|  |
| --- |
|  |
| HOME OF THE KNIGHTS |
| **PARENT/STUDENT HANDBOOK**  **&**  **CODE OF CONDUCT**  **2018 – 2019** |

**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 our students for college, career and life success.

Core Values:

* TEAM
* Win
* Whatever it takes
* No excuses
* 100% Everyday

ADMINISTRATION

Executive Director/Principal – Nick Schuerman

Assistant Principal– Mark Abeyta

Assistant Principal- Krystal Riendeau

.

**OFFICE**

3535 N. 63rd Ave

Phoenix, AZ 85033

623-810-9781

**VICTORY COLLEGIATE ACADEMY SCHOOL HOURS**

Monday - Thursday 7:30 AM – 4:00 PM

Friday 7:30 AM – 12:30 PM

VICTORY COLLEGIATE SCHOOL BOARD

Cheryl NcNeill-Chariman of the Board

Brad Linsday-Vice Chairman of the Board

Scott Kies-Treasurer of the Board

All notices of the meetings of Victory Collegiate Academy will be posted at the Victory Collegiate Academy and on our website. The location is open to the public Monday through Friday from 7:30 AM to 4:30 PM. Such notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting.

***Welcome Parents and Students:***

We are looking forward to an exciting and productive new school year with you and your children. This Parent/Student Handbook and Student Code of Conduct is a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

**Section I - Information for Parents and General Policies and Procedures**

This contains information all parents will need to assist their child and respond to school-related issues. This section also describes school operations and requirements, safety procedures, and the dress code.

**Section II - Office**

This section outlines Health Office Policies and Procedures.

**Section III – Student Code of Conduct**

All students and parents must review this section. After the Student Code of Conduct is reviewed, please sign and return the last page of the handbook to your child’s Teacher.

Please note that the term “the student’s parent” is used to refer to the parent or legal guardian.

Both students and parents must be familiar with the Student Code of Conduct. Please be aware that the handbook is updated yearly, however policy adoption and revision may occur throughout the year. Changes in policy that may affect handbook provisions are made by the School Board in open meetings, which are publicized locally.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your children have questions about any of the material in this handbook, please contact the school office.

We are looking forward to a great school year of working with you and serving your children.

Electronic Informtion services user agreement (for STUDENTS) ..……………1

[I. GENERAL POLICIES & PROCEDURES 2](#_Toc423601555)

[A. ATTENDANCE 2](#_Toc423601556)

[B. SCHOOL HOURS AND DROP-OFF/PICK UP PROCEDURES 2](#_Toc423601557)

[C. TARDINESS 2](#_Toc423601558)

[D. RELEASE OF STUDENTS FROM SCHOOL 3](#_Toc423601559)

[E. PARENT CONTACT INFORMATION 3](#_Toc423601560)

[F. PARENTAL INVOLVEMENT 3](#_Toc423601561)

[G. VOLUNTEERS 4](#_Toc423601562)

[H. VISITORS TO THE SCHOOL 4](#_Toc423601563)

[I. WITHDRAWING FROM SCHOOL 5](#_Toc423601564)

[J. STUDENT RECORDS 5](#_Toc423601565)

[K. MAKE-UP WORK POLICY 5](#_Toc423601566)

[1. Make-up work for excused absence 5](#_Toc423601567)

[2. Make-up work for suspension 5](#_Toc423601568)

[L. DRESS AND GROOMING 6](#_Toc423601569)

[M. UNIFORM CODE 6](#_Toc423601570)

[N. BUSES AND OTHER SCHOOL VEHICLES 6](#_Toc423601571)

[O. REPORT CARDS 6](#_Toc423601572)

[P. PROMOTION AND RETENTION 7](#_Toc423601575)

[Q. STATE-MANDATED ASSESSMENT TESTS 7](#_Toc423601576)

[R. STUDENT OR PARENT COMPLAINTS AND CONCERNS 8](#_Toc423601577)

