

VICTORY COLLEGIATE ACADEMY
HOME OF THE KNIGHTS
Student and Parent Handbook
2026-2027



Principal - Ms. Monique Martinez Mendez

Front Office Phone Number 623-810-9781

Front Office Email - frontoffice@victorycollegiateacademy.com

Mission Statement

Our mission is to create a program that engages every single student. We strive to help students accomplish challenges and exceed their goals in a caring and supportive environment. One of the most important ways that we enrich our educational experience is by staying involved with our Maryvale community. Get in touch to learn more about Victory Collegiate Academy.

Vision Statement

Be **VICTORIOUS** in everything we do.

Core Values

TEAM - WIN - 100% EVERYDAY - WHATEVER IT TAKES - NO EXCUSES

Administration Team

CEO/Executive Director/Founder - Nick Schuerman

Vice President of ESS - Krystal Lowe

Director of General Education - Adam Morales

School Address

3535 N. 63rd Ave. Phoenix, AZ 85033

Victory Collegiate Academy Hours

Monday - Thursday: 7:30 am to 4:00 pm

Friday: 7:30 am to 12:30 pm (Front Office is open until 4:00 pm)

VCA School Board

Cheryl McNeill-Chairman of the Board
Brad Lindsay-Vice Chairman of the Board
Scott Kies-Treasurer of the Board
Joe Garcia- Board Member
Nick Schuerman- Executive Member



Letter from the Principal

Welcome to Victory Collegiate Academy! It is our privilege to partner with you in your child's educational journey. We believe every student deserves a school where they are challenged academically, supported emotionally, encouraged to grow in character, and inspired to reach their full potential. Our dedicated staff is committed to creating a safe, positive, and engaging learning environment where students feel valued, develop meaningful relationships, and are empowered to become confident learners and responsible citizens.

At Victory Collegiate Academy, we are proud to offer more than a traditional education through our **Healthy Body. Healthy Mind. Whole Child.** approach. We recognize that student success extends beyond the classroom, which is why we intentionally focus on developing the whole child. Alongside rigorous academics aligned to Arizona State Standards, students participate in character education, physical wellness, social-emotional learning, leadership opportunities, enrichment activities, and experiences that promote healthy lifestyles and lifelong success. By nurturing academic achievement, character, wellness, and personal growth, we prepare students not only for the next grade level but for success in high school, college, careers, and life.

This handbook has been developed to provide students and families with important information regarding our policies, procedures, and expectations. We encourage you to review it together and use it as a resource throughout the school year. A strong partnership between school and home is one of the greatest predictors of student success. By working together with open communication, mutual respect, and a shared commitment to excellence, we can ensure that every student has the opportunity to thrive. Thank you for choosing Victory Collegiate Academy. We are honored to serve your family and look forward to an outstanding school year filled with learning, growth, and achievement as we help every student become **victorious in everything they do.**

Principal Mendez

MOWR Community Letter

Dear K-3 Parents & Guardians,

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

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

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

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

Best Regards,

Ms. Martinez Mendez

Principal

Victory Collegiate Academy

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Arrival

- To ensure the safety, security and smooth operations of our school day, we have established clear procedures for student arrival and dismissal
 - Students may be dropped off for arrival on campus between 7:30 am and 8:00 am daily
 - Parents must communicate to the front office formally whether a student is arriving as a walker, parent drop off or bus transportation
 - Students may not be dropped off without parent supervision before 7:30 am and should not be on campus before 7:30 am
 - Only students enrolled and approved to be attending Before Care may be dropped off with staff supervision
 - To keep the parent drop off line running efficiently, we ask that any concerns or messages for your child's teacher be communicated by appointment only or by coming by the front office after arrival time (which is 7:30 am to 8:00 am)
 - Students who are walking must use the dedicated safety crosswalk with a staff member operating the crosswalk (students may not cross the street at any other points), and safely enter the south walking gate and to the designated entry for breakfast
 - Parents must please drive safe, slow and be cautious when entering the school grounds and the round-about parent drop off path; Parents do not have to get out of their cars for parent drop off, as staff are trained and assigned to support parents
 - Students who arrive after 8:00 am and the gates are closed for arrival, are identified as tardy, and it is required that a parent/guardian walk students in and sign them in
 - Students who walk to school and are late will be held in the front office until a parent/guardian arrives to sign them in
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Dismissal

- To ensure the safety, security and smooth operations of our school day, we have established clear procedures for student arrival and dismissal
 - Dismissal takes place Mon-Thurs between 3:30 pm to 3:45 pm, and Fri between 12:30 pm to 12:45 pm
 - Students are expected to follow directions, demonstrate high standards of behavior and character, and act responsibly during dismissal routines
 - Students may be dismissed by walking home, bus transportation, parent pick up, attending after school care, attending sports, and attending clubs or other approved activities on campus
 - Parents must communicate to the front office formally whether a student is dismissing as a walker, parent pick up, bus transportation, after care, sports or clubs
 - If a parent or an authorized person does not arrive 15 minutes past dismissal, staff will assume an emergency exists and will begin to call emergency contacts of the student(s)
 - If no emergency contacts are accessible within one hour past the designated pick up time, staff may contact the local police department who will pick up the child
 - If late pick ups continue on multiple occasions, we will be forced to call Child Protective Services
 - School employees are not available to watch your child after school is dismissed
 - Victory Collegiate Academy reserves the right to charge \$5.00 per minute, per child, for students who are picked up more than 20 minutes past dismissal (first occurrence will be a warning, all others will incur the \$5.00/per minute, per child fee)
 - Given that dismissal takes place between Mon-Thurs, between 3:30 pm to 3:45 pm, the \$5.00 per minute, per child will begin at 4:01 pm, and on Fridays since dismissal is between 12:30 pm to 12:45 pm, the \$5.00 per minute, per child will begin at 1:01 pm
 - School is in session Monday through Friday of each week, unless holidays, conference days or training days have been pre-scheduled
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Attendance

Victory Collegiate Academy believes that academic excellence begins with consistent attendance and punctuality. Regular attendance and arriving at school on time are essential components of student success, personal responsibility, and character development. Every instructional day provides valuable learning opportunities that cannot be fully replicated through make-up work alone. Students who attend school consistently are more likely to achieve academic success, develop positive habits, and contribute to a strong school community.

Students and families are expected to support the following attendance expectations:

- **Attend school every day** unless prevented by illness, emergency, or another excused absence as defined by school policy.
 - **Arrive on time and prepared to learn** each day, as excessive tardiness disrupts instruction and negatively impacts academic progress.
 - **Communicate promptly with the school regarding absences** and submit required documentation for excused absences in accordance with school procedures.
 - **Take ownership of missed assignments and learning** following any absence by communicating with teachers and completing make-up work within the established timelines.
 - **Recognize that attendance is a shared responsibility** between students, parents/guardians, and the school, and that consistent attendance reflects our commitment to the core values of **Team, Win, Whatever It Takes, No Excuses, and 100% Every Day**.
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Legal Requirement

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

Regular school attendance is essential to student achievement and is expected of every student enrolled at Victory Collegiate Academy. Parents/guardians play a vital role in ensuring students attend school consistently and arrive on time each day. When a student must be absent, timely communication with the school is critical to ensure student safety, maintain accurate attendance records, and support academic success.

To support effective attendance practices, families are expected to adhere to the following:

- Notify the school as early as possible whenever a student will be absent by calling the school office and providing the reason for the absence.
- Maintain current emergency contact information so the school can promptly communicate with parents/guardians regarding attendance concerns or emergencies.
- Understand that student safety is our priority. If a student's absence has not been reported, the school will make reasonable attempts to contact a parent or guardian to verify the student's whereabouts.
- Provide any required documentation for absences when requested by the school in accordance with school policy and applicable Arizona attendance requirements.
- Work with teachers to ensure missed assignments are completed within the established timelines following an absence. While students are responsible for making up missed work, not all classroom instruction or activities can be replicated.
- Recognize that all absences are classified as one of the following:
 - Excused Absence: An absence approved by the school for reasons consistent with school policy, including illness, medical or dental appointments, family emergencies, bereavement, religious observances, or other circumstances approved by school administration.
 - Unexcused Absence: An absence that does not meet the criteria for an excused absence or has not been approved by the school.
 - Unverified Absence: An absence for which the school has not received communication or sufficient documentation from a parent/guardian to determine whether the absence is excused or unexcused.

Victory Collegiate Academy is committed to partnering with families to promote excellent attendance, recognizing that consistent school attendance is one of the strongest predictors of **academic achievement, positive character development, and long-term student success**.

Excused Absences

An excused absence is an absence that meets the criteria established by Victory Collegiate Academy and is supported by appropriate documentation. Excused absences are further defined under the **Extenuating Circumstances** section of this handbook and are subject to the documentation requirements outlined therein.

To qualify as an excused absence, the following expectations apply:

- **A parent or legal guardian must notify the school** regarding the student's absence as soon as reasonably possible.
- **Acceptable documentation must be provided** by the parent, legal guardian, healthcare provider, or other authorized source when required by the school to verify the reason for the absence.
- **Documentation should be submitted within the timeline established by the school** to allow the absence to be reviewed and appropriately coded in the student's attendance record.
- **The school reserves the right to request additional documentation** when necessary to determine whether an absence qualifies as excused under school policy and applicable state attendance requirements.
- **An absence will not be classified as excused** until the required notification and supporting documentation have been received and reviewed by the school.

Victory Collegiate Academy reviews all absences in accordance with applicable Arizona law, school policy, and the circumstances surrounding each student's attendance record to ensure consistency, accuracy, and compliance.

Unexcused Absences

An unexcused absence is any absence that does not meet the criteria for an excused absence under the **Extenuating Circumstances** section of this handbook or is not supported by the required acceptable documentation. Students are expected to attend school every day, and unexcused absences may negatively impact academic progress, course completion, and overall student success.

The following guidelines apply to unexcused absences:

- **An absence will be considered unexcused** if it does not qualify under the school's approved extenuating circumstances or if the required documentation is not submitted within the established timeframe.
- **Parents/guardians are responsible for providing timely communication and any required documentation** to allow the school to accurately determine the attendance status of the absence.
- **Students are responsible for completing missed assignments** resulting from an unexcused absence; however, opportunities for make-up work or credit may be limited in accordance with classroom and school policies.
- **Repeated unexcused absences may result in attendance interventions** and additional actions as required by school policy and applicable Arizona attendance laws.
- **Victory Collegiate Academy will monitor patterns of unexcused absences** and partner with families to address attendance concerns early in order to support student success and ensure compliance with compulsory attendance requirements.

Consistent attendance is a shared responsibility between the student, parent/guardian, and the school. Preventing unexcused absences helps maximize instructional time and supports academic achievement, character development, and positive school engagement.

Unverified Absences

An unverified absence is an absence for which the school has not received communication or sufficient verification from a parent or legal guardian to determine the reason for the student's absence. Student safety and accurate attendance reporting are priorities; therefore, parents/guardians are expected to notify the school promptly whenever a student is absent.

The following guidelines apply to unverified absences:

- **An absence will be recorded as unverified** until the school receives communication or acceptable documentation from a parent or legal guardian.
- **Parents/guardians should notify the school as soon as possible** regarding the student's absence to allow the attendance record to be reviewed and updated appropriately.
- **If the school is unable to verify a student's absence, school staff will make reasonable attempts to contact the parent or legal guardian** to confirm the student's whereabouts and ensure the student's safety.
- **Failure to verify an absence within the timeframe established by the school** may result in the absence being reclassified in accordance with school policy and applicable Arizona attendance requirements.
- **Repeated unverified absences may result in attendance interventions** and additional follow-up with the student and family to address attendance concerns and promote consistent school attendance.

Victory Collegiate Academy is committed to maintaining accurate attendance records and partnering with families to ensure all student absences are properly communicated, verified, and documented.

Tardiness and Parent Expectations

Victory Collegiate Academy believes that punctuality is an essential life skill and a critical component of student success. Arriving at school on time ensures students are prepared to learn, minimizes disruptions to classroom instruction, and reinforces habits of responsibility and accountability. Students are expected to be in their classrooms, prepared to learn, by the start of the instructional day.

