



# VICTORY ACADEMY

**“Our Students Are Seeds of Greatness”**

## **Parent and Student Handbook**

## TABLE OF CONTENTS

- Frequently Asked Questions .....6-8
- Parent Statement of Support.....9
- Student Code of Conduct.....9
- Enrollment and Withdrawal Information .....10-12
- Important Information .....13-19
- Honesty and Grades ..... 20-24
- Dress Code.....25-27
- Conduct.....27-33
- Volunteers .....34
- Code of Ethics.....35-37



## Letter from the Founder

Dear Parents/Guardians:

During the early stages of your child's development it is important that they become well grounded in the Word of God so, they will become ambassadors for Christ. I thank you for choosing Victory Academy to educate your child. My deepest desire and hopes is to see the church, home, and school enter into a partnership with regard to nurturing our children. One of the ways we seek to begin this process is with a clear expectation how to obtain this goal.

I don't believe in coincidence or luck when it comes to locating an academic environment for our children. I believe God has sent you our way for a divine reason. We welcome you to the Victory Academy family. I guarantee that you will not regret your decision to invest in your child here at Victory Academy. Nothing would please me more than to see your child grow spiritually, physically, socially and intellectually here at Victory Academy.

Respectfully,

Katherine Norfleet  
Founder



## Victory Academy, Inc.

10301 E. Colonial Dr.

Orlando, FL 32817

Phone: (407)-484-1757

Fax: (321)-244-0253

[www.victoryacademyschool.org](http://www.victoryacademyschool.org)

Dear Parents, Guardians and Students:

Greetings in the Name of Jesus Christ and welcome to Victory Academy! We value the opportunity to work with families and provide an outstanding educational experience for our students. We also realize and welcome our responsibility to ensure each student reaches maximum potential: academically, physically, socially, spiritually, and emotionally. We encourage students to make realistic, self-directed, and responsible decisions to prepare for the future. We are committed to providing academic and life-learning experiences for your child.

Victory Academy is an institution where our youth are “Seeds of Greatness”. We believe that a seed has great potential and if planted in the right environment they can flourish and achieve remarkable things. Victory Academy is the right soil! The students at Victory Academy are our inspiration. Our expectations are high and we encourage each student to be honest, work to the best of their ability, to dream big, and respect others.

Research and experience tells us that success and excellence in an educational setting depend on students being involved in the classroom and special events. Our teachers and staff are an asset to this interactive environment. We have much to offer our students and their parents/guardians. We specialize in knowing how to work with students to identifying their unique learning style and help them excel in their education environment! Please take advantage of the depth and breadth of our teacher’s knowledge, skills, and experience with a wide variety of learning styles. We invite and encourage you to contact staff with questions and suggestions!

We invite you to get involved! Parents and guardians, we rely on you to support both your children and our staff. Your positive involvement will result in the school year being a memorable learning experience for your children.

Our parent/student handbook is designed to help everyone learn more about our school. We hope this handbook helps students and parents understand the high expectations we hold for all students and staff members. Students, parents, and guardians are invited to ask our staff for more information on any subject concerning Victory Academy if needed.

We look forward to a year filled with success for all!

Respectfully,

Katherine Norfleet

## **Victory Academy**



**Home of the Knights**

### **Victory Academy Mission Statement**

Victory Academy, in partnership with its parents and community, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible 21<sup>ST</sup> century citizenship.

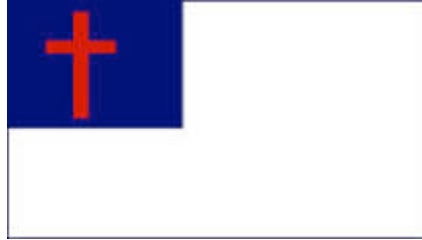
### **Motto**

**Our Students are Seeds of Greatness**

### **Focus Scripture**

**I can do all things through Christ which strengthens me.  
Philippians 4:13**

## OUR PLEDGES



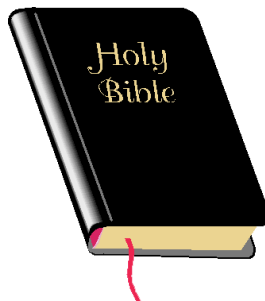
### **Christian Flag Pledge**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.



### **American Flag Pledge**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.



### **Bible Pledge**

I pledge allegiance to the Bible, God's holy word. I will make it a lamp unto my feet and light unto my path. I will hide God's word in my heart that I might not sin against God.

## FREQUENTLY ASKED QUESTIONS

### **What phone number do I call if my child will be absent from school?**

Please call 407-484-1757 between 7:30-8:30 a.m. It is very important to call prior to 8:30 a.m. so that we can advise teachers of student absences.

### **Can I e-mail the school office about my child's absence?**

Parents/guardians can e-mail the school office to report their child's absence. The school's email address is [office@victoryacademyschool.org](mailto:office@victoryacademyschool.org). In the subject box please type the following: REPORT STUDENT ABSENCE, your child's name and their teacher's name. We must have a signed excuse from the parent/guardian or doctor when the student returns from the absence. We keep this signed record with student records for the year.

### **Where can I pick up homework for my child if I made the request for the absence?**

If your child will be absent for multiple days, Please contact your child's teacher for more information.

### **What is the procedure for dropping off/picking up my child for Morning and Afternoon care?**

Parents/Guardian are responsible (regardless of age) for signing the student in (under morning drop off time) and out (under evening pick up time) at designated area daily. The same rule applies when picking up a student early from school for any reason. Only person authorized to pick a student up will be allowed to receive the student. Please be prepared to present valid identification.

### **What school supplies are needed?**

You may obtain a copy of the classrooms supply list from your child's teacher.