[S. ELECTRONIC DEVICES 8](#_Toc423601578)

[T. SCHOOL FACILITIES 8](#_Toc423601579)

[1. Use By Students Before and After School 8](#_Toc423601580)

[2. Conduct Before and After School 8](#_Toc423601581)

[3. Hall Pass 8](#_Toc423601582)

[4. Pest Control Information 9](#_Toc423601583)

[5. Vandalism 9](#_Toc423601584)

[6. Drills: Fire and Other Emergencies 9](#_Toc423601585)

[7. Safety 9](#_Toc423601586)

[8. Music 9](#_Toc423601586)

[U. DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS 9](#_Toc423601587)

[1. School Materials 9](#_Toc423601588)

[2. Student Non-School Materials 10](#_Toc423601589)

[3. Non-Student, Non-School Materials 10](#_Toc423601590)

[V. STUDENT FEES 10](#_Toc423601591)

[W. FUND-RAISING 10](#_Toc423601592)

[II. OFFICE](#_Toc423601593) 11

[A. EMERGENCY MEDICAL TREATMENT AND INFORMATION 11](#_Toc423601594)

[B. IMMUNIZATIONS 11](#_Toc423601595)

[C. MEDICATION AT SCHOOL 12](#_Toc423601596)

[D. ILLNESS POLICY 12](#_Toc423601597)

[III. STUDENT CODE OF CONDUCT 13](#_Toc423601598)

[A. CONDUCT 13](#_Toc423601599)

[1. Philosophy 13](#_Toc423601600)

[2. Student Responsibilities 13](#_Toc423601601)

[B. SCHOOLWIDE EXPECTATIONS 13](#_Toc423601602)

[C. Discipline procedure 14](#_Toc423601603)

[D. LAW ENFOREMENT AGENCIES 14](#_Toc423601604)

[E. BEHAVIOR SYSTEM 14](#_Toc423601605)

[F. DISCIPLINE PROCEDURES AND CONSEQUENCES 14](#_Toc423601606)

[G. Possible Consequences for Prohibited Conduct 23](#_Toc423601608)

[APPENDIX A: Victory Collegiate Academy Security Camera Policy 24](#_Toc423601609)

[APPENDIX B: Family Educational Rights & Privacy Act (FERPA) 25](#_Toc423601610)

[APPENDIX C: Victory Collegiate Academy Anti-Bullying Policy 27](#_Toc423601611)

[APPENDIX D: Victory Collegiate Academy Interrogations and Searches Policy 29](#_Toc423601612)

[APPENDIX E: Victory Collegiate Academy Notification Statements 30](#_Toc423601613)

sTUDENT mEDIA rELEASE FORM………………………………………………………………………........34

[Victory Collegiate Academy Student Handbook & Policies Acknowledgement Form 35](#_Toc423601615)

**STUDENT**

**Electronic Information Services User Agreement**

Victory Collegiate Academy

Victory Collegiate Academy may provide electronic information services (EIS) to qualified students. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, electronic mail and any computer-accessible source of information, whether from hard drives, compact disks (CDs), Digital Video Disks (DVDs), or other electronic sources.

**IMPORTANT NOTE:** Should you choose that your child NOT use EIS, including computers, you MUST contact the school by LETTER within two weeks.

**Terms and Conditions**

• I will use the EIS to support my personal educational objectives consistent with the educational goals and

objectives of Victory Collegiate Academy and will refrain from using the EIS for any purpose, or in

any manner prohibited by this user agreement.

• I agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene,

profane, sexually oriented, threatening, racially offensive, or illegal material or engage in cyberbullying.

• I will abide by all copyright and trademark laws and regulations.

• I will not reveal home addresses, personal phone numbers or personally identifiable data of myself or others.

• I will not use the network in any way that would disrupt the use of the network by others.

• I will not use the EIS for commercial purposes.