The following expectations apply to student tardiness:

- **Students arriving after the official start of the school day must report directly to the front office before going to class.** A tardy pass must be obtained from the office before the student is admitted to the classroom.
 - **A parent or legal guardian must personally accompany the student into the front office and sign the student in** when arriving late to school. Students should not be dropped off without being properly signed in by a parent or authorized adult.
 - **Repeated tardiness will be monitored by school administration.** Parents/guardians will be notified when a pattern of excessive tardiness is identified so that the school
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Truancy and the Law

Arizona law requires every child between the ages of **six (6) and sixteen (16)** to attend school regularly unless the student is absent due to illness or other qualifying extenuating circumstances recognized by law or school policy. Victory Collegiate Academy is committed to working proactively with families to promote consistent attendance while complying with all applicable state attendance requirements.

- **Student attendance is governed by Arizona compulsory attendance laws**, including applicable truancy statutes and the Maricopa County **Court Unified Truancy Suppression (C.U.T.S.)** program, when appropriate. Students with excessive unexcused absences may be subject to attendance interventions and referrals as required by law.
 - **Victory Collegiate Academy will partner with parents and guardians to address attendance concerns early**, implement appropriate interventions, and ensure compliance with state attendance requirements before truancy concerns escalate whenever possible.
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Court Unified Truancy Suppression Program (CUTS)

Victory Collegiate Academy participates in the **Court Unified Truancy Suppression (C.U.T.S.) Program**. When a student accumulates **eighteen (18) unexcused absences**, the parent, legal guardian, or student may be in violation of Arizona compulsory attendance laws. At that point, the student may be cited through the C.U.T.S. Program and referred to the juvenile court. The parent or legal guardian may also be subject to criminal citation and prosecution. If convicted, the parent or legal guardian may be subject to fines or incarceration as provided by law.

- **Victory Collegiate Academy is committed to partnering with families before truancy concerns escalate** by monitoring attendance, communicating concerns promptly, and implementing appropriate attendance interventions whenever possible.
 - **Additional information regarding the Court Unified Truancy Suppression (C.U.T.S.) Program and applicable procedures** can be found on the State of Arizona website:
<https://www.superiorcourt.maricopa.gov/juvenileprobation/index.asp>.
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Truancy Parent Notification

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

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

Extenuating Circumstances

Victory Collegiate Academy recognizes that certain circumstances may occasionally prevent a student from attending school. Extenuating circumstances are situations that are considered outside of a student's or family's control and may qualify an absence to be reviewed as excused when appropriate documentation is provided.

Examples of extenuating circumstances may include, but are not limited to:

- **Death in the family**
- **Chronic illness or ongoing medical conditions**
- **Surgery or medical procedures**
- **Contagious illnesses** (such as pink eye, strep throat, mononucleosis, or other illnesses requiring the student to remain home)
- **A car accident or other significant emergency circumstances**

The following expectations apply to absences related to extenuating circumstances:

- **Extenuating circumstances must be accompanied by acceptable documentation** provided by the parent, legal guardian, healthcare provider, or other appropriate source as required by the school.
- **The school reserves the right to review each situation individually** to determine whether the absence meets the criteria for an excused absence under school policy and applicable Arizona attendance requirements.
- **Parents/guardians should communicate with the school as soon as possible** when an extenuating circumstance impacts a student's ability to attend school.

Victory Collegiate Academy is committed to supporting students and families during unexpected circumstances while maintaining accurate attendance records and ensuring compliance with state attendance requirements.

Acceptable Documentation

To ensure accurate attendance records and determine whether an absence qualifies as excused, Victory Collegiate Academy requires acceptable documentation for absences related to extenuating circumstances. Documentation must provide sufficient information to verify the reason for the absence and may be reviewed by school administration in accordance with school policy and applicable attendance requirements.

Acceptable documentation may include, but is not limited to:

- **Chronic illness documentation:** A chronic illness form completed by a licensed healthcare provider at the beginning of the school year. Only absences directly related to the documented chronic illness will be considered for excused absence status.
- **Family emergency documentation:** Airline tickets, travel documentation, or a parent/guardian letter related to a death in the family or other approved family emergency circumstances.
- **Accident documentation:** A copy of an accident report or other official documentation verifying involvement in a significant accident or emergency.
- **Medical documentation:** A physician's note or other healthcare provider documentation verifying a medical appointment, illness, procedure, or other qualifying medical circumstance.

The following expectations apply regarding acceptable documentation:

- **Documentation must be submitted in a timely manner** as determined by school procedures to allow attendance records to be updated accurately.
- **Submission of documentation does not automatically guarantee an absence will be classified as excused;** the school will review each circumstance based on school policy and applicable Arizona attendance requirements.
- **Parents and guardians are responsible for ensuring required documentation is provided** when requesting that an absence be reviewed as excused.

Victory Collegiate Academy is committed to maintaining accurate attendance records while supporting students and families through legitimate circumstances that may impact school attendance.

Make Up Work

Victory Collegiate Academy expects students to take responsibility for their learning and academic progress following any absence. When a student misses school, it is the student's responsibility to communicate with teachers, request missed assignments, and complete all required make-up work.

- **Students will have a timeframe equivalent to the number of days absent to complete and submit assigned make-up work**, unless otherwise determined by the teacher or school administration.
 - **Students are responsible for obtaining and completing all missed assignments, assessments, and learning activities** following an absence to ensure they remain on track academically.
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Illness Policy

Victory Collegiate Academy is committed to maintaining a healthy, safe, and supportive learning environment for all students and staff. To help prevent the spread of illness within our school community, parents/guardians are asked to monitor their child's health each day and keep students home when they are experiencing symptoms of illness that may impact their ability to participate safely in the school day.

Students may be required to remain home or be sent home from school if they:

- **Have a temperature of 100°F or higher.**
- **Are experiencing vomiting and/or diarrhea.**
- **Display symptoms of a suspected contagious illness** or demonstrate signs that may prevent them from fully participating in classroom activities safely.

If a student is sent home due to illness, the student must meet the following criteria before returning to school:

- **Be fever-free with a normal body temperature for at least twenty-four (24) hours without the use of fever-reducing medication** (such as Tylenol or Motrin).
- **Be free from vomiting and/or diarrhea for a full twenty-four (24) hours** before returning to school.
- **Be able to participate in normal school activities** without requiring additional medical support or posing a risk to the health and safety of others.

When a parent, guardian, or emergency contact is notified that a student needs to be picked up due to illness, the student must be picked up within **one (1) hour** of notification. Families are encouraged to maintain updated emergency contact information to ensure timely communication and support for student health needs.

Victory Collegiate Academy appreciates the partnership of families in helping maintain a healthy school environment where all students have the opportunity to learn, grow, and succeed.

Allergies

Victory Collegiate Academy is committed to providing a safe learning environment for all students. To help protect students with diagnosed allergies, the school requires accurate and up-to-date allergy information to be maintained throughout the school year. This information enables staff to take appropriate precautions and respond effectively to student health needs.

The following expectations apply:

- **Parents/guardians must provide current updates and information to the front office on student allergies each school year** and promptly notify the school of any newly diagnosed allergies or changes to existing allergy information.
 - **Victory Collegiate Academy may request medical documentation from a licensed healthcare provider** to verify reported allergies and assist in developing appropriate health and safety accommodations when necessary.
 - **The school will make reasonable efforts to communicate allergy information to appropriate staff and implement necessary precautions;** however, parents/guardians are encouraged to partner with the school in developing strategies to support their child's health and safety.
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Student Pick Up Authorization

To ensure the safety and security of every student, students will only be released to individuals who have been properly authorized through the school's student information system and who can verify their identity.

- **Students may only be picked up by approved parents, legal guardians, or designated emergency contacts listed in the school's student information system.** Individuals picking up a student must present a valid photo ID before the student will be released.
 - **Parents/guardians are responsible for ensuring all authorized pick-up information remains current and accurate.** Any changes to approved pick-up contacts must be submitted through the appropriate school process before a student may be released to a new individual.
 - **Victory Collegiate Academy staff are responsible for following established student release procedures and will not release students to unauthorized individuals, regardless of circumstances, without proper verification and approval.**
 - **These procedures are designed to protect students, support efficient dismissal routines, and ensure that every student is released safely to an approved individual.**
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Release of Students from School

Victory Collegiate Academy is committed to ensuring the safety and security of every student during the school day. To protect students and minimize disruptions to classroom instruction, all student check-outs must follow established school

procedures. Parents and guardians are encouraged to schedule appointments outside of the instructional day whenever possible to maximize student learning and reduce lost instructional time.

The following procedures apply to the early release of students:

- **Students will only be released through the front office after the established campus sign-out procedures have been completed.** For the safety of all students, parents/guardians must report to the front office and present valid identification upon request.
- **Students may only be released to individuals listed on the student's authorized pick-up and emergency contact information,** unless prior written authorization has been approved by the school or other legal documentation is provided.
- **Parents/guardians may authorize recurring early releases** for predetermined days and times by completing and submitting a school-approved release authorization form.
- **To minimize disruption to end-of-day instructional routines and dismissal procedures, students must be picked up no later than 3:00 p.m. Monday through Thursday and no later than 12:00 p.m. on Fridays.** Students will not be released from the front office after these designated times except in emergency situations as determined by school administration.
- **Parents are encouraged to schedule medical, dental, and personal appointments outside of school hours whenever possible** to preserve valuable instructional time and support consistent student attendance.

Student Illness During the School Day

If a student becomes ill during the school day, the following procedures will be followed:

- **Students who become ill should notify their teacher and obtain permission before reporting to the front office or health office.**
- **School personnel will assess the student's condition** and determine whether the student should remain at school or be sent home in accordance with the school's Illness Policy.
- **If a student is approved to leave due to illness, a parent, guardian, or authorized emergency contact will be notified,** and the student must be signed out through the front office by an authorized individual before leaving campus.

These procedures are designed to ensure student safety, maintain accurate attendance records, and minimize disruptions to the educational environment while partnering with families to support student well-being.

Parent Contact Information

Victory Collegiate Academy relies on accurate and up-to-date family contact information to ensure effective communication, student safety, and timely support when needed. Families play an important role in helping the school respond quickly and appropriately in the event of an illness, emergency, or important school communication.

- **Parents/guardians are responsible for promptly updating the school office with any changes to contact information, including addresses, email addresses, phone numbers, and authorized individuals permitted to pick up students.** Accurate information ensures the school can quickly reach families and maintain the safety and well-being of all students.

Visitor Procedures

Victory Collegiate Academy welcomes parents, families, and community members as partners in supporting student success. To ensure the safety and security of all students and staff while maintaining an orderly learning environment, all visitors are expected to follow established campus procedures during their visit.

- **All visitors must report to the front office upon arrival, present identification if requested, sign in, and obtain a visitor badge before entering any area of the campus. Visitors must sign out and return their visitor badge before leaving school grounds.**

- **Classroom visits during instructional time require prior approval from the Principal or designee** and will be scheduled in a manner that minimizes disruption to teaching and learning. All visitors are expected to conduct themselves in a courteous, professional, and respectful manner while on campus. Disruptive or inappropriate behavior may result in the visitor being asked to leave campus.
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Parent Involvement

Victory Collegiate Academy believes that students achieve their greatest success when families and schools work together as partners in the educational process. Research consistently demonstrates that students perform better academically, attend school more regularly, demonstrate stronger character, and experience greater overall success when parents and guardians are actively engaged in their education. Effective partnerships are built on open communication, mutual respect, and a shared commitment to student achievement.