### **Can my child carry or use a cell phone?**

Students may not use cell phones and/or any other two- way communication devices during the school day or during any school sponsored activities (e.g., parties, field trips, bus transportation to or from school or school activities). Students are expected to keep the cell phone, turned off, in their backpacks. If a student is using a cell phone or has it out during the school day, it will be confiscated by school staff and returned to the student the first time, to the parent the second time, and if it is confiscated for a third time, it will not be allowed back on school property. A parent/teacher conference will have to be scheduled in order for the phone to be authorized back onto school property. **(See Behavior Matrix)**

### **What are the marking periods?**

Four times each year students receive a grade report or report card. Victory Academy will allow parents to keep track of academic and behavioral progress on a regular basis by using the RenWeb system. Teachers may also communicate with parents/guardians using progress reports which will be sent home after the first four weeks of each semester.

**When are parent/teacher conferences held?**

Parent/Teacher Conferences are held on appointment basis. A copy of each teacher's hours designated for conferencing is available in the office. In addition, if you would like to meet at any other time, it will be at the discretion of the teacher and according to the availability of the teacher.

**What are the general school rules?**

We work to promote a positive, safe learning and working environment based on mutual respect. We have the following few, easy to understand expectations:

- We keep our hands, feet and other objects to ourselves.
- We come to school dressed properly as outlined in the school's dress code.
- We bring necessary learning materials to school to ensure our own success.
- We use appropriate language at all times.
- Students are to do what they are told to do the first time they are told.
- Students may not interfere with learning or teaching of their fellow classmates.

**How can parents/guardians get more involved in Victory Academy activities/events?**

Victory Academy openly invites and encourages our parents to participate in the education process. Our policy on parent volunteerism is that at least one parent/guardian in the home is required to volunteer in some capacity throughout the school year. To volunteer, complete and submit a volunteer form or contact the school office. Parents/guardians are invited to participate in various meetings and programs throughout the school year. Additional opportunities will be available throughout the school year. To get involved you must contact Mrs. Shayla Tate for more details; [admin@victoryacademyschool.org](mailto:admin@victoryacademyschool.org).

**What if I have a change of address/contact information?**

Victory Academy should be kept abreast of any changes in address or telephone numbers. The contact information should be submitted to the administrative office and should remain current at all times; so proper notification can be made in the event of sickness, accidents and other emergencies and disciplinary situations. All non-parent /guardian emergency contacts must be kept current as well.



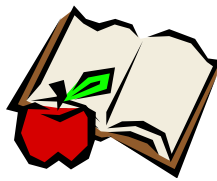
**PARENT STATEMENT OF SUPPORT:**

1. We will regularly and earnestly pray for VA.
2. We will fully cooperate in the educational activities of VA by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children in accordance with the “dress code policy” and the “discipline policy.” The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
6. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
7. We will volunteer for duties and responsibilities as opportunities arise and God provides the time and strength.
8. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
9. If we become dissatisfied with VA in any way we will strive to resolve the matter with the person(s) involved privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15- 17; 5:23-24).
10. We will seek to support and advance VA in every area possible—spiritually, academically, physically, and financially.

**STUDENT CODE OF CONDUCT:**

As a student of Victory Academy I agree:

1. To strive for excellence as a student in all that I say or do.
2. To obey the Bible in speech and conduct.
3. To respect and cooperate with those in authority at the school.
4. To abstain from alcohol, drugs, and tobacco.
5. To abstain from sexual immorality, witchcraft, dissension, and honor code violations.
6. To dress in accordance with the VA dress code.
7. To submit to the discipline policy of the school.
8. To remember that I am a student of VA wherever I am.
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, and me.
10. To be accountable for any negative behavior, on or off campus, at any time during the year.



## Section 1: ENROLLMENT AND WITHDRAWAL INFORMATION

### ENROLLMENT/WITHDRAWAL

Enrollment is conducted on Monday – Thursday from 9:30am – 2:30pm. Parents/Guardians of new/returning students of Victory Academy should come to the main office of the school to be properly enrolled by our registrar or Director. For scholarship purposes, you must agree to keep your student enrolled at Victory Academy for at least 170 days.

Withdrawal is conducted on Fridays ONLY from 9:30 a.m. – 2:30 p.m. ALL FEES and/or OUTSTANDING BALANCES must be paid in full in order for a student to withdraw. Lastly, a release of information form must be signed by parents/guardians to have student records transferred to the new school.

## Tuition & Fees 2017-2018 Academic Year

<b>Application</b>	\$150.00	This fee is <b>non-refundable and due with the application.</b> (New Students Only)
<b>Enrollment</b>	\$150.00	This is <b>due upon acceptance</b> and is <b>non-refundable</b> unless the school is unable to enroll the student.
<b>Re-Enrollment</b>	\$80.00	This fee applies to all <b>current Victory Academy students.</b> It is <b>non-refundable.</b>

### Supply Fees

*This fee includes books and additional supplies for specials & electives.*

<i>K4-K5</i>	\$285.00	<b>Due by July 1st.</b> This is a <b>non-refundable</b> fee.
<i>1<sup>st</sup>-6<sup>th</sup> Grades</i>	\$350.00	<b>A \$30.00 late fee will be assessed if supply fees are not paid by 8/1/13.</b>
<i>7<sup>th</sup> – 10<sup>th</sup> Grades</i>	\$400.00	
<i>11<sup>th</sup> -12<sup>th</sup> Grades</i>	\$500.00	
<b>Senior Fee</b>	\$150.00	This <b>non-refundable</b> fee covers graduation and transcript request expenses.

### Annual Tuition

We offer 4 tuition payment plans for your convenience. Please note that if a payment plan is selected, there will be no recalculation for early payments. \*The payment amounts and due dates for each plan are shown below.

GRADE	Plan A	Plan B	Plan C
<i>K4</i>	\$4000.00	\$1500.00	\$300.00
<i>K5</i>	\$5000.00	\$2000.00	\$400.00
<i>1<sup>st</sup>-12<sup>th</sup></i>	\$5000.00	\$2500.00	\$500.00

### Payment Plans

Plan	Payments	Discount	Due Dates	Enrollment Deadline
A	1	None	7/1/17	
B	2	None	7/1/17 & 12/2/17	
C	10	none	7/1/17 through 4/1/17 (1 <sup>st</sup> of each month)	4/29/17

**Scholarship Information**

Please note that if your child is a recipient of a Step Up or McKay scholarship, payment plans do not apply. Please inquire about special instances where a payment arrangement is allowed. It is your responsibility to apply for scholarships within the allotted time frame and to provide any award information at the time of enrollment. **Please note that the balance on your account, after the scholarship, is your responsibility.**

**Payment Types**

We currently accept cash, check, debit and/or credit card payments. Return check fees will be assessed based upon your financial institution’s fees. If a check is returned one time, check payments will no longer be accepted.