• I will abide by the Student Discipline Handbook while using the EIS.

• I will use only Victory Collegiate Academy approved search engines.

• I will strive to use correct spelling, punctuation and grammar when sending electronic mail or

publishing documents.

• I will take responsibility for any account that is given to me and will keep my password and/or user

ID private. I will only use passwords and user IDs assigned to me.

• I will not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.

• I will report any misuse of the electronic information resources immediately to a teacher, administrator, and/or

other staff member. I will report all accidental misuse of technology to my teacher, administrator, and/or staff

member immediately.

• I understand that electronic mail or direct electronic communication is not private and may be read

and monitored by network employed persons.

• I understand that many services and products are available through EIS for a fee. I will obtain

authorization prior to accessing or using a service that requires a fee and will accept responsibility for

any expenses incurred for such use.

• I understand that Victory Collegiate Academy specifically denies any responsibility for the accuracy of

information accessed through the use of EIS. While the network will make an effort to ensure access to

proper materials, the user has the ultimate responsibility for how the electronic information service is

used and bears the risk of reliance on the information obtained.

• I understand that Victory Collegiate Academy does not assume the liability for information lost,

damaged, or unavailable due to technical and/or other difficulties.

• I understand that Victory Collegiate Academy reserves the right to establish rules and regulations as

may be necessary for the efficient operation of the EIS.

• I understand that Victory Collegiate Academy provides technology protection measures (filtering) that

protect against Internet access by both adults and minors to visual depictions that are obscene, child

pornography, or, with respect to use of the computers by students, harmful to students.

• I understand that inappropriate use may result in cancellation of permission to use the electronic

information services (EIS) and appropriate disciplinary action up to and including expulsion.

• I will not attempt to subvert, disable security or alter workstation settings

SECTION I

# **GENERAL POLICIES & PROCEDURES**

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education – to benefit from Teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Should seven absences occur in a semester, it will be necessary for the parent/guardian to make an appointment with the Principal to review the circumstances. Exceptions may be made for any student who is identified by a licensed physician as having a chronic health condition that would affect regular school attendance. If 10 consecutive absences occur, the state requires that Victory Collegiate automatically withdraw the student, unless extraordinary circumstances can be documented.

## **SCHOOL HOURS AND DROP-OFF/PICK UP PROCEDURES**

*PLEASE SEE APPENDIX F FOR INDIVIDUAL CAMPUS TIMES OF OPERATION.*

**Students should not be on campus until one half-hour before school start time.** **As supervision is not available until 7:30 AM**. Students should be picked up from school promptly once school is dismissed and stay no longer than 20 minutes after dismissal. Staff will not be available to provide supervision outside of these hours. Parents may call the school ahead of time if they know they will be running late. If a parent or authorize does not arrive or call by 10 minutes past the designated pick up time, staff will assume an emergency exists and will begin to call emergency contacts of the student. If no emergency contacts can be reached within one hour past the designated pick up time staff may contact the local police department who will pick up the child. School is in session Monday through Friday of each week, unless holidays, conference days or training days have been pre-scheduled.

## **TARDINESS**

All students are expected to report to their rooms at the designated start time (see Appendix F). Any arrivals after such time are considered late and will be required to go to the front office to sign in and receive a late pass. **A parent, guardian or person responsible for bringing them to school must accompany the student to the office and sign them in - no exceptions. If a student arrives late unattended, the parent will be called and required to return to school and sign in their child before the student will be allowed to proceed to class.**

Repeated tardiness will be handled in the following way:

* 3 days tardy in one semester - parents will be contacted
* 6 days tardy in a semester will require a parental conference
* 8 days tardy in a semester will result in a half-day in-school suspension
* 10 days tardy in a semester will require a parental conference to discuss student’s continued enrollment

## **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 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 3:45. We will not release any student from the office after 3:45.

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

## **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.

## **PARENTAL 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 and/or Teacher and 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.