Parents and guardians are encouraged to support their child's success by:

- **Establishing education as a priority at home** by encouraging consistent effort, positive study habits, personal responsibility, and a commitment to learning.
- **Ensuring students attend school regularly, arrive on time, and come prepared to learn each day** with the necessary materials, assignments, and a readiness to participate.
- **Monitoring academic progress, attendance, and behavior** through regular communication with teachers and by reviewing school communications, reports, and progress updates.
- **Supporting the completion of homework, projects, and other learning activities** while encouraging students to take ownership of their academic responsibilities.
- **Becoming familiar with school programs, policies, events, and opportunities** available to students and families throughout the school year.
- **Maintaining open communication with teachers, counselors, and school administrators** regarding questions, concerns, academic progress, or student needs.
- **Attending parent-teacher conferences, student meetings, and other school events** to remain actively involved in the educational experience of their child.
- **Participating in family engagement opportunities, volunteer activities, and school-sponsored events** whenever possible to strengthen the school community.
- **Supporting and reinforcing the school's mission, expectations, and core values** of Team, Win, Whatever It Takes, No Excuses, and 100% Every Day.
- **Attending Governing Board meetings and other public school meetings when interested** to stay informed about school operations, strategic priorities, and opportunities for community involvement.

Victory Collegiate Academy values the important role families play in student success and is committed to fostering meaningful partnerships that support the academic, social, emotional, and character development of every student.

Volunteers

Victory Collegiate Academy values the partnership and support of parents, families, and community members who generously volunteer their time to enhance the educational experience of our students. Volunteers play an important role in supporting classrooms, school events, campus operations, and student activities while helping strengthen our school community.

- **Volunteer opportunities may include assisting in classrooms, the front office, playground supervision, fundraising efforts, tutoring, special events, guest speaking, and other school activities** as determined by campus needs.
 - **Individuals interested in volunteering should contact the school office to learn about volunteer opportunities and complete any required screening, documentation, or training prior to serving on campus.**
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Staff Boundaries and Outside Employment Policy

Victory Collegiate Academy is committed to maintaining professional relationships, protecting student and family privacy, and ensuring that all staff interactions are guided by ethical standards and appropriate professional boundaries. Staff members are expected to maintain clear boundaries between their professional responsibilities and personal or outside employment relationships with students and families.

- **Victory Collegiate Academy staff members are not permitted to accept outside employment or provide private services involving current students or their families.** This includes, but is not limited to, babysitting, home-based services, therapy-related services, habilitation services, respite care, tutoring, or any position funded privately or through outside organizations.
 - **Engaging in outside employment with current students creates a potential conflict of interest and may compromise the professional relationship between staff, students, and families.** Staff members must avoid situations that could impact objectivity, confidentiality, or the trust placed in school employees.
 - **This policy is designed to protect students and families by preserving appropriate professional boundaries, maintaining student privacy, and preventing staff from being placed in situations that may create ethical concerns or conflicts of interest.**
 - **All staff members are expected to uphold the highest standards of professionalism and represent Victory Collegiate Academy with integrity both during and outside of the school day.**
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Dress Code, Grooming and Uniform Policy

Victory Collegiate Academy believes that student dress and grooming contribute to a positive, safe, and academically focused learning environment. Our uniform policy promotes school pride, unity, professionalism, and minimizes distractions so that students can remain focused on learning. All students are expected to wear the approved school uniform while on campus and while participating in school-sponsored activities, including field trips, assemblies, performances, athletic events, and other school functions unless otherwise approved by school administration.

Students are expected to adhere to the following dress code and grooming expectations:

- **The official Victory Collegiate Academy school uniform consists of approved VCA T-shirts and VCA sweatshirts,** which are available for purchase through the school front office. Only school-approved VCA apparel, or approved Grand Canyon University (GCU) apparel as outlined in this handbook, may be worn as part of the daily school uniform.
- **School uniforms must be clean, neat, modest, appropriately fitted, and in good repair** at all times while representing Victory Collegiate Academy.
- **Shoes must be worn at all times.** Closed-toe athletic shoes are required during physical education classes, recess, athletic activities, and any activity involving physical movement or safety considerations.
- **Jewelry may be worn provided it does not create a safety hazard or interfere with the educational environment.** School administration reserves the right to require the removal of any item deemed unsafe or disruptive.
- **Clothing, accessories, jewelry, backpacks, or personal items displaying profane, obscene, defamatory, discriminatory, or inappropriate language, images, or symbols are strictly prohibited.** This includes references to drugs, alcohol, tobacco, vaping, weapons, violence, sexual content, or other material inconsistent with the school's educational mission.
- **Gang-related clothing, accessories, colors, symbols, or personalizations are prohibited** on any item of clothing, backpack, or personal belonging.
- **Hats, hoods, and other head coverings may not be worn inside school buildings** unless approved for religious, medical, or school-authorized purposes, or when required for occupational safety in designated classes.
- **Only approved Victory Collegiate Academy (VCA) sweatshirts may be worn as outerwear during the school day.** Students may wear long-sleeved shirts underneath an approved VCA uniform shirt. Zip-up jackets, hooded jackets, and non-approved outerwear are not permitted inside classrooms during the instructional day unless authorized by school administration.
- **In recognition of Victory Collegiate Academy's partnership with Grand Canyon University (GCU), students may also wear approved purple GCU shirts or sweatshirts as part of the school's approved uniform.** This partnership reflects our commitment to fostering a college-going culture and inspiring students to pursue postsecondary education.

- **School administration reserves the right to make final determinations regarding the appropriateness of student dress, grooming, or appearance** when a concern exists related to safety, health, disruption of the educational environment, or compliance with the school's dress code.
- **Victory Collegiate Academy uniforms are required Monday through Friday** unless a designated dress-down day or special school event has been approved by school administration.
- **Approved VCA uniform T-shirts are available for purchase through the front office for \$10.00 each.** Available uniform shirt colors include blue, green, white, pink, and gray.
- **Students may wear approved pants, jeans, shorts, or skirts as part of the school uniform.** Shorts and skirts must be appropriately fitted and may not be shorter than four (4) inches above the top of the kneecap.
- **Students may participate in Dress Down Fridays by paying the required \$1.00 participation fee.** Students participating in Dress Down Fridays must still follow all general dress code, grooming, and appearance expectations outlined in this handbook.

Students who are not in compliance with the dress code may be subject to appropriate corrective action, including contacting a parent or guardian to bring appropriate attire, temporary replacement clothing when available, or other school-based interventions in accordance with campus procedures

Class Celebrations

Victory Collegiate Academy values the opportunity to recognize and celebrate special milestones with our students while maintaining a safe, orderly, and instructional learning environment. Classroom celebrations are designed to be simple, inclusive, and minimally disruptive to the school day. All celebrations must be coordinated in advance with the classroom teacher.

- **Birthday and classroom celebrations must be scheduled and approved by the classroom teacher prior to the celebration.** To maintain campus safety and minimize instructional disruptions, family members and visitors are not permitted to attend classroom celebrations during the school day.
- **Only commercially prepared, store-bought individually served treats** (such as cupcakes or cookies) may be provided for students. Homemade food items are not permitted due to student health and allergy considerations.
- **The following items are not permitted during classroom or birthday celebrations:** balloons, confetti, party favors or gift bags, gifts for students, gifts for the birthday student during the school day, homemade baked goods, or other items that may create safety concerns or disrupt the learning environment.

Student Records

Victory Collegiate Academy maintains student education records in accordance with all applicable federal and state laws to protect the privacy, confidentiality, and security of student information. Parents, legal guardians, and eligible students are afforded specific rights regarding the inspection, review, and release of student records as provided by law.

- **Access to and disclosure of student records are governed by applicable federal and state privacy laws, including the Family Educational Rights and Privacy Act (FERPA),** and will only be released as permitted or required by law.

Withdrawing from School

Parents and guardians who plan to withdraw their student from Victory Collegiate Academy are encouraged to notify the school as early as possible to ensure a smooth transition and timely transfer of student records. School withdrawal procedures help ensure that academic records, materials, and outstanding obligations are properly completed prior to the student's departure.

- **Students under the age of eighteen (18) may only be withdrawn by a parent or legal guardian.** Parents/guardians are requested to provide at least **three (3) school days' notice** whenever possible and must complete all required withdrawal documentation, including the school's withdrawal form and procedures checklist.

- **Students are responsible for returning all school-issued property** (including textbooks, library books, technology, uniforms, or other school materials) prior to withdrawal. Any unreturned or damaged school property may result in applicable replacement fees. Enrollment at another Arizona public school may be delayed until the withdrawal process has been completed and records have been released.
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Academics and Grading

Victory Collegiate Academy is committed to providing a rigorous, engaging, and student-centered academic program that prepares students for future success. Our instructional model is designed to ensure all students receive high-quality instruction aligned to Arizona standards while being supported through meaningful learning experiences, data-driven decision-making, and continuous growth.

- **Students at Victory Collegiate Academy receive academic instruction aligned with Arizona's College and Career Readiness Standards.** Teachers utilize high-quality, rigorous curriculum resources approved by the Governing Board to support standards-based instruction, ensure academic alignment, and provide students with meaningful opportunities to develop knowledge and skills.
 - **Instruction at Victory Collegiate Academy is driven by student data, ongoing assessment, and a commitment to continuous improvement.** Teachers regularly analyze student performance, identify areas of strength and growth, and adjust instruction to provide students with the support and challenge needed to succeed.
 - **Student achievement is measured through a proficiency-based grading system aligned with Arizona state assessment expectations.** Grades are designed to reflect student mastery of learning standards, academic progress, and demonstrated understanding of essential skills.
 - **Our goal is to ensure every student is challenged, supported, and prepared for future success through rigorous instruction, strong academic habits, and a commitment to continuous growth.**
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Student Report Cards

Victory Collegiate Academy provides families with regular updates regarding student academic progress, conduct, and attendance to ensure parents and guardians remain informed and engaged in their child's educational experience.

- **Semester report cards are provided to families and include information regarding student achievement, attendance, and conduct.** Families may also monitor ongoing student progress through the online Parent Portal available through the school website: www.victorycollegiateacademy.com.
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Promotion and Retention

Victory Collegiate Academy is committed to ensuring that every student is provided the appropriate academic support and placement necessary to achieve success. Promotion to the next grade level is based on multiple factors, including academic achievement, mastery of grade-level standards, attendance, and the overall educational needs of the student.

Promotion Requirements

Promotion from one grade level to the next will be based on the successful completion of grade-level academic standards established by the state and adopted by Victory Collegiate Academy. The standards students must demonstrate in core subject areas, including reading, written communication, and mathematics, are identified within the school's course of study.

The following factors will be considered when determining promotion:

- **Academic achievement and mastery of grade-level standards** in core content areas.
- **Attendance of at least 90% of the total school days in session** (no more than 10 absences per semester), unless waived by the Principal following a conference with the student's teacher(s) and parent/guardian.

- **Student assessment data, grades, teacher recommendations, Principal recommendations, and other relevant academic information** that provide insight into student progress and readiness for the next grade level.

Retention Process

Retention is considered when the professional staff, in consultation with the student's parent/guardian, determines that repeating a grade level is in the student's best educational interest. While retention is most commonly considered during the primary grades, it may be considered at any grade level when appropriate.

When retention is being considered:

- **The decision will be based on a comprehensive review of the student's academic progress, growth, development, and individual needs.**
- **Multiple factors will be considered, including academic achievement, instructional needs, social development, physical development, and overall readiness for future success.**
- **Retention decisions will be based on sufficient data collected over time and will be made with the goal of placing the student in the educational setting where they have the greatest opportunity to succeed.**
- **Retention is not intended to be a punitive consequence; rather, it is an opportunity to provide additional time and support for a student to master essential skills and meet future academic expectations.**

For students receiving special education services, promotion and retention decisions will be made on an individual basis and will be consistent with the student's Individualized Education Program (IEP).

Additional Considerations

- Limited English Proficiency (LEP) students will be evaluated based on their academic skills and progress, and retention decisions will not be based solely on English language proficiency.
- Parents/guardians have the right to appeal a student placement decision to the School Board for reconsideration in accordance with Arizona Revised Statutes.

Assessment and Measurement

Victory Collegiate Academy uses a comprehensive assessment system to measure student learning, monitor academic growth, and ensure students are making progress toward grade-level standards. Assessments provide valuable information to teachers, students, and families and help guide instructional decisions, identify areas of strength, and determine where additional support may be needed.