**Note:** If your child is enrolled in the middle of the school year, you will receive information regarding your child’s total tuition owed at that time. If a payment plan is necessary, please inquire at the time of enrollment.

**Extended Care Program**

**Morning Care 6:45 am to 7:45 am**

All regular school students must be dropped off by 7:45. Earlier than 7:45, students will be considered an early morning care drop-in. Students are considered late if they arrive after 8:00 am.

**Afternoon care 3:15 to 6:00 pm**

All regular school students must be picked up before 3:15. Later than 3:15, students will be considered an aftercare drop-in. Parents will be charged for after care.

**Weekly Rate:**

	1 Child	2 Children	3 Children	4 Children
Morning Care	\$15	\$22.50	\$26.25	\$55
Afternoon Care	\$30	\$45	\$85	\$57.50

**Monthly Price:**

	1 Child	2 Children	3 Children	4 Children
Morning Care	\$60	\$90	\$105	\$220
Afternoon Care	\$120	\$180	\$210	\$230
Both	\$180	\$270	\$315	\$450

Drop-in morning fee is \$5 and afternoon is \$10. NO more than two days. After two days you will be charged a morning/aftercare fee. **See above.**

### **MCKAY/Step Up for Students Scholarship**

McKay/Step Up for Students Scholarship Check Signing Schedule will be posted in the front office. It is the responsibility of the parent/guardian to keep abreast of the schedule. Parents are responsible for signing checks within 48 hours of the arrival of the check or the student will not be able to return to school until signature is received.

### **CASH PAYMENT**

Tuition is due the first Monday of every month (unless otherwise arranged). If payment is not received within 48 hours of the due date, a late payment charge of \$25.00 will be assessed. A returned fee of \$30.00 will be assessed for all returned checks. After the second returned check, the school will not accept any payments in the form of checks from parent/guardian. Parent/guardian will have until the end of the week to remit payment or the student will not allowed back in class until payment & late fee is received.

### **COURT ORDERS**

Parents/Guardians must provide the school with current court orders. Parents/guardians must supply the school with a copy of any type of court order that may affect the student (e.g. who may visit the child, who has access to records, etc). Orders will be maintained in the child's file. If any changes to the court order occur during the year, the school must be notified.



## **Section 2: Important Information**

### **SCHOOL HOURS**

Monday through Thursday 8:00am – 3:00 pm, Friday 8:00am – 1:30pm (Unless otherwise specified on the school calendar.)

### **ATTENDANCE:**

All students are to attend school regularly. We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. **Students in Kindergarten-12th grade are allowed 8 absences per year, 4 per semester. Absences in excess of 4 per semester may result in a Saturday school at the discretion of the respective principal (\$20 fee).** The administration will make the final decision as to whether or not a student will pass or fail due to a prolonged illness. **A student must be in school 4 1/2 hours to receive credit for the day. Students must be at school by 10:30 a.m. in order to be counted present.** Unless it is school business, students must be in attendance at least half the class period to be counted present.

### **EXCUSED AND UNEXCUSED ABSENCES: Parental Phone Call of Absence:**

The safety of our students is a prime concern. As a matter of crisis management, we desire to know where students are and if they will be attending for the day. Victory Academy requests that parents phone the School Office, **407-484-1757**, the day of an absence, by 8:00 a.m. if possible. Leave a message if the phone is busy with the **name of the student, grade, date, and reason for absence.** Parents of students who have been absent, who did not call, will receive a message from **RenWeb** of their student's absence by 3:30 p.m. A signed note is due within 2 days with the above info and any documentation for all absences. (See **additional consequences in the behavior matrix.**)

**Examples of Excused Absences:** Absences are excused for illness, injury, death in the family, medical or dental appointments that cannot possibly be made outside of school hours, family reasons pre-approved by the administration (one week's notice), marriage in the immediate family, one morning in order to obtain their driver's license if the student has no test scheduled during the period of the absence, educational trips of an educationally redeeming nature, a business trip where both parents are required to be out-of-town and the children are too young or have no other place to stay, help at home of an emergency nature will also be given consideration, or special situations where a student may have the opportunity to represent his church, scout troop, a civic organization or some such group will be considered by the principal based on the student's grades, previous absences, etc.

**Perfect Attendance Exemptions:** Absences that are exempt for perfect attendance are for

students participating in Academy-sponsored activities during the school day, or college days for juniors and seniors per the guidelines in the academic section. Seniors have two exempt days and juniors have one exempt day except during exams.

**Required Note for Classroom Absences:** Except for illness, injury, and death in a family, prior notice of the absence should be given one week in advance. Otherwise, students must bring a note explaining their absence on the first day of their return for it to be excused. ***Students have 2 days of grace to return a note or the student will serve an after school detention. If the absence remains unexcused, it will result in a 3-point deduction for the quarter from all academic classes.*** The note should include the name of the student, grade, date, reason for the absence, documentation if available (ex. doctor's note), and the parent's legible signature. Students should bring the note to the office before going to class.

**Examples of Unexcused Absences:** Absences are unexcused for all of the examples listed if not requested in writing and approved in advance of the absence: oversleeping, hair appointments, shopping, excursions, automobile repairs, working on a class assignment, unapproved personal trips, tardiness or truancy, parent notes without any explanation, failure to bring a note in the 2 day grace period, or suspension.

**Makeup Work:** Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the class missed, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late. It is the student's responsibility to schedule a time for makeup work. All work missed must be made up within two times the numbers of days the student was absent. This applies only to excused absences relating to illness, injury, and death in the family. Students absent for other reasons, such as educational trips, college days, appointments, etc., do not have this number of days for makeup. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher. If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

**Extracurricular:** If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity that evening. Students involved in extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate, a student must be in school 4 1/2 hours.

