary problems. Minor misbehaviors may include, but are not limited to, such things as eating during class instruction time, chewing gum, talking out of turn, not following directions given by the Teacher, not keeping hands, feet, and personal objects to oneself, disturbing others, violating dress code, frequent tardiness, not being prepared for class, not turning in assignments, or not putting forth academic effort.

### **Law Enforcement Agencies**

When Law Enforcement Officers or other Lawful Authorities wish to question or interview a student at school or to take a student into custody, the Principal, or in their absence, another Administrative Level Director, will make every effort to cooperate with the Authorities. The Principal will record the identity of the Law Enforcement Personnel and any documentation presented. Also, the Principal can take precautions by verifying the Law Enforcement Officer's identity, jurisdiction, probable cause, and/or legal grounds for questioning or arrest. The Principal will make reasonable efforts to contact the student's parent/guardians prior to the questioning or arrest, unless the Law Enforcement Personnel raise what the Principal considers a valid objection. The Principal may also be present during any questioning or interviewing. The Principal will verify the Law Enforcement Personnel's identity and authority to take a student into custody prior to releasing the student. It is understood that the Principal will make decisions in their best judgment, but that they are not trained in legal or law enforcement issues and will not be held responsible for decisions made.

### **Behavior System**

Victory Collegiate Academy uses an Incentive System for Behavior. If any rules are broken during the week, the student will receive a consequence for their actions. Students who model exemplary character will receive incentives for their actions. The goal is to reward students who demonstrate positive character traits as is expected in the school-wide discipline plan.

### **Student Searches**

Victory Collegiate Academy's number one priority is maintaining a safe, positive learning environment for our students and staff. School officials need only reasonable suspicion to initiate a search. Reasonable suspicion is based on information received from students or teachers that is considered reliable. Reasonable suspicion may also be prompted by the behavior or demeanor of the student. Consequently, school officials may search if reasonable suspicion is established as the primary basis for the search. Searches may include, and are not limited to student's person, desks, lockers, backpacks, purses, cell phones, wallets, etc.

### **Contraband**

The following items, including but not limited to, are prohibited at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes of any kind, tobacco products of any kind, vapor products of any kind, drugs, alcohol, pornography, laser pointers or pens, water guns, baseballs, hardballs, roller blades, Go-peds, Hoverboards, shoes with wheels, and/or other non-licensed motorized items. These items and anything else that causes disruption to the instructional process or safety concerns will be confiscated and disciplinary action will follow.

### **Fighting vs. Rough or Inappropriate Play**

Fighting, defined as physical contact with another person intended to cause harm, is prohibited on a school campus, school events, as well as travel to and from school. This is distinguished from the type of play — especially that of younger students — in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results.

### **Student Violence/Harassment/Intimidation/Bullying**

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

Victory Collegiate Academy, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. Victory Collegiate Academy shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### **Definitions:**

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm.
- Occurs when there is a real or perceived imbalance of power or strength or may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:
- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying.
- Exposure to social exclusion or ostracism with malicious intent.
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting.
- Damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by the use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other district-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be

related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by the use of social media. Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by the use of social media.

### **Prohibitions and Discipline**

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students are encouraged to immediately report these types of incidents to a school official. It is required that the school official follow procedures to investigate a student bullying claim and resolve incident(s) with appropriate sanctions. Such behavior disrupts the education process and climate of the school and must be reported to the school administration immediately.

Any parent who suspects their child is a victim of bullying or harassment shall notify school officials and make a report.

### **Possession and Use of Drugs, Alcohol and Inhalants**

The possession, use, or being under the influence of non-prescribed/prescribed drugs, paraphernalia associated with drugs, alcohol or inhalants on or near school property or school sponsored events by students is prohibited.

- **1st Offense:** Automatic nine (9) day suspension for drugs. Conference with parents. Police will be notified.
- **2nd Offense:** May result in a long-term suspension hearing. Police notified. Parents notified.

### **Distribution of Selling of Drugs, Alcohol and Inhalants**

The sale or distribution of non-prescribed/ prescribed drugs, paraphernalia associated with drugs, alcohol or inhalants on or within 300 feet of school property or school sponsored events by students is prohibited. Whenever the principal is reasonably certain that a student is involved in the distribution or selling of non-prescribed/prescribed drugs or alcohol, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.