The following assessment practices are used to measure student progress:

- **Diagnostic assessments, formative assessments, and summative evaluations are utilized throughout the school year** to measure student understanding, monitor growth, and evaluate mastery of academic standards.
 - **Student assessment data is reviewed by teachers and school leaders** to inform instruction, provide targeted support, and ensure students receive appropriate opportunities to achieve academic success.
 - **Annual state assessment data, including the Arizona Academic Standards Assessment (AASA), is used to measure student achievement and growth** in comparison to state expectations and provide valuable information regarding student performance.
 - **Assessment results are communicated with families** to support a strong partnership between home and school and ensure parents/guardians are informed about their student's academic progress.
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Student or Parent Concerns/Complaints

Victory Collegiate Academy believes that open communication and positive partnerships between families, students, and staff are essential to resolving concerns effectively. When a question or concern arises, families are encouraged to address the issue promptly and work collaboratively toward a resolution.

- **Parents/guardians should first communicate directly with the Teacher to discuss and resolve concerns.** If the concern remains unresolved after a teacher conference, a meeting with the Principal may be requested for further support and resolution.
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Character Education

Victory Collegiate Academy believes that character is the foundation of student success and the cornerstone of a strong school community. As a nationally recognized character education school and finalist for multiple national character education awards, Victory Collegiate Academy is committed to developing students who demonstrate integrity, responsibility, perseverance, respect, and leadership in all areas of life.

- **Character education is embedded into every aspect of the Victory Collegiate Academy experience.** Our character program is intentionally integrated into our school culture, behavior systems, classroom instruction, student mentorship, athletics, activities, and daily interactions to ensure character development is not just taught, but lived.
 - **Each month, students focus on a new Character Commitment connected to our school-wide character program.** These commitments provide students with clear goals and opportunities to practice positive character traits through their choices, actions, and relationships.
 - **Students are recognized and celebrated for demonstrating strong character through our Character Bucks incentive system, weekly character assemblies, and ongoing recognition opportunities.** These systems reinforce positive behaviors and highlight students who consistently model our school values.
 - **Victory Collegiate Academy believes character begins with adults.** We intentionally hire staff members who demonstrate strong character, integrity, and a commitment to serving students, and we provide ongoing professional development and coaching to help our team continue growing as educators and role models.
 - **Our character program is connected to our expectations for behavior, academics, and leadership.** Students are taught that character influences how they learn, how they treat others, how they respond to challenges, and how they contribute to the success of our school community.
 - **The goal of the Victory Collegiate Academy Character Education Program is to develop students who are not only academically prepared, but who also possess the habits, values, and leadership skills necessary to become successful members of their communities and the world.**
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Social and Emotional Learning

Victory Collegiate Academy believes that developing the whole child requires more than academic knowledge. Students must also learn the essential life skills necessary to understand themselves, build positive relationships, navigate challenges, make responsible decisions, and become effective leaders. Our Social and Emotional Learning (SEL) program is designed to support students' personal growth, emotional awareness, and lifelong success.

- **Victory Collegiate Academy provides a rigorous Social and Emotional Learning curriculum that teaches students the skills needed to navigate self-awareness, relationships, decision-making, resilience, and leadership.** Students participate in daily SEL lessons designed to build practical skills that support success in school, the community, and beyond.
- **Our SEL program is grounded in the Whole Child approach and is integrated throughout the student experience.** Social and emotional learning is reinforced through classroom instruction, counseling services, mentorship, behavior systems, character education, and daily interactions with staff.
- **Victory Collegiate Academy utilizes the 7 Mindsets curriculum to provide students with structured, evidence-informed lessons focused on developing a growth mindset, positive relationships, perseverance, goal setting, and personal responsibility.**

- **Students are taught how to understand and manage their emotions, communicate effectively, resolve conflicts, demonstrate empathy, and make choices aligned with strong character and leadership.** These skills help students build confidence and develop the habits necessary for long-term success.
 - **Our staff are trained to reinforce SEL principles across all learning environments.** Teachers, counselors, and school leaders work together to create a supportive culture where students feel valued, challenged, and equipped to overcome obstacles.
 - **The goal of the Victory Collegiate Academy SEL Program is to develop students who are academically capable, emotionally resilient, socially responsible, and prepared to lead themselves and positively impact others.**
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Technology Use Policy

Victory Collegiate Academy is committed to providing students with access to technology that supports learning, collaboration, and academic success. Technology resources are provided as educational tools and must be used responsibly, appropriately, and in accordance with school expectations. Students and families share responsibility for maintaining the security, care, and proper use of all school-issued technology.

The following expectations apply to technology use at Victory Collegiate Academy:

- **Each student will be assigned a school-issued Chromebook for educational purposes.** Parents/guardians are required to complete and sign a Chromebook and Technology Use Waiver at the beginning of each school year acknowledging responsibility for the proper care, use, and return of assigned technology.
- **Parents/guardians may be responsible for repair or replacement costs associated with damage, loss, or misuse of a school-issued Chromebook** beyond normal wear and tear.
- **Students may not possess or use personal electronic devices** (including laptops, tablets, gaming systems, cameras, recording devices, MP3 players, smart devices, or similar items) during the school day unless specifically approved by a teacher or Principal for educational purposes.
- **Cell phones may be brought to school but must be turned off or stored according to campus expectations during instructional time.** Teachers may require students to store or turn in cell phones during class periods. Unauthorized use of a cell phone during the school day may result in confiscation and return only to a parent/guardian.
- **Unauthorized electronic devices that are visible, used improperly, or disruptive to the learning environment may be confiscated and turned in to the front office.** Confiscated items will only be released to a student's legal parent or guardian.
- **Students who choose to bring personal electronic devices to school do so at their own risk.** Victory Collegiate Academy is not responsible for lost, stolen, damaged, or misplaced personal belongings brought onto campus.

Students are expected to demonstrate responsibility, respect, and integrity when using all technology resources, reflecting the school's core values of **Team, Win, Whatever It Takes, No Excuses, and 100% Every Day.**

Student Fees

Victory Collegiate Academy is committed to ensuring students have access to the materials and resources necessary to participate in the basic educational program. Instructional materials required for core academic learning are provided at no cost to students through available state and local funding. However, students and families may be responsible for certain personal supplies, optional activities, or materials associated with specific programs and activities.

The following expectations apply regarding student fees and expenses:

- **Students are responsible for providing personal school supplies** such as pencils, paper, notebooks, erasers, and other basic materials needed to support their daily learning.
- **Families may be responsible for fees or costs associated with optional activities, specialized materials, or personal items, including:**
 - Materials for class projects or assignments that become the student's personal property.
 - Participation fees for clubs, athletic teams, extracurricular activities, or student organizations.

- Admission costs for field trips, special events, and extracurricular activities.
 - Personal physical education, athletic equipment, uniforms, or apparel.
 - Voluntarily purchased items such as school pictures, publications, yearbooks, spirit wear, or similar items.
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School Fundraising

Victory Collegiate Academy recognizes that fundraising activities can provide valuable opportunities to support student programs, activities, and school initiatives. All fundraising efforts must align with the mission, values, and expectations of the school while ensuring appropriate oversight and accountability.

- **Student clubs, classes, approved outside organizations, and parent groups may conduct fundraising activities only with prior approval from the Principal.** All fundraising activities must follow established school procedures, including approval requirements, financial guidelines, and expectations for student participation.
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Internet Use Policy

Victory Collegiate Academy recognizes that technology and digital resources are valuable tools that enhance student learning, collaboration, creativity, and preparation for the future. As part of our commitment to providing a high-quality education, students are provided access to internet-based resources that support instruction and academic growth. With this access comes the responsibility to use technology safely, respectfully, and appropriately.

- **Students are expected to use school technology, internet access, digital platforms, and online resources for educational purposes and in alignment with school expectations.** Technology use should support learning, collaboration, research, and responsible digital citizenship.
 - **Students must demonstrate appropriate digital behavior by respecting others, protecting personal information, following teacher directions, and using technology in a safe and ethical manner.** Accessing inappropriate content, attempting to bypass security systems, damaging technology, cyberbullying, or using technology for non-educational purposes is prohibited.
 - **Victory Collegiate Academy utilizes appropriate safeguards, monitoring systems, and instructional practices to support safe technology use and protect students while using digital resources.** Students should understand that school-provided technology and internet access are school resources and may be monitored to ensure appropriate use.
 - **Students are responsible for caring for all technology equipment assigned to them, including computers, tablets, chargers, and other digital resources.** Damage, misuse, or intentional harm to technology may result in disciplinary consequences and possible restitution.
 - **Violations of the Internet Use Policy may result in the loss of technology privileges, parent/guardian notification, and disciplinary action in accordance with the Student Code of Conduct.**
 - **The goal of the Victory Collegiate Academy Internet Use Policy is to develop responsible digital citizens who use technology with integrity, respect, and purpose while preparing for success in a technology-driven world.**
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Responsibility of School Technology

Technology is an important educational tool and should be treated with care, responsibility, and respect.

- **Students are responsible for properly caring for and appropriately using all school-owned technology assigned to them, including but not limited to computers, tablets, chargers, headphones, and other digital equipment.** Students are expected to follow all teacher directions, technology procedures, and school expectations while using these resources.
- **Students must use technology in a responsible manner that supports academic learning and protects the integrity of school resources.** Unauthorized access, changing device settings, damaging equipment, inappropriate use, or attempts to bypass security measures are prohibited.

- **Students are expected to report any damaged, lost, or malfunctioning technology immediately to a teacher or school staff member.** Students should not attempt to repair, alter, or troubleshoot equipment without permission.
 - **Students and families may be held responsible for intentional damage, misuse, loss, or failure to properly care for school technology resources.** Restitution or additional consequences may apply based on the circumstances.
 - **Victory Collegiate Academy believes responsible technology use develops accountability, digital citizenship, and respect for shared resources.** Students who demonstrate responsibility help ensure that technology remains a valuable learning tool for the entire school community.
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Field Trips

Victory Collegiate Academy believes that meaningful experiences beyond the classroom are an important part of developing the whole child. Field trips provide students with opportunities to explore new environments, connect classroom learning to real-world experiences, build confidence, and develop curiosity while representing Victory Collegiate Academy in the community.

- **Victory Collegiate Academy provides a variety of field trip experiences throughout the school year through a planned scope and sequence designed to expand student learning and exposure to new opportunities.** Field trips are intentionally aligned to our Whole Child model and support academic growth, character development, cultural awareness, leadership, and personal growth.
 - **Field trips are a privilege and an extension of the classroom.** Students are expected to demonstrate high character, responsibility, and respect while traveling, participating in activities, and representing Victory Collegiate Academy in public spaces.
 - **Students are expected to follow all school expectations during field trips, including demonstrating appropriate behavior on buses, following staff directions, respecting facilities and community members, and displaying the values of Victory Collegiate Academy.** Students may lose field trip privileges due to significant behavior concerns or failure to meet school expectations.
 - **Students are required to wear designated Victory Collegiate Academy shirts or approved school attire during field trips unless otherwise communicated by the school.** This helps ensure student safety, promotes school pride, and allows students to represent Victory Collegiate Academy as one team.
 - **Victory Collegiate Academy works to make field trips accessible for all students by providing reduced fees whenever possible.** Families will receive communication regarding costs, deadlines, expectations, and any required permission forms prior to each experience.
 - **Parents and guardians are welcomed and encouraged to participate as field trip chaperones when opportunities are available.** Chaperone opportunities may be limited based on the number of volunteers, transportation capacity, supervision needs, and the specific requirements of each trip. All chaperones must follow school expectations, supervision guidelines, and staff directions.
 - **Field trip participation may also consider student academic standing, attendance, and behavior expectations.** Students are expected to maintain responsibility in the classroom and demonstrate readiness to represent the school appropriately during off-campus experiences.
 - **The goal of Victory Collegiate Academy field trips is to provide students with memorable, meaningful experiences that inspire learning, strengthen character, and help students become confident members of their community.**
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Physical Education

Our Physical Education program promotes healthy lifestyles, physical fitness, teamwork, discipline, confidence, and lifelong wellness while supporting the academic and character development of every student.