**Loss of Credit for the Year Due to Absences:** For students to receive credit in any class, total semester absences may not exceed four (4) or the year absences may not exceed eight (8). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Principal.

**TARDINESS:**

Students are expected to be on time for their classes. For every three unexcused tardies, students will receive an unexcused absence. Students arriving to school after 8:05 are considered tardy, and must report to the front office with a parent to sign in. The office will issue the student a tardy slip to class. (See **additional consequences in the behavior matrix.**)

**Examples of Unexcused Tardies:** are oversleeping, arriving late for any reason not in keeping with reasonable prudence, any tardiness in getting to class during the school day or not bringing a note within three days of a tardy.

**Examples of Excused Tardies** are student or parent automobile delays or breakdowns in route to school (unless habitual), detainment by the office or another teacher, or a temporary illness. (School office staff will make the decision of whether a tardy is excused or not.)

**SCHOOL HOURS:**

Check with the school office for school hours and designated areas for early arrival. Students should not arrive on VA campuses earlier than 6:45 for early care and 7:45 for the regular school day. The school's classrooms are opened to students at 7:45 a.m. After 8:05 a.m. students are considered tardy.

**NON-DISCRIMINATORY POLICY:**

Victory Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and other school-administered programs.

**TRAFFIC PATTERNS:**

Our car pool system is designed to provide safety, order, and supervision for each student's arrival and departure. The traffic pattern at the Academy, which unfortunately cannot be free of inconvenience, is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. Since safety of students is involved, please give wholehearted cooperation in observing these regulations. Designated drop off/pick up zone is behind Grace Journey Church in the gymnasium lot. Please advance far enough so that other cars may pick up their riders. Please do not leave cars unattended in the car line and park in designated areas only. Please watch your speed. Traffic pattern information can be obtained from the school office. Parents will be given identification numbers for pickup in the car pool. Please keep these numbers in clear view on the dash of the driver's side of the car.

**Extended Care Program:**

A teacher will be on duty at 6:45 for grades K-12 for early care. Please see Victory Academy Extended Care Fees for more information.

If K-12<sup>th</sup> grade students arrive after 7:45, they should go directly to their classroom.

A teacher will be on duty at 7:45 for grades K-12 in every class for student arrival. Students should be in class by 8:00 a.m.

Aftercare services for K-12<sup>th</sup> are available and begin upon dismissal of school and ends at 6:00 p.m. Aftercare services are NOT provided for half days, holidays, or staff professional days. Aftercare ends at 6:00 p.m. each full school day. If a student is not picked up by 6:00 p.m., there will be a \$1.00 late fee for each minute after 6:00 p.m. (See payment plan)

**LATE ARRIVAL POLICY:**

All students at VA are to assume the responsibility of being punctual. Students are encouraged to be in their classrooms five minutes prior to the start of school in order to get organized for the upcoming day. All students in Kindergarten-12<sup>th</sup> grade who are late should report to the school office.

**LEAVING CAMPUS DURING THE SCHOOL DAY (EARLY DISMISSALS):**

All students must be signed out in the front office before leaving campus. Students who become sick during the school day will be sent by the classroom teacher to the school office where their parents will be notified by telephone. After allowing the student to rest for awhile and monitoring student, the student will be either sent back to class, or parents will be asked to take their child home. All students must be signed out in the school office.

**SIGNING STUDENTS OUT OF SCHOOL:**

1. Students may be signed out for the following conditions:
  - a. Their absence would fall under one of those defined as excused in the Student Handbook.
  - b. If the reason is illness, the student must be running a fever as determined by the office staff. If not running a fever, he must obviously be ill, as determined by the best judgment of the Academy officials. The school will contact a parent or legal guardian.
2. Detailed records for students will be kept in the Office regarding signing in and out of the Academy. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Principal.
3. Students may not leave the campus during the school day without telephone contact with, or personal appearance of the parents or legal guardian.
4. Upon checking in either later that day or a following day, a written note from home must accompany the student.

**ILLNESS:**

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent stating the reason for missing school. It is a policy that a student must stay home with a fever (24 hours fever free without the use of medication like Motrin, Aspirin, Tylenol, etc.), vomiting (24 hours free), flu symptoms, diarrhea, colored nasal discharge, persistent cough, strep throat (24 hours on medication), or pinkeye (24 hours on medication).

**IMMUNIZATIONS AND PHYSICALS:**

Florida state law requires VA to have on file current immunization and medical records for each student. Kindergarten and 1<sup>st</sup> grade must have a physical to enroll. Please keep your child's



records up to date with the school office. Students participating in fine arts productions and marching band must have a physical on file.

### **INFECTIOUS DISEASES:**

Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at Victory Academy as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at VA. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Auto Immune Deficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Victory Academy believes that these measures serve to minimize the further spread of diseases.

### **MEDICATIONS:**

All medications (prescription or over-the-counter) must be stored and administered by the office administration team. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered. Medications must be in original packaging and a bottle no taller than 3 inches or in a labeled zip- lock bag with instructions.

### **EMERGENCIES:**

If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

### **PUPIL AND CUMULATIVE RECORDS:**

All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student’s record. When a student withdraws during the year, a withdrawal form must be completed. A parent or guardian must complete a transfer of record before records can be released. Student accounts must be current or records and report cards will not be released. A transcript of a student’s grades will be provided upon request to the student’s parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student’s tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.

### **INCLEMENT WEATHER CLOSINGS:**

In case of inclement weather that occurs WHEN SCHOOL IS OUT for the day, VA will announce its delays and closings on RENWEB and the school website [www.victoryacademyschool.org](http://www.victoryacademyschool.org). If the inclement weather event occurs WHEN SCHOOL IS IN SESSION, VA will contact parents. Typically, VA, during an in session weather event, follows Orange County Public Schools.

**PHONE POLICY:**

Students may use the office telephone for emergencies with permission of the office staff. NO CELL PHONES CAN BE USED BETWEEN 8 a.m. and 3 p.m.