If it has been determined that a student is involved in the distribution of alcohol or non-prescribed/prescribed drugs, he/she shall be disciplined as follows:

- **1st Offense:** Automatic nine (9) day suspension. Conference with parents. Police will be notified. Possible long-term suspension.
- **2nd Offense:** Possible expulsion. Police notified. Parents notified.

### **Gang Related Activity**

For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and (5) exhibit antisocial behavior often associated with crime or a threat to the community.

“Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action.”

The following will be used to prohibit inappropriate and/or gang-related behavior on campus:

- Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension.
- Baseball caps containing gang identification/graffiti will be turned over to the police department and can be retrieved by parents.
- Gang related altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up.
- Weapons will be turned over to the police. Students will be suspended.
- Fighting will result in automatic suspension.
- Intimidation will warrant suspension.
- Students traveling to and from school who attend gang fights, and are identified by police, may receive consequences by school personnel and/or a citation for loitering by the police.
- Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension, expulsion or an alternative

### **Negative Group Affiliation**

Specific attitudes and actions of a student affiliated with a negative group or gang including gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities is prohibited.

### **Possession of Weapons, Knives, Loaded/Unloaded Firearms, Explosive Devices, or Other Dangerous Instruments**

Victory Collegiate Academy prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including inside vehicles on school premises, on school buses, and at activities sponsored by Victory Collegiate Academy.

### **Weapons**

“Weapons” include, but are not limited to, the following:

Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray. Any BB, paintball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gasses. Any electric weapon (i.e. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current). Look-alike weapons, including, but not limited to, toy guns, water guns, replica non guns, and air-soft guns firing nonmetallic projectiles.

### **Firearms**

“Firearms” are loaded or unloaded firearms, including, but not limited to:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant.
- The frame or receiver of any such weapon



### **Explosive Devices**

“Explosive devices” include, but are not limited to:

- Any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices).
- Fireworks of any kind.

### **School Premises**

“School premises” include, but are not limited to, any school building, grounds, recreation area, athletic field, bus, vehicle, or any other property that Victory Collegiate Academy owns, uses, or operates. If any student or staff member is aware of any violation of this policy, he or she must report the violation to the administration immediately.

### **Student Violations**

Any student who violates this policy is subject to disciplinary action, including long-term suspension from Victory Collegiate Academy. Building administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a weapon, knife, explosive device, and/or other dangerous instrument. In determining the appropriate disciplinary action, building administrators will consider various factors, including, but not limited to; the age and developmental stage of the student, the nature of the violation, the type of weapon possessed, the student’s disciplinary history, and whether the student used the weapon, knife, explosive device, and/or other dangerous instrument to harm or threaten harm toward another person.

If a student possesses a firearm on school premises and/or at activities sponsored by the Victory Collegiate Academy, the building administrator will suspend the student for up to nine (9) days and recommend long-term suspension. Victory Collegiate Academy will conduct a long-term suspension hearing. If the hearing officer determines that the student possessed a firearm on school premises and/or at activities sponsored by the school, Victory Collegiate Academy will suspend the student for one year, unless it decides to modify the term of the suspension on a case-by-case basis.

Victory Collegiate Academy will comply with all applicable state and federal laws regarding the discipline of students with disabilities under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. A special education student that reaches the current threshold for suspension days within a year will receive a manifestation hearing. The purpose of this meeting will be to determine if the disciplinary infraction was a manifestation of the student’s disability. Where the disciplinary conduct is a “special circumstance,” school personnel may remove a student to an interim alternative educational setting for not more than 45 school days, regardless of the results of the manifestation determination. Special circumstances exist if the student:

- Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function.
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function.
- Inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.

### **School Relationships**

Companionship and friendship in good taste is encouraged. However, public displays of affection between students is unacceptable and may necessitate further action by administration. Staff-student relationships are strictly prohibited.



**Social Media**

The use of social media while on campus is prohibited by staff and students. Student use of social media during campus instructional hours, after hours activities, or off campus events will result in disciplinary action.

Staff-student communication through outside of school platforms such as but not limited to social media is strictly prohibited. Association between student and staff can result in disciplinary action.

**Suspensions**

On-campus suspension is directed toward eliminating inappropriate behavior and may be used as an alternative to off-campus suspension. On-campus suspension allows the student to attend school in a separate place on campus where the educational program may be continued. Placement is from one to nine days depending upon the offense.