- **Victory Collegiate Academy provides Physical Education every day as part of our commitment to developing students academically, physically, socially, and emotionally.** Our PE program is aligned to our Whole Child model and is designed to build healthy habits, perseverance, teamwork, and personal responsibility.
- **Students are expected to participate safely and actively in all Physical Education activities.** Students must wear appropriate athletic clothing and close-toed shoes every day to ensure safety, participation, and readiness for physical activity.

- **Our Physical Education program follows Arizona Department of Education Physical Education standards and provides students with developmentally appropriate instruction focused on movement skills, fitness, health, teamwork, and personal growth.**
 - **Victory Collegiate Academy partners with Grand Canyon University Athletics to provide students with unique mentorship and leadership opportunities.** Through this partnership, Division I student-athletes volunteer their time to encourage, mentor, and inspire our students through positive role modeling and athletic experiences.
 - **Physical Education extends beyond daily instruction by providing opportunities for students to celebrate growth, teamwork, and school spirit.** Each year, students participate in a school-wide Field Day experience focused on collaboration, healthy competition, and building community.
 - **The goal of our Physical Education program is to help students develop the confidence, skills, and mindset necessary to make healthy choices and live a successful, balanced lifestyle.**
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Sports

Our sports program provides students with opportunities to build character, develop leadership skills, strengthen teamwork, and compete at a high level while representing Victory Collegiate Academy with pride.

- **Victory Collegiate Academy offers a highly competitive athletics program designed to develop student-athletes through quality coaching, training, competition, and character development.** The school provides uniforms, equipment, resources, and support necessary to help students grow, improve, and compete successfully.
 - **Our athletics program is built around the belief that students are student-athletes first.** Academic achievement, positive behavior, responsibility, and strong character are required expectations for all students participating in athletics.
 - **Student-athletes are expected to maintain academic eligibility, demonstrate appropriate behavior, and complete required grade checks throughout the season.** Students must remain accountable for their classroom performance, attendance, effort, and conduct in order to participate.
 - **Victory Collegiate Academy athletics aligns with our Whole Child model by developing students beyond the playing field.** Through athletics, students learn teamwork, perseverance, discipline, leadership, communication, resilience, and the importance of representing themselves, their families, and their school with pride.
 - **Our athletics program has a strong tradition of excellence, including state championship teams, state qualifying teams, and numerous individual student-athletes recognized for outstanding performances.** These accomplishments reflect the commitment of our coaches, students, families, and school community.
 - **All athletic expectations, procedures, eligibility requirements, team standards, and participation guidelines are outlined in the Victory Collegiate Academy Athletic Handbook.** Students and families are expected to review and follow all athletic policies and expectations.
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ESS Services and Programming

Our Exceptional Student Services (ESS) program is designed to identify student needs, provide appropriate support, and ensure compliance with all state and federal requirements while maintaining a student-centered approach.

- **Victory Collegiate Academy provides Exceptional Student Services through a comprehensive support model designed to meet the individual needs of students with disabilities.** Services are provided in alignment with applicable federal requirements, Arizona Department of Education (ADE) guidelines, and each student's individual educational documents, including Individualized Education Programs (IEPs), Section 504 Plans, evaluations, and other required support plans.
- **Our ESS Teacher serves as a key resource for students, families, and staff by coordinating required services, supporting compliance requirements, collaborating with educators, and ensuring students receive appropriate accommodations, modifications, and specially designed instruction as needed.**
- **Victory Collegiate Academy provides ongoing professional development, coaching, and support for teachers and staff to ensure they understand student needs, implement required supports effectively, and create inclusive learning environments where all students can succeed.**

- **Our program is supported by strong district-level expertise and resources to ensure high-quality programming, accurate documentation, compliance monitoring, and continuous improvement of ESS services.** This collaborative approach allows Victory Collegiate Academy to provide specialized support while maintaining high expectations for all students.
 - **The goal of the ESS program is to ensure every student has access to a high-quality education, receives the support necessary to make meaningful progress, and is provided opportunities to demonstrate success as a valued member of the Victory Collegiate Academy community.**
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Before and After School Care

Before and After School Care is designed to support families while ensuring students continue to demonstrate the character, responsibility, and respect expected throughout the school day.

- **Before and After School Care is provided at no cost to families; however, parents/guardians must complete the required registration process prior to a student participating.** Enrollment is limited based on available staffing, space, and program capacity. Placement is not guaranteed until registration has been completed and approved.
 - **Students participating in Before and After School Care are expected to follow all expectations outlined in the Student Code of Conduct, school-wide expectations, and staff directions.** Students are expected to demonstrate respect, responsibility, and positive behavior while participating in the program.
 - **Students who consistently demonstrate inappropriate behavior, create safety concerns, or fail to follow program expectations may be subject to removal from Before and After School Care.** The school will work with families to address concerns and determine appropriate next steps.
 - **Parents/guardians are expected to pick up students on time at the designated dismissal time for the program.** Repeated late pick-ups may result in a conference with administration and may lead to the student losing access to Before and After School Care services.
 - **Students must remain in assigned areas, follow all program routines, respect school property, and participate appropriately in activities provided by program staff.** The goal of Before and After School Care is to provide a safe, positive environment where students can continue to grow academically, socially, and through character development.
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Pest Control Information

Victory Collegiate Academy is committed to maintaining a safe, clean, and healthy learning environment for all students and staff. As part of routine campus maintenance, the school may periodically apply pesticides inside school buildings and on campus grounds when necessary.

- **Except in emergency situations, required notices will be posted at least forty-eight (48) hours prior to pesticide application** in accordance with applicable regulations and school procedures.
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Vandalism

Victory Collegiate Academy is committed to maintaining a safe, clean, and welcoming learning environment for all students, staff, and families. School facilities, equipment, and resources are valuable community assets that must be respected and cared for by everyone.

- **Littering, defacing, damaging, or intentionally misusing school property is strictly prohibited.** Students who cause damage to school property may be responsible for restitution costs, may face disciplinary consequences in accordance with the Student Code of Conduct, and may be subject to applicable legal action.
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Emergency Drills

Victory Collegiate Academy is committed to maintaining a safe and prepared learning environment for all students and staff. Emergency drills are conducted throughout the school year to ensure students and staff understand appropriate safety procedures, practice emergency responses, and are prepared to respond calmly and responsibly in the event of an emergency.

Victory Collegiate Academy will conduct the following emergency response drills each school year:

- **Fire Drills:** One (1) drill per month to practice safe and efficient evacuation procedures.
- **Bus Evacuation Drills:** Two (2) drills per year to ensure students understand proper procedures for safely exiting a school bus.
- **Lockdown Drills:** A minimum of two (2) drills per year to practice procedures for responding to potential safety threats.
- **Shelter-in-Place Drills:** Two (2) drills per year to practice procedures for situations requiring students and staff to remain safely inside the building due to environmental, safety, or emergency conditions.

Emergency drills may be signaled through a loud, continuous alarm, announcements over the public address system, or specific directions provided by school staff. During all emergency procedures, students are expected to follow staff directions, remain with their assigned teacher or supervising adult, and demonstrate the school's core values of responsibility, respect, and teamwork.

During evacuation drills, including fire drills, students will practice the safest and quickest routes from the building. Whenever a class leaves a classroom or assigned area for an emergency procedure, students must remain with their teacher until an all-clear signal or return instruction is provided.

Safety

Maintaining a safe school environment requires the shared commitment and cooperation of all members of the school community. While the school implements safety procedures and emergency protocols, students and families play an essential role in promoting a secure and respectful campus.

Students are expected to:

- **Follow all safety expectations, behavioral standards, and procedures outlined in this handbook, the Student Code of Conduct, and any additional directions provided by Teachers, the Principal, Bus Drivers, or other school staff.**
- **Avoid behaviors or actions that may place themselves or others at risk of injury or harm.**
- **Remain alert and immediately report safety concerns** to a Teacher, Principal, or staff member, including unsafe conditions, unauthorized individuals on campus, or threats toward students or staff.
- **Know and follow emergency procedures, evacuation routes, and safety signals** practiced during emergency drills.
- **Follow the directions of Teachers, Bus/Van Drivers, and school employees at all times**, especially during emergency situations or safety procedures.

Families and community members are expected to support campus safety by:

- **Avoiding actions or behaviors that may place students, staff, or visitors at risk of injury or disruption.**
- **Following all campus safety procedures and respecting the directions provided by school personnel during emergencies or safety situations.**
- **Waiting for official communication from the campus liaison regarding emergency updates, reunification procedures, or student pick-up locations.**
- **Refraining from calling, messaging, or coming to campus during an active emergency unless directed to do so by school officials**, as additional traffic or communication may interfere with emergency response efforts.
- **Respecting the instructions and requests of the school safety team** to ensure all individuals are accounted for and the campus response remains organized and effective.

School Facilities Use by Student Before and After School

Victory Collegiate Academy provides designated areas and opportunities for students who participate in approved activities before or after the regular school day. To ensure student safety and appropriate supervision, students are expected to follow campus expectations and remain in approved locations at all times.

- **Students must remain in the designated area where their scheduled activity, program, or supervision is taking place unless they receive permission from the supervising Teacher, Coach, or Activity Sponsor.** Students are not permitted to move throughout the building or campus without authorization.
 - 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.
-

Music

Victory Collegiate Academy recognizes that music can contribute to school culture, celebrations, athletic events, and student experiences. All music played on campus or during school-sponsored activities must align with the school's mission, values, and commitment to maintaining a positive, respectful, and appropriate environment for all students and families.

- **Music played during school functions, including dances, assemblies, athletic events, and other activities, must be school-appropriate and approved as necessary by school staff.** Music that contains vulgar, offensive, obscene, or inappropriate content; promotes alcohol, drug use, violence, or unsafe behaviors; or demeans individuals or groups based on protected characteristics is not permitted.
 - **Victory Collegiate Academy reserves the right to determine whether music is appropriate for a school setting** and may require the removal or replacement of any music that does not align with school expectations, values, or the educational environment.
-

School Materials

Victory Collegiate Academy recognizes the value of student expression, communication, and sharing information with the school community. School publications provide opportunities to celebrate student achievements, highlight school events, and communicate important information while ensuring all content reflects the mission, values, and standards of the school.

- **All school-related publications, including posters, newsletters, newspapers, yearbooks, brochures, murals, and other posted materials, must receive prior approval from the Principal or designee before being distributed or displayed.**
 - **School publications must be created and supervised by a designated Teacher, staff member, or school administrator** to ensure content is appropriate, accurate, respectful, and aligned with the educational mission of Victory Collegiate Academy.
 - **Publications and posted materials must maintain professional standards** and may not include content that is inappropriate, offensive, discriminatory, or inconsistent with school expectations.
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Student, Non-School Materials

Victory Collegiate Academy supports appropriate student expression while maintaining a safe, respectful, and focused learning environment. To ensure that school spaces remain aligned with the educational mission of the school, any non-school-related materials distributed, displayed, or shared on campus must receive prior approval.

- **Students may not post, sell, circulate, distribute, or display non-school materials** (including written materials, handbills, photographs, petitions, posters, films, recordings, or other visual or auditory materials) without prior approval from the Principal or designee.

- **All materials submitted for approval must clearly identify the sponsoring organization or individual** responsible for the content. Approval decisions will be communicated within two (2) school days whenever possible.
 - **Materials displayed or distributed without required approval will be removed**, and students who violate this policy may be subject to disciplinary action in accordance with the Student Code of Conduct.
-

Non-Student, Non-School Materials

Victory Collegiate Academy is committed to maintaining a focused, respectful, and educational environment for students, staff, and families. Materials that are not school-sponsored or affiliated with an approved school-support organization must receive prior review and approval before being distributed, displayed, or promoted on school property.