**CONTACT OF TEACHERS AND RESOLUTION OF PROBLEMS:**

Teachers at VA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher by calling the office. Parents should use discretion when contacting teachers at their home. Teachers have the option of making their home telephone number available. Be considerate of their time away from school. Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved. Complaints or problems will be considered in no other way than prescribed as stated:

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!) it should then be brought to the Assistant Principal. (Principal will be notified.)
3. If it is still not solved at this level, it should then be presented to the Principal.

**CAMPUS VISITORS:**

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass. Parents are welcome to visit school during the school day. Parents should check in at the school office before going directly to a classroom if they have scheduled an appointment with the teacher for a planned activity, party, etc. Classroom observation by parents is welcomed, but should be arranged and scheduled by the principal at least 24 hours prior to the visit. Parents may not go to a classroom without a pass. **All visitors must be in dress code.**

**FOOD AND WATER BOTTLES:**

Food and drink (except water) should not be consumed throughout the facilities except in designated areas. Water may be brought to class in clear, spill-proof, plastic bottles labeled with the student's name.

**GUIDELINES FOR LUNCH**

We discourage students bringing glass containers. Food/drinks are to remain in the cafeteria and are not to be taken out to the classroom. Students are expected to behave in an appropriate manner during lunch. After lunch, students are encouraged socialize in an appropriate manner with their fellow classmates.

The following behavioral expectations are enforced during lunch hour:

Students will:

- Display appropriate dining behaviors and courtesies including using quiet voices.
- Clean up their own dining area when they have finished with lunch.
- Raise their hand and ask to be excused before leaving their eating area.
- Leave food/drinks in the Cafeteria and are not to take food/drinks into the classrooms.

**SNACK POLICY:**

Morning snacks for lower elementary may vary. Please check with your teacher regarding this policy. Morning snacks are brought from home and should be **nutritious**.

**BIRTHDAYS:**

Celebration of student birthdays may be celebrated with classmates during the lunch period. All birthday celebrations should be arranged in advance with the teacher. Birthday songs should be sung within the classroom. Classroom parties will be celebrated with an emphasis on Jesus Christ and His gifts to us. In Pre-K through 12<sup>th</sup> grade, if gifts and invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out.



## **Section 5 – Honesty & Grades**

### **ACADEMIC HONESTY POLICY**

Victory Academy regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student.

Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. Thus it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action.

The following list provides examples of what a student **will NOT do**:

1. Plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
2. Submit work that is not original: Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
3. Give or receive unauthorized assistance on exams.
4. Alter grades or other academic records, give false information, or forge.
5. Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
6. Provide notes, signature, or other documents that are forgeries to school officials or teachers.

### **DISHONESTY DEFINED**

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

Dishonesty, or cheating, is defined as:

- Copying or stealing another person's work;
- Allowing another person to copy one's own work;
- Doing another person's classwork;
- Creating more than one copy of one's own work for distribution;
- Providing another person with the answers on tests or quizzes; or
- Noncompliance with teachers' test taking procedures.

Use of computers in any of the following ways is prohibited:

- Unauthorized copying of the software;
- Copying or using another student's data disk; or
- Unauthorized use of hard copy (printed material) to develop one's own software

## **VIOLATION OF ACADEMIC HONESTY POLICY**

The following rules for conduct apply to all students and violation of the rules could result in consequences as described. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

### **Procedures for implementation of this policy shall include:**

1. An explanation of this policy will be included in parent handbooks or mailed to parents/guardians annually.
2. Explanations of the Academic Honesty Policy and Procedure will be presented orally to the students during the first week of classes at the beginning of the school year by the teacher. Students will sign and date an Acknowledgment of Academic Honesty Policy form at that time.
3. In each incidence of alleged academic dishonesty, parents/guardians will be notified directly (by phone or a conference) and a brief written statement of the situation shall be provided to the principal by the teacher, with a copy to the parents/guardians.

### **PLEASE SEE BEHAVIOR MATRIX FOR CONSEQUENCES PER OFFENCE**

## **STAFF RESPONSIBILITIES**

All teachers will educate students during the first two weeks of class as to what constitutes cheating and what is acceptable and unacceptable behavior. The Academic Honesty Policy will be referenced. This information is reinforced on a regular basis

## **INTERNET AND OTHER COMPUTER NETWORKS**

The use of the Internet and similar communication networks by students and staff is a privilege – not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may also be taken where/when appropriate. The teachers will maintain a record of those students who do not have access to the Internet (or other materials). Students shall be trained on the use of the Internet. Teachers will be responsible for informing students of the Victory Academy policies, procedures, and rules annually. We strive to give students' access to the Internet, but specific procedures on the rules must be followed. Students who do not follow the rules will lose their privilege to use the system and/or be subject to other disciplinary action including possible legal action. Internet is to be used for educational and research purposes only that are consistent with Victory Academy educational objectives.

## **HOMEWORK**

Homework contributes to the growth and development of the student. Homework is given at all levels and is assigned to do the following:

- Supplement, support, and extend learning through home-related activities.
  - Reinforce classroom instruction by providing necessary practice, integration, and application.
  - Help students become resourceful and work independently.
  - Acquaint and involve parents/guardians with what their children are learning in school.
- Middle & High School level students should expect an increase in the amount of work they take home compared to Elementary School level. This allows them to expand the learning that took place during the day and involve other family members in schoolwork. Parents/guardians should expect 30-60 minutes of homework nightly. The amount of time needed will vary according to the individual student's age, needs, capabilities, and motivation. If students are bringing no work home, or an excessive amount, parents/guardians should contact teachers to discuss their child's progress. Teachers will generally provide time during class for students to work on assignments. This allows students to get answers to specific questions about the topic they are working on. Students will also get an opportunity to complete work with teacher support during homeroom. Parents/guardians also have responsibilities to support their children in completing homework. While students should assume the major responsibility for completing homework assignments, parents/guardians are encouraged to take an active interest in student homework by:

- Promoting a positive attitude toward homework.
- Providing a consistent time and suitable place for study.
- Making resources available whenever possible.
- Communicating special circumstances to the teachers that may affect the student's ability to complete assignments.