***VCA Birthday Celebration***

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. VCA has put the following policies in place to make this special day run smoothly:

* All Birthday celebrations will begin the last 15 minutes of the school day (3:45).
* Parents may drop off pre-packaged cupcakes or cookies and they will be delivered to your child’s class at the end of the day.
* Parents are welcomed to join the Birthday celebration at the end of the day.
* All food items MUST be store bought.

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

All Birthday Celebrations MUST be arranged with the classroom teacher first. VCA will allow 1-2 family members to attend. Thank you for your cooperation and we look forward to celebrating your child’s Birthday and making their day special.

## **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. Please see the copy of the Family Educational Rights & Privacy Act for more specific information (see Appendix B).

## **MAKE-UP WORK POLICY**

### Make-up work for excused absence

A student will be permitted to make up any assignments, tests and to turn in projects due in any class missed because of an excused absence.

If there is to be an extended absence, parents may request that missed assignments be available for them to pick up. *Teachers need and appreciate a 48 hour advance notice to gather all necessary materials.*

For any class missed, the Teacher may assign to the student makeup work based on the instructional objectives for the subject or course. The needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements will also be considered.

A student will be responsible for obtaining and completing *all* makeup work.

### Make-up work for suspension

The parent/guardian is responsible for contacting the office and making arrangements for make-up work. Students will be expected to make up the work to maintain class continuity and educational standards.

## **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 uniform 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 male or female 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.

## **UNIFORM CODE**

Uniforms are to be worn Monday-Friday. T-shirts can be purchased at the front office for $5 each. Blue, green, white, and grey colors are available. Student has the option of pants, jeans, shorts, or skirts. Shorts and skirts must be no shorter than the edge of your fingertips when arms are at your side. Students are eligible for dress down Fridays by bringing in a $1:00. Students must follow the general dress code rules.

## **Buses and Other School Vehicles**

When riding in school vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

* Follow the driver’s directions at all times.
* Enter and leave the vehicle in an orderly manner.
* Keep feet, books and other objects out of the aisle.
* Not deface the bus, van or its equipment.
* Not put head, hands, arms or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
* Be seated while the vehicle is moving.

When students ride in a school van or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct and bus-riding privileges may be suspended.

## **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 FamilyLink on the school website: 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.

REGARDING LIMITED‑ENGLISH‑PROFICIENT STUDENTS: The decision to promote or retain will be based on the student’s academic skills, and not upon English language proficiency alone.

## **STATE-MANDATED ASSESSMENT TESTS**

Students at certain grade levels will take state assessment tests as well as routine testing and other measures of achievement.

## **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.

## **SCHOOL FACILITIES**

### 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. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a Teacher, students must leave campus immediately.

### 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.

### Hall Pass

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

### Pest Control Information

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

### 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.

### Drills: Fire and Other Emergencies

From time to time, students, Teachers, and other school employees will participate in drills of emergency procedures. When drills are in progress, students are expected to follow Teacher/Administration directives and procedures outlined in the campus handbook.

### 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 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.

### Music

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.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### 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.

### 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.

### Non-Student, Non-School Materials

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.

## **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.

## **FUND-RAISING**

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.

SECTION II

# **Office**

## **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

Parents are required to complete an Emergency Medical Card for each of their students with a list of health problems, allergies, and emergency contact information. *Please inform the office if your address, home phone, business phone or emergency phone number changes during the school year*. If we cannot reach you in an emergency, we may call paramedics who will decide if an ambulance should be called. The cost of this service will be the parent’s responsibility.

The Officie Assistant will not treat an ill or injured student, except in extreme life-threatening situations. If your child becomes ill or is injured, you or your emergency contact will be called. The parent or a designee must promptly pick up students who are unable to be in class as there is limited space in the Office.