- **Non-school materials, including written materials, handbills, photographs, posters, films, recordings, or other visual or auditory materials, may not be sold, circulated, distributed, or posted on campus without prior approval from the Principal or designee.**
 - **Requests for approval must include the name of the sponsoring organization or individual and must comply with established content guidelines and school expectations.** The Principal or designee will review submitted materials and approve or deny the request within two (2) school days of receipt.
 - **Victory Collegiate Academy reserves the right to remove any unauthorized materials displayed or distributed on campus** and may prohibit materials that are inconsistent with the school's mission, values, safety expectations, or educational environment.
-

Administration of Medicine

Victory Collegiate Academy recognizes that some students may require medication during the school day to support their health and well-being. To ensure student safety and proper medication management, all medications must be administered in accordance with school procedures and applicable guidelines.

The following expectations apply to the administration of medication at school:

- **All medications, including prescription and non-prescription medications, must be delivered to and picked up from the school office by a parent or legal guardian.** Students are not permitted to transport medication to or from school.
 - **A completed medication permission form provided by Victory Collegiate Academy must be submitted by the parent/guardian before any medication can be administered or stored at school.**
 - **Medications may not be transported on school buses** and must remain secured in the school office according to school procedures.
-

Administration of Medicine Prescribed by a Physician

Victory Collegiate Academy will administer prescription medications to students only when appropriate documentation and procedures are followed to ensure student safety. All prescription medications must be provided and managed in accordance with physician instructions, pharmacy labeling requirements, and school medication procedures.

The following expectations apply to prescription medication administration:

- **Prescription medications must be delivered to the school office by a parent/guardian or designated adult in the original prescription container provided by the pharmacist.** School personnel will document the quantity of medication received at the time of delivery.
- **Prescription labels must include the student's name, current date, medication name, dosage, and prescribed administration time.** Medication will only be administered according to the physician's instructions and prescribed schedule; administration times may not be adjusted based on parent/guardian request.

- **All inhalers, EpiPens, and emergency medications must be properly labeled and approved through the school's medication procedures before they may be administered.** Expired medications will not be administered.
 - **Families are encouraged to request separate medication containers from the pharmacist** for home use, school use, and single-dose needs for field trips or school-sponsored activities.
 - **No more than a thirty (30) day supply of medication should be maintained at school** unless otherwise approved by school administration.
 - **With written parent/guardian consent, school personnel may communicate with the student's physician regarding medication instructions, health concerns, or immunization information** when necessary to support student safety and care.
-

Administration of Non-Prescription Medications

Victory Collegiate Academy recognizes that students may occasionally require non-prescription medication during the school day. To ensure student safety and proper medication management, all non-prescription medications must follow established school procedures and manufacturer guidelines.

The following expectations apply to non-prescription medication administration:

- **Non-prescription medications must be delivered to the school office by a parent/guardian in the original, unopened manufacturer container and must be clearly labeled with the student's name.**
 - **Medication dosage and administration must follow the manufacturer's instructions printed on the label.** School personnel will not administer non-prescription medication in amounts or at times that differ from the labeled directions.
-

Communicable Diseases

Preventing the spread of communicable illnesses requires the partnership and cooperation of families. Parents/guardians are encouraged to monitor their child's health daily and keep students home when they are experiencing symptoms that may impact their ability to safely participate in the school day or may expose others to illness.

Students should remain home if they are experiencing any of the following symptoms:

- **A temperature of 100°F or higher.**
- **Runny nose with discolored nasal drainage.**
- **Severe coughing or severe sore throat.**
- **A rash accompanied by a fever or a rash that develops following a fever.**
- **Nausea, vomiting, and/or diarrhea.**
- **Red, watery eyes or other symptoms of a possible contagious eye infection.**
- **Swelling of the face or glands.**

The following expectations apply when a student has been ill:

- **Students must remain home for a full twenty-four (24) hours following a fever, vomiting, or diarrhea without the use of medication to control symptoms.**
 - **If a parent/guardian believes a student is ready to return the day after experiencing a fever, vomiting, or diarrhea, the student must check in with the front office or designated health staff before returning to class** to determine whether the student is well enough to participate safely in the school day.
 - **Victory Collegiate Academy may require a student to remain home or be picked up from school if symptoms indicate the student may have a communicable illness** or is unable to participate safely in normal school activities.
-

Head Lice, Bed Bugs, and Other Parasites

Head lice, bed bugs, scabies, and other parasites can be easily transmitted from person to person and are not related to personal hygiene or cleanliness. Because these conditions can impact the health and comfort of students, appropriate treatment and follow-up procedures are necessary before a student may return to the classroom.

The following expectations apply:

- **Students identified as having live lice, bed bugs, scabies, or other active parasites must receive appropriate treatment and may not return to school until the infestation has been addressed and live organisms are no longer present.**
 - **After treatment has been completed, the student must be evaluated by designated school personnel before returning to the classroom to ensure they are able to safely participate in the school day.**
 - **Parents/guardians are encouraged to notify the school promptly if a student has been diagnosed with or exposed to lice, bed bugs, scabies, or other parasites so the school can take appropriate precautions to support student health and safety.**
-

Early Dismissal of Students Due to Illness or Injury

When a student becomes ill or experiences an injury during the school day, school personnel will assess the situation and determine the appropriate next steps to support the student's needs while maintaining a safe learning environment.

- **Parents, legal guardians, or authorized emergency contacts will be notified when a student's illness or injury requires the student to leave school or when medical attention may be needed.** Parents/guardians will be contacted in the event of any serious accident or illness.
 - **For student safety, students are not permitted to walk home or leave campus independently during the school day.** A parent, legal guardian, or authorized emergency contact must complete the required sign-out process through the front office before a student may be released.
-

Emergency Information Update

Accurate and current emergency contact information allows school personnel to communicate quickly with families and respond appropriately in the event of an illness, injury, emergency, or other situation requiring parent/guardian notification.

- **Parents/guardians must complete an emergency contact update form each school year** and provide current information for each enrolled student, including phone numbers, addresses, and authorized emergency contacts.
 - **Families are responsible for notifying the school promptly of any changes to emergency contact information** during the school year to ensure school personnel can reach the appropriate individuals when needed.
-

Immunizations

Victory Collegiate Academy follows all applicable Arizona immunization requirements to help protect the health and safety of our students and school community. Prior to enrollment, parents/guardians are required to provide appropriate documentation verifying that their student has received required immunizations or has an approved exemption on file.

The following expectations apply regarding student immunizations:

- **Parents/guardians must provide proof of required immunizations to the school office prior to enrollment** unless an allowable exemption is submitted in accordance with Arizona law.
- **A student may be exempt from providing immunization documentation if the parent/guardian submits the required written documentation, including:**

- A signed statement acknowledging receipt of immunization information from the Department of Health Services, understanding the risks and benefits of immunizations and non-immunization, and requesting an exemption based on personal beliefs.
 - Written certification signed by both the parent/guardian and a licensed physician stating that one or more required immunizations may be harmful to the student's health and identifying the specific medical condition or circumstance preventing immunization.
 - **In the event of an outbreak of a vaccine-preventable disease, students without proof of immunity or required immunization documentation may be excluded from attending school until the risk period has ended** as determined by the Department of Health Services or local health department.
-

COVID-19 Mitigation Plan

Victory Collegiate Academy is committed to maintaining a safe and healthy learning environment while following current guidance and requirements established by applicable health authorities and state regulations. Because public health guidance and requirements may change over time, the school will continue to monitor updates and adjust procedures as necessary.

- **Updated COVID-19 mitigation plans, procedures, and health guidance will be communicated to families and posted on the school website as needed** in accordance with current CDC guidance, Arizona requirements, and applicable state legislation.
-

Child Find

Victory Collegiate Academy is committed to identifying and supporting students who may have disabilities and ensuring that all eligible students have access to appropriate educational services and supports. Through the Child Find process, the school actively works to locate, identify, and evaluate students who are suspected of having a disability and may require special education and related services.

Child Find efforts apply to eligible students, including:

- **Preschool through 12th grade students residing within the school's service area who are suspected of having a disability**, including students who are homeless, migrant or highly mobile, or wards of the state.
- **Students attending nonprofit private or parochial schools, as well as homeschooled students, who may be in need of special education and related services.**

Victory Collegiate Academy provides annual public awareness regarding special education opportunities and parent rights, including information about:

- **The availability of special education services and supports.**
 - **A student's right to a Free Appropriate Public Education (FAPE).**
 - **Confidentiality protections related to student records and special education services.**
 - **The special education referral, evaluation, and eligibility determination process.**
-

Multidisciplinary Evaluation Process

Victory Collegiate Academy uses a multidisciplinary evaluation process to identify whether a student has an educational disability and determine the impact of the disability on the student's academic and functional performance. This process ensures that educational decisions are made through a comprehensive review of student information and individual needs.

- **A multidisciplinary team reviews existing student information and, when needed, completes additional assessments** to determine eligibility for special education services.

- **Evaluations are completed within sixty (60) calendar days of receiving informed written parent/guardian consent**, and the team determines whether the student meets eligibility criteria and requires specially designed instruction and related services.
-

Individual Education Plan

Victory Collegiate Academy is committed to ensuring students with disabilities receive individualized supports and services designed to meet their unique educational needs. The Individualized Education Program (IEP) is both a process and a written plan developed to guide, monitor, and adjust a student's educational program to support meaningful progress.

- **An IEP is developed by a team of educators, specialists, and the student's parent/guardian** and is based on the individual needs of the student, including academic performance, functional needs, goals, accommodations, and required services.
 - **IEPs are reviewed and updated as needed to monitor student progress and make appropriate changes** to ensure the student receives educational benefit and access to instruction aligned with state educational standards.
-

Section 504 of the Rehabilitation Act 1973

Victory Collegiate Academy complies with Section 504 of the Rehabilitation Act of 1973, a federal civil rights law designed to protect individuals with disabilities from discrimination and ensure equal access to educational opportunities. Section 504 requires schools to provide appropriate accommodations and supports that meet the individual needs of qualified students with disabilities.

To qualify under Section 504, a student must:

- **Have a physical or mental impairment that substantially limits one or more major life activities**, including areas such as learning or behavior.
 - **Have a record of such an impairment** or be regarded as having such an impairment.
 - **Section 504 ensures qualified students with disabilities receive equal access to education through appropriate accommodations and modifications tailored to their individual needs.** Victory Collegiate Academy follows all Section 504 requirements during the evaluation, eligibility, and implementation process and does not discriminate against students based on disability.
-

Family Education Rights and Privacy Act (FERPA)

Victory Collegiate Academy is committed to protecting the privacy rights of students and families and complies with all applicable federal requirements regarding student information and educational activities. Federal laws, including the Protection of Pupil Rights Amendment (PPRA) and the Family Educational Rights and Privacy Act (FERPA), establish specific rights and protections for parents and eligible students.

- **Victory Collegiate Academy provides required annual notifications to parents and students regarding their rights under PPRA and FERPA**, including protections related to student records, privacy, and certain school activities or surveys.
 - **Parents and eligible students have the right to receive information regarding these protections and applicable procedures** for reviewing, requesting, or addressing concerns related to student privacy rights.
-

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) provides parents and eligible students (students who are 18 years of age or older) with specific rights regarding the privacy and protection of student education records. Victory

Collegiate Academy is committed to maintaining the confidentiality of student records and ensuring families understand their rights under FERPA.

Parents and eligible students have the following rights:

- **The right to inspect and review student education records** within forty-five (45) days of the school's receipt of a written request. Requests should be submitted to school administration and identify the records the parent or eligible student wishes to review.
- **The right to request the amendment of education records** that are believed to be inaccurate, misleading, or in violation of the student's privacy rights under FERPA. If the school does not approve a requested amendment, the parent or eligible student will be provided information regarding their right to request a hearing.
- **The right to provide consent before personally identifiable information from student education records is disclosed**, except in situations where FERPA permits disclosure without consent.
- **The right for education records to be shared with school officials who have a legitimate educational interest.** This may include administrators, teachers, support staff, school board members, contractors providing educational services, or other authorized individuals who require access to fulfill professional responsibilities.
- **The right to file a complaint with the U.S. Department of Education** regarding alleged violations of FERPA requirements by Victory Collegiate Academy.