Students placed on an on-campus or off campus suspension may not be at any school sponsored events during the suspension. A suspension period would encompass the hours before, during and after school. Students in violation of this policy will have additional days added to the suspension.

\*Suspensions or expulsions beyond 9 days require Governing Board action.

## **Glossary of Consequences**

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, Victory Collegiate Academy's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order of increasing severity.

**Conference**

A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.

**Parent Involvement**

A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

**Loss of Privileges**

Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon the development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in a class, or participation in extracurricular activity.

**Behavior Contract**

A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school officials are required; in some instances, parent or guardian will also be expected to sign, indicating agreement to the terms of the contract.

**On-Campus Suspension (Short-Term)**

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to nine days. During this time, the student's access to school services,

facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school-sponsored events during the period of suspension.

**Off-Campus Suspension (Short-Term)**

With notification to the student and parent/guardian, a school administrator may remove a student from school for a period of one to nine days. During this time, the student’s assignments will be provided. The student is not permitted to participate in or attend any school-sponsored events during the period of suspension.

**Long-Term Suspension Hearing**

A long-term suspension is a withdrawal of the privilege to attend school that exceeds nine (9) school days in duration and extends for a specified period of time.

**Off-Campus Suspension (Long-Term)**

Acting upon the recommendation of the administration, the Governing Board may deny all school privileges to a student for a period of eleven days to one calendar year.

**Expulsion**

Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student.

**Manifestation Hearing**

Before the 11th day of suspension is imposed, the IEP Team, including the parents and the Director of Special Education, or designee, must meet to review the relationship between the child’s disability and the behavior subject to the disciplinary action to determine whether or not the behavior in question was a manifestation of the student’s disability.

**Restitution**

When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.

| <b>Note:</b> Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. |                                                                                                                                                                                                                                                                                                                                                       |                                             |                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------|
| <b>Infraction</b>                                                                                                                                                          | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                     | <b>Minimum Action</b>                       | <b>Maximum Action</b>        |
| Absences and/or Tardies                                                                                                                                                    | A student must be in attendance a minimum of ninety (90) percent of each semester per class period.                                                                                                                                                                                                                                                   | Conference                                  | Receive an 'F' in the course |
| Academic Misconduct/<br>Cheating/Plagiarism                                                                                                                                | Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.                                                                                                                                                                                                                            | Conference/Zero on Assignment/<br>Detention | Short Term Suspension        |
| *Alcohol (use, possession, under the influence)                                                                                                                            | The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation                                                                                                                                             | Short Term Suspension                       | Expulsion                    |
| *Alcohol (sale or distribution)                                                                                                                                            | The sale or distribution of alcohol on school grounds or during a school event.                                                                                                                                                                                                                                                                       | Long Term Suspension                        | Expulsion                    |
| **Arson                                                                                                                                                                    | Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)                                                                                                                                                                                                                                                          | Suspension                                  | Expulsion                    |
| *Assault                                                                                                                                                                   | A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)       | Suspension                                  | Expulsion                    |
| **Assault (aggravated)                                                                                                                                                     | An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204) | Suspension                                  | Expulsion                    |
| Bus/Transportation Misconduct                                                                                                                                              | All students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all                                                                                              | Conference/Detention/Loss of Bus Privileges | Short Term Suspension        |

|                                    |                                                                                                                                                                                                                                                                                                     |                                  |                       |
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|                                    | passengers, the driver, and others. Riding the bus or van is a privilege, not a right, and the consequences of misconduct could result in the student being denied transportation. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school. |                                  |                       |
| ** Bomb Threat                     | Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.                                                                                                                                                                                                               | Suspension                       | Expulsion             |
| *Bullying/Cyber Bullying           | Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.                | Mediation/Conference             | Expulsion             |
| *Burglary or Breaking and Entering | Entering or remaining unlawfully in or on school property with the intent to commit any theft of any felony therein. (A.R.S. §131507)                                                                                                                                                               | Restitution/Conference/Detention | Expulsion             |
| **Burglary (first degree)          | A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (A.R.S. §13-1508)                                                                                       | Short Term Suspension            | Expulsion             |
| Class Violation                    | Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.                                                                                                                                                                                        | Detention                        | Short Term Suspension |
| *Chemical or Biological Threat     | Threatening to cause harm using dangerous chemicals or biological agents.                                                                                                                                                                                                                           | Suspension                       | Expulsion             |
| Contraband                         | Items stated in school policy as prohibited because they may disrupt the learning environment.                                                                                                                                                                                                      | Confiscation/Conference          | Suspension            |
| Contract Violation                 | Failure to comply with the guidance of an agreed upon contract.                                                                                                                                                                                                                                     | Conference/Short Term Suspension | Long Term Suspension  |
| *Dangerous Instrument/Device       | Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.                                                                                                                         | Short Term Suspension            | Expulsion             |
| Detention Violation                | Failure to serve an assigned detention.                                                                                                                                                                                                                                                             | Detention/Short Term Suspension  | Long Term Suspension  |
| Disorderly Conduct                 | Any act which substantially disrupts the orderly conduct of a school function;                                                                                                                                                                                                                      | Demerit/Suspension               | Long Term Suspension  |