## **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).

## **MEDICATION AT SCHOOL**

In order to be in compliance with state guidelines, Victory Collegiate Academy has implemented the following policy on dispensing medications to students during school hours:

* Prescription drugs must come in the original container. Your pharmacist should be willing to provide two medicine vials (one for school, one for home), if necessary.
* Medication must have the child’s identification on the vial, directions from the physician and/or pharmacist, and must state the name of the medication as well as, dosage and time to be given, with a copy of all warnings and possible reactions attached.
* Do not *send* medication to school with your child. ***All medications are to be brought in by the parent/guardian to the Office Assistant.***
* Parents/Guardians must complete medical consent form before school personnel can administer medications.
* All medications will be kept in a locked cabinet by the Health Assistant.

## **ILLNESS POLICY**

Please call the school office if your child has been diagnosed by a physician with an illness that is contagious (chicken pox, strep throat, conjunctivitis, etc.).

Don’t send your child to school if they:

* Have a deep hacking cough.
* Have green mucus.
* Have a noticeable infestation of lice or lice nits.
* Have had vomiting in the past 24 hours.
* Have had diarrhea in the past 24 hours.
* Have had a fever in the past 24 hours.
* Have been on antibiotics for less than 24 hours. This includes eye drops for conjunctivitis (pink eye).

SECTION III

# **STUDENT CODE OF CONDUCT**

## **CONDUCT**

### 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.

### 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 tardies, not being prepared for class, not turning in assignments, or not putting forth academic effort.

## **LAW ENFOREMENT 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 the 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.

## **DISCIPLINE PROCEDURES AND CONSEQUENCES**

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following contains a list of common and/or serious student conduct violations, along with a range of consequences. This list is not meant to be exhaustive. Intended prohibited conduct may subject the student to the same discipline as an actual violation.

The violations and actions listed are meant as guidelines to promote consistency of discipline and are not intended to limit the school’s ability to discipline students.

| **Consequences for Student Misconduct**  **Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. | | | |
| --- | --- | --- | --- |
| **Infraction** | **Definition** | **Minimum Action** | **Maximum Action** |
| 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/  Cheating/Plagiarism | Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage. | Conference/Zero on Assignment/  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 |
| 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 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. | Conference/Detention/Loss of Bus Privileges | Short Term Suspension |
| \*\*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 |
| \*\*Bomb Threat | Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing devise. | Short Term Suspension | Expulsion |
| \*Bullying/Cyber Bulling | Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group of 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; 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) | Demerit/  Suspension | Long Term Suspension |
| Disrespect | Treating personnel or any others with contempt or rudeness | Conference/  Demerit | Long Term 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/  Demerit | Long Term Suspension |
| Dress Code Violation | Clothing that does not fit within the dress code guidelines stated in school and/or Network policy. | Change of Clothes/Demerit | Short Term Suspension |
| Drug Paraphernalia | Any apparatus or equipment used or capable of being used in absorbing or consuming a drug. | Short Term 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 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 Suspension | Expulsion |
| \*Drugs (sale or distribution) | Sale, distribution, or intent to sell drugs including over the counter drugs as defined above. | Long Term Suspension | Expulsion |
| Electronic Devices | Misuse of cell phones, media players or other electronic items, whether operational or non-operational. | Confiscation | Short Term Suspension |
| \*Endangerment | Recklessly or intentionally creating a risk of injury or imminent injury or death to another.  Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight. | Detention/Short 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 Term Suspension | Long Term Suspension |
| 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 marking or altering a document or a 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 conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905.A.5) | Detention | Long Term Suspension |
| \*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 such person taking or retaining property. | Short Term Suspension/  Restitution | Expulsion/  Restitution |
| \*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 |
| 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 confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the 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. | Short Term Suspension/  Restitution | Long Term Suspension/  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 starts, 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

Any act that violates the law may result in Law Enforcement involvement, in which case the Administrator will make every effort to contact the parent/guardian unless Law Enforcement Personnel indicate otherwise.