FERPA complaints may be submitted to:

Family Policy Compliance Office

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

Personal Modes of Transportation

Victory Collegiate Academy recognizes that some students may use personal modes of transportation, such as bicycles, scooters, skateboards, or other approved equipment, to travel to and from school. Students who choose to use personal transportation are expected to prioritize safety, follow all traffic laws, and take responsibility for securing their belongings.

- **Students are strongly encouraged to wear a helmet and must follow all safety expectations**, including using marked crosswalks, riding single, and obeying all traffic rules and signals.
 - **Bicycles, scooters, skateboards, and other personal transportation items must be secured with a lock or other appropriate safety measure while on campus.**
 - **Students are responsible for their own personal transportation equipment and belongings.** Victory Collegiate Academy is not responsible for lost, stolen, or damaged bicycles, scooters, skateboards, or other personal items brought onto campus.
-

Bus Safety and Expectations

Student safety is a shared responsibility between students, families, drivers, and school staff. Students are expected to demonstrate respect, responsibility, and appropriate behavior at all times while waiting for, boarding, riding, and exiting the bus.

To ensure a safe transportation environment, students are expected to:

- **Follow all directions from the bus driver and school staff immediately and respectfully.** The bus driver is responsible for maintaining a safe environment and must be treated with respect at all times.
- **Remain seated in the assigned seat while the bus is moving** and keep all aisles and emergency exits clear.
- **Keep all body parts and personal belongings inside the bus at all times** and avoid any behavior that may create a safety concern.
- **Use appropriate voice levels, keep hands and objects to themselves, and demonstrate respectful behavior** toward other students and the bus driver.

- **Refrain from eating, drinking, or possessing prohibited substances on the bus.** Water in a secure container may be permitted.
- **Use appropriate language and communication at all times.** Profane, threatening, or disrespectful language is not permitted.
- **Ride only the assigned bus unless prior approval has been provided by the school.** Students will not be permitted to board a bus other than their assigned route without authorization.

Failure to follow bus safety expectations may result in disciplinary consequences, loss of transportation privileges, and additional action in accordance with the Student Code of Conduct.

Cameras on Buses

Victory Collegiate Academy utilizes video cameras on school buses and in designated non-classroom areas of campus to support student and staff safety, improve supervision, and maintain a secure learning environment. Video monitoring is intended to promote appropriate behavior, reduce safety concerns, and assist school personnel in responding to incidents.

The following expectations apply regarding video monitoring:

- **Parents/guardians will receive annual notification that video cameras are in use on school buses and designated areas of campus.** Video recordings may be reviewed by authorized school personnel, including transportation staff, bus drivers, bus assistants, Principals, and school administrators, when investigating incidents, addressing safety concerns, or determining student involvement.
- **Students are prohibited from tampering with, damaging, repositioning, or attempting to interfere with any school camera equipment.** Violations may result in disciplinary consequences in accordance with the Student Code of Conduct.
- **Riding the school bus is a privilege and requires students to follow all transportation rules and safety expectations.** Failure to comply with bus rules, school expectations, or state laws may result in the loss of transportation privileges. If transportation privileges are revoked, parents/guardians are responsible for arranging transportation to and from school.

The following items are prohibited on Victory Collegiate Academy buses in accordance with state law:

- Dangerous items or weapons
- Glass items
- Animals or insects
- Illegal substances, alcohol, or tobacco products
- Prescription medications unless properly authorized and managed through school medication procedures

Bus Consequences

Victory Collegiate Academy expects students who utilize school transportation to demonstrate respect, responsibility, and safe behavior at all times. Bus transportation is a privilege, and students are expected to follow all bus safety rules, driver directions, and school expectations. Failure to meet these expectations may result in disciplinary action, including the loss of transportation privileges.

The following progressive consequences may be applied for bus-related behavior concerns:

- **First Offense:** Student warning, student/driver conference, and possible assigned seating.
- **Second Offense:** Assigned seating, conference with the bus driver, and written referral to the Principal. The referral will document the incident and notify school administration and parents/guardians.
- **Third Offense:** Referral to the Principal and suspension from bus transportation for one (1) week.
- **Fourth Offense:** Referral to the Principal and suspension from bus transportation for one (1) semester or up to one (1) school year.

Severe Bus Violations

Some behaviors are considered severe violations due to the seriousness of the safety concern and may result in immediate disciplinary action without prior warnings. Severe violations include, but are not limited to:

- **Disrespectful, threatening, or inappropriate behavior toward the bus driver or others.**
 - **Fighting, physical aggression, or behavior that creates a safety risk.**
 - **Vandalism or intentional damage to the bus or school property.**
 - **Possession of weapons, dangerous items, or prohibited materials.**
 - **Profane, abusive, or inappropriate language or conduct.**
 - **Any behavior that significantly disrupts the safe operation of the bus.**
 - **Severe violations will result in a direct referral to school administration for review and appropriate disciplinary action.** Consequences may include suspension or permanent loss of bus privileges depending on the severity of the incident.
 - **Students responsible for damage to school transportation or property may be required to pay restitution costs in addition to receiving disciplinary consequences.**
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Student Code of Conduct Philosophy

A safe, respectful, and orderly learning environment allows every student to reach their full potential academically, socially, and personally.

- **Students and staff are expected to treat one another with respect, demonstrate responsibility, and follow established school-wide expectations so that learning can remain the primary focus.**
 - **Victory Collegiate Academy teaches, models, and reinforces clear school-wide rules, routines, and behavioral expectations to create consistency across all classrooms and learning environments.**
 - **Students are responsible for understanding and following the expectations outlined in the Student Code of Conduct, campus procedures, and classroom expectations.** The school-wide discipline plan is designed to provide consistent accountability and support while recognizing the developmental needs of students at different grade levels.
-

Student Code of Conduct Student Responsibilities

Students play an important role in creating a safe, respectful, and productive school culture where all students have the opportunity to learn and succeed.

- **Students are expected to follow school expectations, demonstrate respect toward staff, guests, volunteers, and peers, and contribute positively to the learning environment.**
 - **Students are responsible for making choices that support learning, safety, and school routines.** When behaviors disrupt instruction, create safety concerns, or interfere with the school environment, appropriate interventions and consequences may be used to help students reflect, improve, and make better choices.
 - **Students are expected to maintain regular attendance, actively participate in learning activities, complete academic responsibilities, and demonstrate care and respect for school property and resources, including but not limited to textbooks, desks, technology devices, classroom materials, and learning tools.**
-

Schoolwide Expectations #1

Students are expected to follow all local, state, and federal laws, as well as school policies, while on campus, during school activities, and when representing Victory Collegiate Academy.

- **Students are expected to make safe, responsible, and lawful choices at all times.** Illegal activities occurring during school hours, within the vicinity of the school (defined as a three-mile radius), on school transportation, or during any school-sponsored activity or event are strictly prohibited.

- **Prohibited behaviors include, but are not limited to, possession or use of tobacco or alcohol, possession, use, or distribution of drugs, gang-related activity, possession of weapons, acts of violence, abuse, threats, or any behavior that promotes illegal activity, substance abuse, or harm to others.**
 - **Violations of this expectation may result in immediate disciplinary action, including suspension, long-term suspension, expulsion, and/or referral to law enforcement when required or appropriate based on the severity of the violation and applicable laws.**
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Schoolwide Expectations #2

Students are expected to care for school facilities, personal belongings, and the property of others in order to maintain a safe and positive learning environment.

- **Students are expected to respect and protect all property belonging to the school, classmates, staff, and community members.** Theft, vandalism, destruction, misuse, or any other inappropriate treatment of property is prohibited.
 - **Students responsible for damaging, stealing, or misusing property may be required to provide restitution for stolen or damaged items and may face additional consequences, including an informal conference, parent/guardian involvement, suspension, expulsion, or referral to law enforcement when appropriate.**
-

Schoolwide Expectations #3

Students are expected to demonstrate respect toward the ideas, beliefs, backgrounds, and individual differences of others while contributing to a safe and positive learning environment.

- **Students are expected to communicate respectfully, resolve conflicts appropriately, and treat peers, staff, and community members with dignity.** Behaviors such as verbal abuse, intimidation, harassment, discrimination, disrespect toward authority, fighting, profanity, obscene behavior, extortion, gang-related activity, provoking, instigating, or creating conflict are not permitted.
 - **Violations of this expectation may result in consequences ranging from an informal conference, parent/guardian communication, restorative actions, loss of privileges, suspension, or other disciplinary action up to and including expulsion, depending on the severity of the behavior, student response, and prior disciplinary history.**
-

Schoolwide Expectations #4

Students are expected to demonstrate integrity, responsibility, and respect by making choices that support academic success and a positive school culture.

- **Students are expected to attend school regularly, arrive on time, follow academic expectations, and demonstrate honesty and integrity in all areas of learning.** Behaviors that interfere with the educational process, including unexcused absences, tardiness, plagiarism, cheating, lying, dress code violations, public displays of affection, possession of inappropriate materials, inappropriate sexual behaviors, depictions of nudity, or other forms of academic misconduct are prohibited.
 - **Violations of this expectation may result in consequences ranging from an informal conference, parent/guardian communication, loss of privileges, suspension, or other disciplinary action up to and including expulsion, depending on the severity of the behavior, student response, and prior disciplinary history.**
-

Discipline Procedure

Victory Collegiate Academy believes that effective discipline is designed to teach responsibility, accountability, and appropriate decision-making while maintaining a positive learning environment. Teachers and administrators work together to address behavior concerns consistently and provide students with opportunities to improve.

- **Classroom Teachers are responsible for addressing most minor behavior concerns and reinforcing classroom expectations.** Minor misbehaviors may include, but are not limited to, eating during instruction, chewing gum, talking out of turn, failing to follow directions, not keeping hands, feet, or personal items to oneself, disrupting others, dress code violations, frequent tardiness, being unprepared for class, incomplete assignments, or a lack of academic effort.
 - **Teachers will use appropriate classroom interventions and supports to help students understand expectations and make positive choices.** Repeated or more serious behavior concerns may be referred to school administration for additional support and disciplinary action in accordance with the Student Code of Conduct.
-

Behavior System

Our behavior system is designed to recognize students who demonstrate school values while providing consistent support and accountability when expectations are not met.

- **Students who demonstrate exemplary character, follow school expectations, and model positive behaviors may receive recognition and incentives for their actions.**
 - **When students choose behaviors that do not align with school expectations, they will receive appropriate consequences designed to promote accountability, reflection, and positive behavior change.**
 - **The goal of the behavior system is to build a culture where students are recognized for doing the right thing, take ownership of their choices, and consistently demonstrate the values of Victory Collegiate Academy.**
-

Student Searches

To protect the safety of the school community and uphold school expectations, school officials may conduct searches when reasonable suspicion exists that a student may be in possession of prohibited, unsafe, or inappropriate items.

- **School officials may initiate a search when there is reasonable suspicion based on reliable information, observations, student behavior, or other circumstances indicating that a search is necessary to maintain safety and enforce school policies.**
 - **Searches may include, but are not limited to, a student's person, backpack, purse, wallet, cell phone, desk, locker, or other personal belongings located on school property.** Students are expected to cooperate with reasonable requests from school officials during the search process.
 - **Items discovered during a search that violate school policies or create a safety concern may be confiscated and may result in disciplinary action in accordance with the Student Code of Conduct.**
-

Contraband

Items that create a safety concern, disrupt the educational process, or are inconsistent with school expectations are prohibited on school property, school transportation, and at school-sponsored activities.

- **Students are prohibited from possessing, using, distributing, or bringing contraband items to school.** Prohibited items include, but are not limited to, knives, weapons or replicas of weapons, fireworks, lighters, matches, cigarettes, tobacco products, vapor products, drugs, alcohol, pornography, laser pointers, water guns, hardballs/baseballs, roller blades, Go-Peds, hoverboards, shoes with wheels, unapproved motorized devices, and any other item that may create a disruption or safety concern.