|                                                |                                                                                                                                                                                                                                                                                                             |                                    |                          |
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|                                                | behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. §132904)                                                                                                                             |                                    |                          |
| Disrespect                                     | Treating personnel or any others with contempt or rudeness                                                                                                                                                                                                                                                  | Conference/<br>Demerit             | Long Term<br>Suspension  |
| Disruption                                     | Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.A. § 13-2911)                                                                                                                                        | Conference/<br>Demerit             | Long Term<br>Suspension  |
| Dress Code Violation                           | Clothing that does not fit within the dress code guidelines stated in school and/or Network policy.                                                                                                                                                                                                         | Change of<br>Clothes/Demerit       | Short Term<br>Suspension |
| Drug Paraphernalia                             | Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.                                                                                                                                                                                                                  | Short Term<br>Suspension           | Expulsion                |
| **Drugs (use, possession, under the influence) | Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.                                                                                                           | Short Term<br>Suspension           | Expulsion                |
| *Drugs (over the counter)                      | Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such medication. The term "drugs" includes anything that looks like drugs.                                                                                        | Short Term<br>Suspension           | Expulsion                |
| *Drugs (sale or distribution)                  | Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.                                                                                                                                                                                                              | Long Term<br>Suspension            | Expulsion                |
| Electronic Devices                             | Misuse of cell phones, media players or other electronic items, whether operational or non-operational.                                                                                                                                                                                                     | Confiscation                       | Short Term<br>Suspension |
| *Endangerment                                  | Recklessly or intentionally creating a risk of injury or imminent injury or death to another.<br>Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.                                                                                                    | Detention/Short<br>Term Suspension | Expulsion                |
| *Extortion                                     | The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. | Detention/Short<br>Term Suspension | Long Term<br>Suspension  |

|                                          |                                                                                                                                                                                                                                                                                                                                                                          |                                 |                       |
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| Failure to Follow School Rules           | Students are responsible for following all school policies, rules, and procedures as outlined by the school.                                                                                                                                                                                                                                                             | Conference/Detention            | Short Term Suspension |
| Failure to Follow Test Taking Procedures | Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.                                                                                                                                                                                                                                  | Detention/Short Term Suspension | Long Term Suspension  |
| Failure to Return School Documents       | Failure to return requested school documents.                                                                                                                                                                                                                                                                                                                            | Demerit/Detention               | Short Term Suspension |
| *Fighting/Mutual Combat                  | Students shall not fight, push, intimidate or otherwise abuse other students.                                                                                                                                                                                                                                                                                            | Short Term Suspension           | Expulsion             |
| **Fire Alarm Misuse                      | Intentionally ringing a fire alarm when there is no fire.                                                                                                                                                                                                                                                                                                                | Short Term Suspension           | Expulsion             |
| **Firearm                                | Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)                                                                                                                                                                                                                           | Long Term Suspension            | Expulsion             |
| Fireworks                                | Students are prohibited from possessing or using fireworks or explosive devices on school property.                                                                                                                                                                                                                                                                      | Short Term Suspension           | Long Term Suspension  |
| Forgery/Falsification                    | The act of falsely or fraudulently making or altering a document or verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).                                                                                                                                              | Detention/Short Term Suspension | Long Term Suspension  |
| Gambling                                 | Playing games of chance for money or to bet a sum of money.                                                                                                                                                                                                                                                                                                              | Detention/Short Term Suspension | Long Term Suspension  |
| Gang Activity                            | Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.                                                   | Detention/Short Term Suspension | Long Term Suspension  |
| Good Neighbor Policy                     | School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of | Detention                       | Long Term Suspension  |