### **Homework Checklist for Parents/Guardians:**

Make sure your child has:

- A quiet place to work with good lighting and appropriate supplies.
- A regular time daily for doing homework.

### **Questions to ask your child:**

- What's your assignment today?
- Is the assignment clear? (If not, suggest calling a classmate.)
- When is the assignment due?
- Do you need special resources (a trip to the library, specific computer programs)?
- Do you need special supplies (graph paper, poster board)?
- Have you started the assignment? Have you finished it?
- Is it a long-term assignment? If so, have you divided it into manageable sections?
- Would practice be useful?

Other ways to help:

- Look over the finished assignment, but don't do the work.
- Meet teachers early in the year and contact them to clarify homework questions.
- Review teacher comments on homework that has been returned and discuss with your child.

- Contact the teacher directly if there's a question or problem.
- Congratulate your child on a job well done.

**PROGRESS REPORTS**

Ongoing student progress is available to parents via Victory Academy Daily RenWeb. More info on RenWeb will be sent home with child on first day. We encourage parents and students to use this tool to monitor progress. Official progress reports are sent to the parents/guardians of students the fourth – fifth week of each semester. This report may show positive academic achievement or unsatisfactory performance after the first couple weeks of each nine-week period. If parents/guardians desire more information on their child's progress, they may contact their child's teacher directly via phone or e-mail.

**GRADE REPORTS**

Four times each year students receive a grade report or report card. K4 & K5 students will receive a progress report the first nine weeks and a report card for the last three quarters. Grades are given on the basis of a student's success in achieving established objectives for the course. Grade reports are distributed after the end of each nine weeks of instruction. The following letter grades are given:

**Grading Scale**

90-100 = A	
80 – 86 = B	87 – 89 = B+
70 – 76 = C	77 – 79 = C+
60 – 66 = D	67 – 69 = D+
59 < = F	Incomplete = I

**HONOR ROLL**

Students who have earned a 4.0 grade point average are placed on the Principal's Honor Roll. Students who have earned a 3.5 - 3.99 grade point average are placed on the Superior Honor Roll. Students who have earned a 3.0 - 3.49 grade point average are placed on the Academic Honor Roll. All grades for all subjects are averaged to determine the honor rolls.

**PROMOTION-RETENTION**

Victory Academy makes extensive efforts to avoid the necessity of high stakes promotion/retention determinations through a system of strategic supports and interventions to address individual student learning deficits. Early identification of problems is important to assist the student, parent, and school in resolving them. If, after extensive efforts, insufficient academic progress results and retention is necessary, a detailed retention plan is prepared designed to maximize modifications and support to the student during the retention year. Promotion/retention determinations are based on multiple criteria. Significant factors considered are classroom assignment

and test results, teacher recommendations, grades, and attendance. Promotion and retention determinations are made solely by administrators.

### **PARENT/GUARDIAN-STUDENT TEACHER CONFERENCES**

Parents/guardians can minimize the need for face-to-face conferences by conferring regularly via e-mail, telephone, using the Victory Academy Home-note, or through other written communication with teachers. Parents/guardians are encouraged to regularly speak with their child about his/her progress. We encourage regular, ongoing communication with teachers. Parents/guardians do not need to wait for scheduled conferences to contact teachers with questions or concerns. E-mail is an excellent tool to facilitate communication. Many parents/ guardians find that this on-going, relatively immediate communication supports their interests and questions, as well as minimizes the need to meet with teachers face-to-face at the scheduled parent/teacher conference dates. Students should be an active part of conferences. Students should provide parents/guardians information on the reasons for their grades and the associated comments from teachers. Students should be present at conferences to respond to questions from parents/guardians related to class performance. Parents/guardians are strongly encouraged to contact teachers early in the year to discuss student performance.



# Victory Academy Uniforms



Thursday, December 18, 2014

## **DRESS CODE & PROPER GROOMING**

WE ARE A MANDATORY UNIFORM SCHOOL: Students are expected to wear their uniforms daily unless otherwise notified (i.e. Dress-Out Day). If special day is designated for no uniforms, the students will be notified at least 48 hours ahead of time with specific guidelines for the day. In general students should follow the following guidelines:

**Burgundy vests and sweaters are available but optional. However, if a vest is worn over a shirt, the vest must be embroidered.**

All **elementary girls (K4-6th)** are to wear the burgundy plaid jumper with white peter pan blouse and cross tie. All shirts must be embroidered. Shoes must be black or white.

All **elementary boys (K4-6th)** are to wear black slacks, white short sleeve oxford shirts with burgundy tie. All shirts must be embroidered. Shoes must be black or white.

All **middle school and high school girls (7th-12th)** are to wear the Plaid 54 skirt with a white peter pan blouse or oxford shirt and crosstie. All shirts must be embroidered. Shoes must be black or white. **9th- 12th grade girls have the option of wearing the**

**long ties as well.**

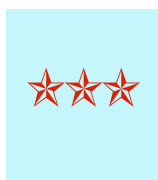
All **middle school and high school boys (7th-12th)** are to wear gray slacks, white short sleeve oxford shirts with a plaid tie. All shirts must be embroidered. Shoe must be black or white.

To see and order uniforms please follow directions and click below.

1. visit [www.frenchtoast.com](http://www.frenchtoast.com) and click on "shop By School" in the top navigation of the site
2. Enter your school code (QS5QBQC)
3. click on School Name
4. Pick the appropriate uniform

**STUDENTS ARE PERMITTED TO WEAR THEIR REGULAR CLOTHES ON FRIDAY; HOWEVER, THE CLOTHES MUST STILL MEET THE DRESS CODE STANDARD.**

**DRESS CODE VIOLATIONS** – Flip Flops, Bedroom Slippers, Obscene shirts under uniform top, Hoods, “Skullies”, Hats, Visors and Head Scarves. Any type of attire that is obscene, attracts undue attention to the wearer and causes a disturbance or safety concern for the wearer, or others, or can destroy school property is not acceptable. Clothing and accessories with advertisements for controlled substances (drugs including tobacco and alcohol), decoration that is sexually explicit or vulgar, or gang related are incompatible with the school environment and will not be allowed. **Visible tattoos and body art are discouraged. Low-cut blouses, see-through clothing, off-the shoulder, halter style, thin-straps, tube tops, tank tops, or clothing that reveals the midriff are not appropriate attire. Dresses and skirts must come to the knee or below. The slit of a dress or skirt must come no higher than three inches above the knee.** Clothing that we deem inappropriate will not be permitted in the school environment. Students refusing to cooperate risk receiving additional consequences and parents will be notified.