## **Possible Consequences for Prohibited Conduct**

**Conference:** The student meets with school Officials. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, detention, Friday School, or work detail. This conference may be documented.

**Restitution:** Payment to the appropriate Authority for damage or loss of property.

**Teacher Involvement:** Teachers shall be involved in the implementation and enforcement of Victory Collegiate Academy’s disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

**Parent Involvement:** The student’s parent is notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent and appropriate school personnel and other individuals concerned. This conference will be documented.

**In-School Suspension:** The student is removed from the regular classroom setting for one or more days and is assigned to a location isolated from other classmates. They will work on class work during these day(s) and will receive credit for the missed assignments. The parent will be notified.

**Short-Term Suspension:** The student is removed from school for a period of up to three (3) consecutive days or less. They must complete all missed assignments, but they may not receive credit. The school Principal and/or Designee may impose a short-term suspension. The student’s parent is notified by telephone and written notice that the student is subject to suspension. A short-term suspension of 3 days or less is not subject to appeal.

**Long-Term Suspension:** The student is removed from school for a period of up to 10 consecutive days or more. The school Principal and/or Designee may impose a long-term suspension. The student’s parent is notified by telephone and written notice that the student is subject to suspension.

**Expulsion:** The student is denied the opportunity to attend any school in the Network by the Governing Board. This decision is not subject to appeal.

# 

**APPENDIX A: Victory Collegiate Academy Security Camera Policy**

**Security Camera Policy**

For the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, to safeguard VCA’s buildings, grounds and equipment, to monitor unauthorized individuals in or on school property, and for enforcing School policies and rules, Victory Collegiate Academy authorizes the use of electronic surveillance cameras in School buildings and on its property. Cameras are authorized for use in any area, inside or outside of School buildings where the public, students and Staff have no reasonable expectation of privacy:  entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings.  Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms.

Other public areas and grounds may be subject to limited term surveillance with the written authorization of the Network Administrator.  Such approval will be granted only in situations when the Administrator has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring.

**Notification**

Signs will be posted at all main entrances stating "Surveillance Cameras May Be In Use."

Victory Collegiate Academy shall notify students and Staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time.

The School Principal or other site Administrator shall inform students, Staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

**Access and Use**

Only individuals authorized by the Director of Schools, in accordance with policy, shall have access to video monitors, or be permitted to operate the controls. The Technology Assistant shall be responsible to manage and audit the use and security of monitoring cameras, monitors, hard drive storage, computers used to store images, and all other video records.

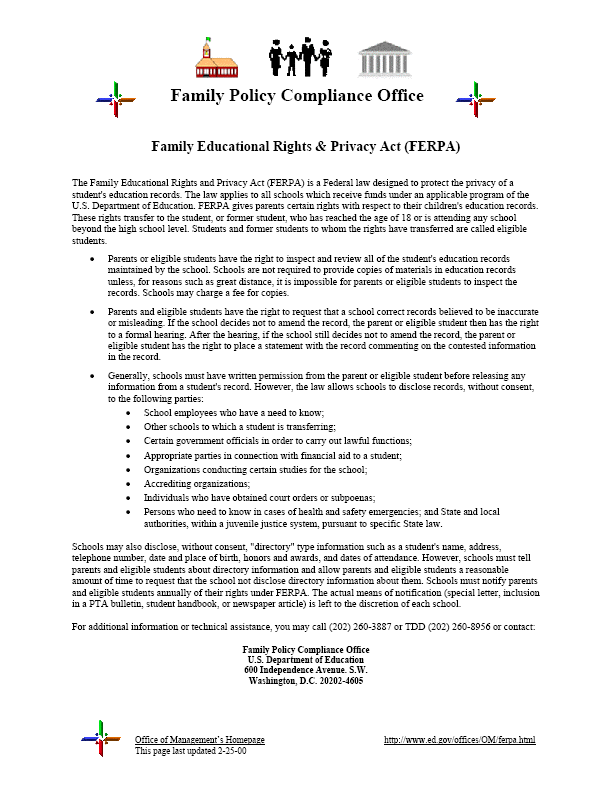
Students or Staff identified on security cameras in violation of Victory Collegiate policies will be subject to disciplinary action. Violations of the law will be referred to Law Enforcement Agencies and the recorded video evidence will be provided to Law Enforcement Agencies.