|                                         |                                                                                                                                                                                                                                                               |                                   |                       |
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|                                         | conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905.A.5)                                                                                                                                                                   |                                   |                       |
| *Harassment/Hazing/Threat/Intimidation  | The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (A.R.A. §15-2301)                                                            | Mediation/Demerit                 | Expulsion             |
| Inappropriate Language/Gestures         | The use of profanity or any derogatory language stated publicly.                                                                                                                                                                                              | Detention/Short Term Suspension   | Long Term Suspension  |
| Inappropriate Language to an Adult      | The use of profanity or any derogatory language towards a staff member.                                                                                                                                                                                       | Detention/Short Term Suspension   | Expulsion             |
| Insubordination/Defiance/Non-Compliance | Intentionally resisting or disregarding the authority of school personnel. Failure to comply with the reasonable request of a staff member.                                                                                                                   | Conference/Demerit                | Expulsion             |
| Leaving Campus without Authorization    | Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.                                                                                                             | Detention                         | Short Term Suspension |
| Loitering                               | Remaining in a location for no obvious reason.                                                                                                                                                                                                                | Detention                         | Short Term Suspension |
| Minor Aggressive Act                    | The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.                                                                                                                                                               | Detention/Short Term Suspension   | Long Term Suspension  |
| *Other School Threat                    | An incident that cannot be coded in one of the other categories, but did involve a school threat.                                                                                                                                                             | Mediation                         | Expulsion             |
| Pass Violation                          | Use of a pass for reasons other than specified.                                                                                                                                                                                                               | Detention                         | Short Term Suspension |
| *Physical Abuse of Staff Member         | Students shall not intimidate or physically abuse staff. (A.R.S. §15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (A.R.S. §15-843)                                 | Long Term Suspension              | Expulsion             |
| Pornography                             | The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.                                                                                                                                         | Detention                         | Expulsion             |
| Public Display of Affection             | Kissing, hugging, fondling or touching in public.                                                                                                                                                                                                             | Warning/Demerit                   | Short Term Suspension |
| **Robbery                               | Taking, or attempting to take, any property of another from his person or immediate presence and against his/her will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to | Short Term Suspension/Restitution | Expulsion/Restitution |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                            |                        |                       |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|
|                                      | such person taking or retaining property.                                                                                                                                                                                                                                                                                                                                                  |                        |                       |
| *Robbery (Armed)                     | Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.                                                                                                                                                                                                                                    | Long Term Suspension   | Expulsion             |
| **Sexual Abuse                       | For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.                                                                                                                                                                                                                                                                                                            | Short Term Suspension  | Expulsion             |
| **Sexual Assault                     | For definition, refer to A.R.S. §13-1406                                                                                                                                                                                                                                                                                                                                                   | Long Term Suspension   | Expulsion             |
| **Sexual Harassment                  | Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)                                | Short Term Suspension  | Expulsion             |
| **Sexual Harassment with Contact     | Sexual harassment that includes unwanted physical contact of non-sexual body parts.                                                                                                                                                                                                                                                                                                        | Short Term Suspension  | Expulsion             |
| Sexual Misconduct                    | The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials. | Short Term Suspension  | Expulsion             |
| Simulated Weapon                     | An instrument displayed or represented as a weapon.                                                                                                                                                                                                                                                                                                                                        | Short Term Suspension  | Long Term Suspension  |
| Social Media Use                     | Use of social media on campus or during school events                                                                                                                                                                                                                                                                                                                                      | Conference/Detention   | Short Term Suspension |
| Tardy                                | Failure to be at a designated location at a specified time.                                                                                                                                                                                                                                                                                                                                | Demerit/Detention      | Short Term Suspension |
| Technology Misuse/Computer Tampering | Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any Network facility. This includes the unauthorized access of any computer, computer system, or network.                                                                                                              | Conference/Detention   | Long Term Suspension  |
| *Theft                               | Taking property that belongs to another without personal                                                                                                                                                                                                                                                                                                                                   | Short Term Suspension/ | Long Term Suspension/ |