## Section 6 – CONDUCT

The school is the learning and working environment for both students and staff. Students, their families and staff members are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians, and staff members should expect a safe, orderly, positive environment to work and learn in. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, respect property, and be responsible for their own actions. Students will be expected to be respectful at all times and follow these simple rules:

- We respect others and their property.
- The use of inappropriate (foul, abusive, harassing, vulgar) language is prohibited and will not be tolerated.
- We keep our hands, feet and objects to ourselves.
- Students are to do what they are told to do the first time they are told.
- Students may not interfere with the learning / teaching environment.
- Teachers will be allowed to teach and students will be allowed to learn.
- Students will allow the teacher to teach all students.
- Students will allow all students to learn.
- Students will encourage all others to feel safe and comfortable.

Students who are unable to meet our high behavioral expectation will receive appropriate consequences for choosing inappropriate behaviors. **Teachers will teach and rehearse their expectations for behavior in their classrooms the first week of school and on a regular basis throughout the year.** Students can expect to see and hear the overall school rules (listed above) reinforced in every classroom. Teachers will also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate severe or repeated inappropriate behaviors, they will be referred to the administration.

## CLASSROOM CODE OF CONDUCT

*This Classroom Code of Conduct applies to all students in grades K-12.*

### **1. Student Removal from Class**

A student may be removed from class for, but not limited to, the following reasons: dangerous, disruptive, damaging, unruly behavior, behavior that violates expectations set forth by Victory Academy, in addition behavior that interferes with the ability of the teacher to teach effectively or interferes with the ability of others to learn, and behavior which is inconsistent with class decorum.

When a student is removed from class, s/he will be sent or escorted to the administrator or designee. The teacher removing the student will notify the administrator or designee and inform him/her of the reason(s) for the student's removal. A written explanation of the reason(s) shall be given to the administrator explaining student's removal from class.

### **2. Placement Procedure**

Short Term Placement Procedures

In the majority of cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which s/he was removed. The administrator or designee shall inform the student of the reason(s) for removal from class. The administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practical, shall take steps to have the student sent home.

### **3. Parent/Guardian Notification Procedures**

- The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24 hours of the incident that caused the student to be removed from his/her class. The classroom teacher shall keep written logs or records regarding all attempts to contact the parents/guardians of the removed student and provide these to the administrator or designee within 24 hours of the student's removal from class.
- The administrator or designee shall notify the parents/guardians of the student in writing via disciplinary referral form, when a teacher has removed a student from class. This notification shall include the reason(s) for the student's removal from class and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from class and after a placement determination has been made.
- If the student removed from a class is also subject to disciplinary action (suspension or expulsion) for the particular classroom conduct, the student's parents/guardians shall be notified of the disciplinary action.

### **Behavioral Matrix**

The Behavioral Matrix is designed so students will know the consequences of their misbehavior. Parents are informed through registration packets, forms, handbook, school newsletter and various other reminders of the necessity for each student to display good behavior.

## **DISCRIMINATION**

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

## **HARASSMENT**

Pupil harassment means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. Any conduct that meets the three elements of harassment as described below constitutes harassment and will be dealt with accordingly.

EXAMPLES OF BEHAVIOR THAT CAN CONSTITUTE HARASSMENT: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism, destruction of property.

DIRECTED TOWARDS A PUPIL BECAUSE OF: sex, sexual orientation, race, religion, national origin, ancestry parental status, physical disability, mental disability, emotional disability, learning disability.

CREATING A HOSTILE ENVIRONMENT: The behavior is so severe (in view of all circumstances) or pervasive (occurs often, is part of a pattern of behaviors, permeates atmosphere) that it creates a hostile environment.

## **SEXUAL HARASSMENT**

Victory Academy is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all employees and students and will also be distributed to all contractors, vendors, and other agents of the school. It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communications of sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes but is not limited to:

Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, or visual depictions of physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student, or when made by a student to a staff member when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or when
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

There are a range of subtle and not so subtle behaviors that may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

- 1) Verbal harassment or abuse, sexual jokes and innuendo.
- 2) Pressure for sexual activity, sexual favors, or unwanted sexual advances.
- 3) Remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies.
- 4) Unwelcome touching, leering or whistling.
- 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- 6) Insulting or obscene comments or gestures.
- 7) Display of sexually suggestive objects or pictures.
- 8) Other physical, verbal or visual conduct of a sexual nature.

**It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair consistent manner.**

### **PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR**

Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Students who harass others may be referred to the police. Students who feel they are being harassed by another student should do the following:

- 1) Respond assertively (tell harasser to stop, or walk away).
- 2) Document the situation (write down the date, time and location where and when the situation happened. Write down other people who saw/heard it. Write down your assertive response.) Keep this document.
- 3) If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge and tell him/her about the situation. Teachers will keep parents informed of more serious situations of harassment. Severe situations will be referred to administration. (this should be done first)

### **PROHIBITED ITEMS**

This includes many, but not all items, that have no place in school: knives, weapons of any kind, cigarettes, drugs, lookalike drugs/alcohol, lighters, matches, fireworks, spray devices, foams, water guns, electronic devices (including cell phones, pagers, lasers, walkmans, video games/accessories of any sort), cards, articles of pornography, gang scarf's, jewelry/paraphernalia, or other paraphernalia not conducive to a safe, orderly environment. These items, plus anything that causes problems of control at school, will be taken from students.