Video electronic data will be erased normally on a weekly basis. Video electronic data that contains personal information used to make a decision directly affecting an individual, however, may be retained for a longer period of time as needed.

**Other Video Recordings:**

A video recording of actions by students or Staff may be used by Victory Collegiate Administration as evidence in any disciplinary action brought against students or Staff arising out of the student's or Staff member's conduct in or about Victory Collegiate property.

**APPENDIX B: Family Educational Rights & Privacy Act (FERPA)**



The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  + School Officials with legitimate educational interest;
  + Other schools to which a student is transferring;
  + Specified Officials for audit or evaluation purposes;
  + Appropriate parties in connection with financial aid to a student;
  + Organizations conducting certain studies for or on behalf of the school;
  + Accrediting organizations;
  + To comply with a judicial order or lawfully issued subpoena;
  + Appropriate Officials in cases of health and safety emergencies; and
  + State and Local Authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

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

**APPENDIX C: Victory Collegiate Academy Anti-Bullying Policy**

**Anti-Bullying Policy**

I. PURPOSE

Victory Collegiate Academy, in accordance with ARS 15-341(40), recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Victory Collegiate Academy finds that bullying, like other disruptive or violent behavior is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

II. DEFINITIONS

A. “Bullying” means systematic, repeated, or recurrent conduct committed by a student or group of students against another student that causes measurable physical harm or emotional distress. Verbal expression, whether oral, written, or electronic, is included within the definition of “bullying” only to the extent that (1) such expression is lewd, indecent, obscene, advocating for illegal conduct, intended to incite an immediate breach of peace, or the severe and pervasive use of threatening words that inflict injury; or (2) School Administrators or Officials reasonably believe that such expression will cause an actual, material disruption of school work.

B. “School Premises” means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by Victory Collegiate Academy.

C. “School-Sponsored Functions or Activities” means a field trip, sporting event, or any other function or activity that is officially sponsored by Victory Collegiate Academy or one of its school sites.

D. “School-Sponsored Transportation” means a motor vehicle owned, operated, leased, rented or subcontracted by Victory Collegiate Academy or one of its school sites.

III. PROHIBITION

Victory Collegiate Academy prohibits all bullying on school premises, at school-sponsored functions or activities, or on school-sponsored transportation.

IV. REPORTING

1. Any student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the school Principal. The student may also report concerns to a Teacher or Counselor who will be responsible for notifying the appropriate school Administrator. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

2. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion. Individuals may also be referred to Law Enforcement Officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

V. INTERPRETATION

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the school.

**APPENDIX D: Victory Collegiate Academy Interrogations and Searches Policy**

**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 the 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.

**APPENDIX E: Victory Collegiate Academy Notification Statements**

**Notification Statements**

CHILD FIND

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the supports and services they need.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new students enrolling without appropriate screening records. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the student is evaluated using state criteria for specific delays or disabilities. If eligible, Victory Collegiate Academy will offer early intervention or special education services according to the student’s needs.

* Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment.

STUDENTS WITH DISABILITIES COVERED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the Network’s programs or activities. A student is protected by Section 504 if they have or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

Victory Collegiate Academy will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. The school will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs or activities of the school due to the disability that qualified the student for protection under Section 504.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student’s parents and Staff of the school. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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 & 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 Statues (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 rumor 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 TEACHER

A person who knowingly insults or abuses a Teacher on school grounds or while the Teacher 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 the 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.

# **APPENDIX F: Victory Collegiate Academy School Hours**



**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_