|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |                        |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------|
|                                            | confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc. are not covered by network insurance.                                                                                                                          | Restitution                        | Restitution            |
| *Tobacco                                   | Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarette and smokeless cigarette, or twist). NOTE: Possession of tobacco products on a K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. §36-798) | Short Term Suspension              | Long Term Suspension   |
| *Tobacco Paraphernalia                     | Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.                                                                                                                                                                                                                                                                 | Short Term Suspension              | Long Term Suspension   |
| Trespassing                                | Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. §15-841)                                                                                                                                                                                                                                                       | Short Term Suspension              | Long Term Suspension   |
| Truancy/Unexcused Absence                  | The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.                                                                                                                                                                                                                                                         | Detention                          | Short Term Suspension  |
| *Vandalism/ Destruction of School Property | Willful destruction or defacement of school or personal property.                                                                                                                                                                                                                                                                                                                                                                 | Short Term Suspension/ Restitution | Expulsion/ Restitution |
| Vehicle Violation                          | Improper driving or parking of a vehicle on school property without permission, and/or parking in prohibited areas.                                                                                                                                                                                                                                                                                                               | Revocation of Parking Privileges   | Long Term Suspension   |
| **Weapons                                  | Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. §13-3102(11))                                                                                                                                    | Long Term Suspension               | Expulsion              |

|                                  |                            |                      |           |
|----------------------------------|----------------------------|----------------------|-----------|
| **Weapons (sale or distribution) | Sale of the above weapons. | Long Term Suspension | Expulsion |
|----------------------------------|----------------------------|----------------------|-----------|

Per AZ Safe Regulations:

A single asterisk (\*) indicates the violation is reported to the Arizona Department of Education

A double asterisk (\*\*) must be reported to law enforcement and is reported to the Arizona Department of Education

## **Interrogations and Searches Policy**

### **Searches**

The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reasonable suspicion that the student has some item or material detrimental to the health, safety, or welfare of the student or other students, such as drugs or a weapon on school grounds or at school functions. The Administration may call in Law Enforcement Authorities to conduct the search at their discretion.

The student has no expectation of privacy in items provided by school for storage, such as desks, storage areas, etc. These items may be inspected at any time with or without reason, with or without notice, by school personnel.

### **Interrogations**

School Officials may question students without reservation regarding matters that are important to the school. A parent/guardian will be contacted if the student is subject to discipline for a serious offense.

If a Child Protective Services Worker or Law Enforcement Officer wishes to speak to a student regarding an investigation of alleged child abuse by a parent or if the parent or guardian is suspected of some other type of crime and the student has information as a witness, parental notification is not permitted.

School Officials shall cooperate with the investigating Officer or Child Protective Services Worker. If a student is taken into protective custody, the above officers shall be requested to show proper identification and sign a "Form of Interviewing Officer." Six (6) hours after the student has been taken by the Officer or Worker, school personnel may respond to questions from the student's parent or notify the parent, if necessary.

Unless the student is being questioned regarding abuse or criminal activity of a parent, the school shall notify a parent prior to the interrogation, and ask the parent if the Officer may question the child. If the parent consents to the interrogation, the parent will be asked to be present at the school for questioning or to authorize the interrogation in their absence. If the parent cannot be reached or refuses authorization, the Peace Officer will be requested to contact the parent to make other arrangements.

If a Law Enforcement Officer is present on campus, at the request of the school, to interview students due to concerns for safety of the students, parent contact will only be made if a student is taken into custody or following the decision that the student may be subject to discipline for a serious offense.

If a Peace Officer is present at the school with a warrant or subpoena, the Officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure personnel of the school cooperate fully with the police. When the arrest is formally made, the school and its employees no longer exercise jurisdiction over the student, and the school may respond to inquiries from the parents as to the location of the student.

## **Notification Statements**

### **Prohibited Sexual Harassment**

Victory Collegiate Academy takes very seriously any sexual harassment. Sexual harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, by the Arizona Civil Rights Act and by school policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should report it immediately to the Administration. The Administration will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual harassment by students will not be tolerated and will result in disciplinary action.

### **Non-Discrimination**

Victory Collegiate Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities.

### **Prohibited Tobacco use on School Premises and at any School Sponsored Function**

If students are found to be in possession of, or using tobacco in any form while on school premises, during school hours (including off-campus lunch), or at any school-sponsored function, they have violated the no-tobacco policy and are subject to disciplinary action. Minimal disciplinary actions may include parental notification and/or a police citation with a fine. Maximum disciplinary action(s) are dictated by the age of the student and the circumstances and/or number of violations. The maximum actions may include suspension.

### **Important Notice to Parents Concerning Student Injuries**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The Network does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The Network carries only legal liability insurance.