## **DRUG FREE SCHOOL**

It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol on Victory Academy property, including all vehicles owned by Hatcher Academy of Excellence. The same provisions are in effect at all school-sponsored events or extra-curricular activities while off school premises. "Look-alike drugs" shall be considered the same as controlled substances for the purposes of this policy and related policies. Students who violate the provisions of Victory Academy policy will be subject to disciplinary action, including suspension or expulsion. In addition, referral for prosecution will be imposed on students who violate the standards of this policy.

## **CARE OF SCHOOL PROPERTY BY STUDENTS/VANDALISM**

Students and/or their parents/guardians will be required to pay for damage to school property that results from rule violations, negligence, malicious mischief, vandalism, etc. If payment is not made, Victory Academy may file the claim with proper authorities. Vandalism may be referred to the police.

## **VIOLENCE OR THREATENING BEHAVIOR**

Violent or threatening behavior is disruptive to the educational environment at school and endangers others at school or at activities that are supervised by school authorities. As a result, violence or threats of violence, including fighting, kicking, striking, potentially harmful use of a weapon or other instrument, or other unwelcome or hostile physical contact, or the threat of such contact, violates school rules and **will result in suspension** and possible referral for expulsion. It is at the discretion of administration to determine if one or all parties involved in a violent altercation will be suspended or expelled.

## **WEAPONS and LOOK-ALIKE WEAPONS**

Weapons and look-alike weapons are prohibited. No person shall possess, use, or store a weapon on school property, on school buses, or at any school related event, or at any event that is under the supervision of school authorities. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty). A weapon is any object that by its design and/or use can cause bodily injury or property damage, or any component of such an object. This includes, but is not limited to guns, including BB and pellet firing guns, firearm silencers, knives, razors, martial arts weaponry, metal knuckles, chains, pepper spray/mace and other similar propellants, and similar items or destructive devices such as explosives or fire bombs. A weapon is also defined as any facsimile or look-a-like of a weapon or firearm such as a toy, starter pistol, or other object that can be perceived as an actual firearm. A weapon also may include physical actions or oral or written statements, which lead others to reasonably believe, or are calculated to induce a belief, that a weapon is present. **Any student violating this policy shall be subject to penalties outlined in state and federal law including possible expulsion, and mandatory referral for expulsion from school for possession of a firearm.** Parents/guardians

and law enforcement officials will be notified when this policy is violated. Weapons will be confiscated by law enforcement officials, as appropriate. Any other person violating this policy shall also be referred to law enforcement officials. Law enforcement officers will be contacted in any situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to control the situation in accordance with applicable emergency procedures until law enforcement officials can be summoned.

## **EXPULSION**

Victory Academy may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of any employee of the school and is satisfied that the interest of the school demands the pupil's expulsion.

Victory Academy shall not discriminate in disciplinary actions including expulsions on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

## **ELECTRONIC COMMUNICATION DEVICES**

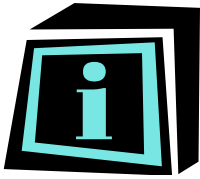
Students are prohibited from using CD players, MP3s, two-way radios, pagers, cell phones and other electronic communication or entertainment equipment during the school day. Students who bring any of the above listed items to school will have the items confiscated until the end of the day (first offense), until parent/guardian picks them up (second offense) and until the end of the semester (third offense). Victory Academy shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school.

1. Students who bring cellular telephones to school are responsible for keeping their telephones turned off and in their book-bags during the school day, which includes the full period of time between the beginning of the first class and end of the last class of the school day, unless there is an emergency situation that jeopardizes the safety of students or staff.
2. Student shall not turn on or use cellular telephones while being transported in authorized school vehicles to and from school-sponsored activities or field trips unless they receive permission from the supervising teacher or there is an emergency situation that jeopardizes the safety of students, staff, chaperones or the bus driver.
3. Any parent/guardian who wants his/her child to use a cellular telephone at an unauthorized time may submit a request to the student's principal or his/her designee,



explaining the reasons for the unauthorized use. The Principal's or her designee's decision shall be final.

**See Behavioral Matrix for Consequences**



## **Section 7 – Volunteers**

### **PARENT/COMMUNITY VOLUNTEERS**

We are eager to involve community volunteers (including parents/guardians, grandparents, etc.) in our educational family. If you are interested in being a volunteer, please complete the volunteer form, contact your child's teacher or call us directly at the office. We need volunteers to act as mentors, to read with students, to assist students on projects, to assist with lunchroom supervision, to support students developing computer skills, to chaperone events, and for just about any activity you can think of. We are always looking for guest speakers on careers and particular special interests. If you have a special interest area, or career you would like to share, please let us know.

### **CONFIDENTIALITY AS IT RELATES TO VOLUNTEERS**

We are fortunate to have many parents/guardians who volunteer their time in our school. Volunteers may see or hear information about students that needs to remain confidential. Please consider the following guidelines when volunteering:

- All academic information is confidential. It is especially important not to compare student performance.
- Students may share information about families or neighbors. Please keep anything you hear confidential, unless it is potentially dangerous to the child. In that case, inform the teacher/administrator.
- If students exhibit behavior problems or reluctance to follow directions, please refer to the classroom teacher and/or administrator. Please do not share your impressions of the students involved with others in the community.
- If students share information that suggests they might be physically, sexually, or psychologically abused, the information should be shared immediately with the teacher, guidance counselor, and/or administrator. The information should be kept confidential and only shared with school authorities that need to be involved.

Parents/guardians with further questions about student confidentiality should an administrator.

# **Code of Ethics – Education Profession**

## **(Required Reading for Employees)**

### **6B-1.006 Principles of Professional Conduct for the Education Profession in Florida**

---

#### **6B-1.001 Code of Ethics of the Education Profession in Florida.**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

---

#### **6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.

- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.
  - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
  - g. Shall not misrepresent one's own professional qualifications.
  - h. Shall not submit fraudulent information on any document in connection with professional activities.
  - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
  - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
  - k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
  - l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the

Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

- m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