### **Mandatory Reporting of Criminal Activity to Law Enforcement**

Due to the requirements of Arizona Statutes (ARS 13-3620), schools and school employees are required to report criminal activity to local law enforcement and report incidences of student abuse, neglect, and crimes against a student to local law enforcement and Child Protective Services. This includes threats and rumors of threats against schools, students, and school personnel. Schools must also report all incidents of non-accidental injury that might occur during altercations at school.

### **Due Process**

Students at Victory Collegiate Academy have rights. In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied. If a student fails to fulfill their responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, a student is entitled to due process.

For student and/or parent concerns, complaints and grievances, parents and students are encouraged to schedule a conference with the Teacher or Administrator to express concerns directly.

### **Searches of Student Property**

A student or their possessions, including lockers, backpacks, and/or vehicles on school property may be searched if there is a reasonable suspicion that they are in possession of illegal, dangerous, or inappropriate items or substances. A student's refusal to cooperate with a search may result in suspension, expulsion, or law enforcement involvement.

### **Teacher Resumes**

Teacher resumes are on file in the school office for review at each campus.

### **Abuse of a Staff Member**

A person who knowingly insults or abuses a staff member on school grounds or while a staff member is performing their duties is guilty of a misdemeanor which is punishable by a fine and/or imprisonment.

### **Law Enforcement Agencies**

When Law Enforcement Officers or other lawful authorities wish to question or interview a student at school or to take a student into custody, the Principal, or an Executive Level Director, will make every effort to cooperate with the authorities. The Principal will record the identity of the Law Enforcement Personnel and any documentation presented. The Principal will take precautions by verifying the Law Enforcement Officer's identity, jurisdiction, probable cause, and/or legal grounds for questioning or arrest. The Principal will make reasonable efforts to contact the student's parent/guardian prior to the questioning or arrest, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal may also be present during any questioning or interviewing, unless the Law Enforcement Personnel raises what the Principal considers a valid objection. The Principal will verify the Law Enforcement's authority to take a student into custody prior to releasing the student. It is understood that the Principal will make decisions in their best judgment, but that they are not trained in legal or law enforcement issues and will not be held responsible for decisions made.



# Student Media Release Form

I, \_\_\_\_\_ [Parent/Guardian], hereby grant to Victory Collegiate Academy, their successors, and their assignees the right to record the image and/or voice and use the artwork and/ or written work of my child, \_\_\_\_\_ [Student Name], on videotape, on film, on photographs, in digital media and in any other form of electronic or print medium and to edit such recording at their discretion.

I understand that my child's full name, address and biographical information will not be made public. I further grant Victory Collegiate Academy, their successors, and their assignees the right to use, and to allow others to use, my child's image and/or voice on the internet, in brochures, and in any other medium and hereby consent to such use.

I hereby release Victory Collegiate Academy, their successors, and their assignees and any using my child's image and/or voice, artwork, and/or written work pursuant to this media release form any and all claims, damages, liabilities, costs and expenses which I or my child now have or may hereafter have by reason of any use thereof.

I understand that the provisions of this release are legally binding. Please check one:

I consent.

I do not consent.

Print Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student' Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

# VICTORY COLLEGIATE ACADEMY STUDENT HANDBOOK & POLICIES ACKNOWLEDGEMENT FORM

This information is presented in order to ensure the safety and well-being of all students at Victory Collegiate Academy. It is also meant to ensure that all students and parents/guardians have received communication regarding the various policies and procedures at Victory Collegiate Academy.

My signature below indicates I have listened to, or read, an explanation of the following policies:

- Attendance and Tardiness Policies, requiring a student to be in attendance at least 90% of the time. Excessive absences may result in the failure to be promoted to the next grade level. Excessive absences include unexcused absences.
- Student Conduct including the dress code, academic requirements, and policies regarding extra-curricular activities.
- Student Conduct on school vehicles. Riding the bus is a privilege, not a right. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.
- Use of technology and electronics.
- Drug and alcohol abuse. (I understand that drug/alcohol abuse includes illegal drugs, alcohol, prescription drugs, and other mind-altering substances. Abuse includes the possession, use, distribution, sale, or purchase of any of the above.)

By signing this document, we are indicating that we are aware of these policies and that our signatures will be in force for the remainder of the current school year. Additionally, our signatures below indicate our understanding and acceptance of the attendance policy.

If I am found in violation of any of these policies and agreements, I may be suspended or expelled from school.

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If my student is found in violation of any of these policies and agreements, they may be suspended or expelled from school.

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