- **Any prohibited item may be confiscated and returned only in accordance with school procedures.** Students in possession of contraband may be subject to disciplinary action based on the type of item, circumstances involved, and impact on school safety and operations.
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Fighting vs Rough/Inappropriate Play

Victory Collegiate Academy recognizes that students, especially younger students, may engage in play or interactions that require coaching and guidance to understand appropriate boundaries. However, behaviors that intentionally cause harm, create safety concerns, or disrupt the learning environment are not acceptable.

- **Fighting is defined as intentional physical contact with another person with the purpose of causing harm and is prohibited on school grounds, during school-sponsored activities, on school transportation, and while traveling to or from school.** Fighting may result in disciplinary action in accordance with the Student Code of Conduct.
 - **Rough or inappropriate play is different from fighting when there is no intent to harm another person.** School staff will consider the age of the students, the circumstances surrounding the behavior, the level of risk involved, and any resulting harm when determining an appropriate response.
 - **Students are expected to demonstrate self-control, respect personal boundaries, and make safe choices during all interactions with peers.**
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Student Violence/Harassment/Intimidation/Bullying

The school believes that a strong community built on respect, responsibility, and positive relationships supports student achievement and helps students develop the skills necessary to become responsible members of society.

- **Victory Collegiate Academy partners with students, families, and staff to establish and maintain a school culture centered on respect, kindness, accountability, and appropriate conflict resolution.** The school implements age-appropriate programs and practices designed to promote positive relationships, empathy, and responsible decision-making.
 - **Violence, harassment, intimidation, and bullying are not tolerated at Victory Collegiate Academy.** Any behavior that threatens the safety, dignity, or well-being of another student or member of the school community will be addressed promptly and may result in disciplinary action in accordance with the Student Code of Conduct.
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Definitions of Bullying, Cyberbullying and Harassment

Understanding the definitions of bullying, cyberbullying, harassment, and intimidation helps students, families, and staff recognize concerns and report incidents appropriately.

- **Bullying** is intentional behavior by an individual student or group of students that involves intimidation, harassment, or harmful actions toward another student. Bullying may occur when behavior:
 - Causes physical harm, damages property, or places a student in reasonable fear of harm or damage to personal property.
 - Creates an intimidating, threatening, or abusive environment through behavior that is severe, persistent, or pervasive.
 - Involves a real or perceived imbalance of power, strength, or influence between individuals.
- Bullying may occur through written, verbal, physical, emotional, or digital means and may include, but is not limited to:
 - Derogatory comments, name-calling, threats, extortion, exploitation, or rumor spreading.
 - Social exclusion, isolation, or ostracism intended to harm another student.
 - Physical actions such as pushing, hitting, kicking, shoving, or spitting.
 - Damage to or theft of another person's property.
- **Cyberbullying** is bullying that occurs through electronic technology or communication devices. Cyberbullying may include, but is not limited to, harmful, threatening, intimidating, or harassing communication through:

- Social media platforms, text messages, email, websites, online platforms, or other digital communication tools.
- School computers, networks, forums, mailing lists, or other school-owned technology.
- Personal electronic devices when the behavior impacts the safety, well-being, or learning environment of students.
- **Harassment** is intentional behavior by a student or group of students that is disturbing, threatening, or harmful toward another student or group of students. Harassment may include, but is not limited to:
 - Stalking, hazing, social exclusion, name-calling, unwanted physical contact, or unwelcome verbal, written, photographic, or graphic communication.
 - Conduct based on characteristics such as race, religion, cultural background, sexual orientation, economic status, size, appearance, or other personal characteristics protected by law.
 - Direct or indirect actions, including behaviors conducted through social media or electronic communication.
- **Intimidation** is intentional behavior by a student or group of students that causes another student or group of students to fear harm to themselves, others, or their property. Intimidation may occur through:
 - Physical, verbal, emotional, or psychological actions.
 - Direct or indirect behaviors, including threats, gestures, or actions communicated through social media or electronic platforms.

All forms of bullying, cyberbullying, harassment, and intimidation are prohibited at Victory Collegiate Academy and may result in disciplinary action in accordance with the Student Code of Conduct.

Prohibitions and Discipline

Bullying, harassment, intimidation, and behaviors that interfere with a student's ability to learn or feel safe are strictly prohibited.

- **Students are prohibited from engaging in bullying behaviors on school grounds, school property, school transportation, bus stops, school-sponsored activities, or through electronic technology and communication systems, including school computers, networks, forums, or other digital platforms.**
 - **Bullying that occurs outside of the school day or off school property may still result in disciplinary action when the behavior causes a substantial physical, mental, or emotional impact on a student at school or disrupts the school's ability to maintain a safe and orderly learning environment.**
 - **Students, parents/guardians, and staff are encouraged to report suspected bullying, harassment, or intimidation immediately to a school administrator or designated school official.** All reports will be reviewed, investigated, and addressed in accordance with school procedures.
 - **Students found to have engaged in bullying behavior may be subject to disciplinary consequences in accordance with the Student Code of Conduct.** Suspected violations of law will be reported to appropriate law enforcement authorities as required.
 - **Parents/guardians who believe their child may be experiencing bullying or harassment are encouraged to notify school officials and submit a report so the school can investigate and provide appropriate support and intervention.**
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Possession and Use of Drugs, Alcohol and Inhalants

The possession, use, or influence of substances that may impair a student's ability to learn or create a safety concern is strictly prohibited.

- **The possession, use, distribution, or being under the influence of prescribed or non-prescribed drugs, drug-related paraphernalia, alcohol, or inhalants on school property, near school property, on school transportation, or at any school-sponsored activity is prohibited.**
- **Students found in violation of this policy may be subject to immediate disciplinary action, parent/guardian notification, and law enforcement notification when required or appropriate.**
Consequences may include:
 - **First Offense:** Automatic nine (9) school day suspension for drug-related violations, parent/guardian conference, and notification to law enforcement.

- **Second Offense:** Possible recommendation for a long-term suspension hearing, parent/guardian notification, and notification to law enforcement.
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Distribution of Selling Drugs, Alcohol and Inhalants

The possession, sale, distribution, or exchange of illegal substances, controlled substances, alcohol, inhalants, or drug-related paraphernalia creates a serious safety concern and is strictly prohibited.

- **The sale, distribution, or attempted distribution of prescribed or non-prescribed drugs, drug-related paraphernalia, alcohol, or inhalants on school property, within three hundred (300) feet of school property, on school transportation, or at any school-sponsored activity is prohibited.** This includes distributing, sharing, exchanging, or providing substances to another person.
 - **When school administration has reasonable cause to believe a student is involved in the distribution or sale of prohibited substances, parents/guardians and appropriate law enforcement authorities will be notified in accordance with applicable laws and school procedures.**
 - **Students determined to be involved in the distribution or sale of alcohol, inhalants, or prescribed/non-prescribed drugs may face significant disciplinary consequences, including:**
 - **First Offense:** Automatic nine (9) school day suspension, parent/guardian conference, notification to law enforcement, and possible recommendation for long-term suspension.
 - **Second Offense:** Possible expulsion, notification to parents/guardians, and notification to law enforcement.
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Gang Related Activity

Gang-related activity, behaviors, symbols, or affiliations that interfere with the safety and educational environment of the school are strictly prohibited.

For purposes of school discipline, a gang is defined as a group of three (3) or more individuals who:

- Have a common name or identity.
 - Claim a territory or specific area.
 - Have identified rivals or enemies.
 - Interact together in a manner that excludes others.
 - Demonstrate antisocial behaviors commonly associated with criminal activity or threats to the community.
 - **Gang-related behavior that promotes, encourages, or participates in activities that threaten the safety of students, staff, or property, or that disrupt the educational environment, is prohibited.** This includes wearing, carrying, displaying, or possessing gang-related clothing, symbols, signs, gestures, graffiti, or paraphernalia; participating in gang-related activities; intimidating others; recruiting or promoting gang affiliation; or engaging in conduct that interferes with the safe operation of the school.
 - **Students involved in gang-related activity may receive disciplinary consequences, including suspension, long-term suspension, expulsion, removal from school activities, and/or referral to law enforcement when appropriate.** Consequences will be determined based on the severity of the behavior, impact on school safety, and applicable school policies.
 - **Gang-related graffiti, symbols, clothing, or alterations to personal items may be confiscated and reported to law enforcement when appropriate.** Items or behaviors that create safety concerns or promote conflict among students will be addressed immediately.
 - **Violence, fighting, threats, intimidation, possession of weapons, or participation in activities that endanger others will result in immediate disciplinary action.** Students whose actions continue to disrupt the educational environment or create a safety concern may be considered for more serious consequences, including long-term suspension or expulsion.
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Negative Group Affiliation

Activities, behaviors, or affiliations that promote intimidation, violence, disruption, or negative group influence are not permitted on school property or at school-sponsored activities.

- **Student involvement in negative group or gang-related behavior, including affiliation, recruitment, association, apparel, symbols, gestures, paraphernalia, or activities that disrupt the school environment or promote intimidation, violence, or unlawful conduct, is prohibited.** Violations may result in disciplinary action in accordance with the Student Code of Conduct.
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Possession of Weapons, Knives, Loaded/Unloaded Firearms, Explosive Devices, or Other Dangerous Instruments

To protect the safety and security of the school community, the possession, storage, use, or transportation of weapons, dangerous items, or items capable of causing harm is strictly prohibited.

- **No person may possess, store, or use weapons, knives, firearms, explosive devices, or other dangerous instruments on Victory Collegiate Academy property, including inside vehicles located on school premises, on school buses, or at any school-sponsored activity or event.** Violations of this policy may result in disciplinary action, up to and including suspension, expulsion, and referral to law enforcement as required by applicable laws and school procedures.
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Weapons

The possession, use, display, or distribution of weapons or items intended to cause harm is strictly prohibited on school premises, school transportation, and at all school-sponsored activities.

- **“Weapons” include, but are not limited to, any device designed to cause bodily harm or any item used or intended to be used in a manner likely to cause injury.** Examples include, but are not limited to, knives, switchblades, razors, chains, clubs, martial arts instruments, knuckles or similar items, pepper spray, BB guns, pellet guns, paintball guns, dart guns, air guns, electric weapons, and any device designed to immobilize or incapacitate another person.
- **Look-alike weapons are also prohibited, including toy guns, water guns, replica weapons, and air-soft guns or similar items.** Any item that may reasonably be perceived as a weapon or used to threaten, intimidate, or harm others may result in disciplinary action and additional consequences in accordance with the Student Code of Conduct.

Firearms

The possession, use, or presence of firearms on school premises or at school-sponsored activities is strictly prohibited and will be addressed in accordance with school policy and applicable laws.

- **“Firearms” include, but are not limited to, loaded or unloaded weapons designed to, or capable of being converted to, expel a projectile through the action of an explosive or other propellant, including starter guns and the frame or receiver of such weapons.** Any student found in possession of a firearm on school property, school transportation, or at a school-sponsored activity will be subject to immediate disciplinary action and may be referred to law enforcement as required.
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Explosive Devices

Victory Collegiate Academy strictly prohibits the possession, use, or distribution of explosive devices or items that may create a risk of harm to students, staff, or the school community.

- **“Explosive devices” include, but are not limited to, any destructive device such as explosives, incendiary devices, poison gas devices, bombs, grenades, similar items, or fireworks of any kind.** Possession, use, or distribution of these items on school premises, school transportation, or at school-sponsored activities may result in disciplinary action and referral to law enforcement as appropriate.
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School Premises

School expectations and policies apply not only inside classrooms, but also throughout all areas owned, operated, or used by the school.

- **“School premises” includes, but is not limited to, all school buildings, classrooms, grounds, recreational areas, athletic fields, parking areas, school buses, school vehicles, and any other property owned, leased, used, or operated by Victory Collegiate Academy.** Students and staff who become aware of a violation of school policies or safety concerns are expected to report the concern immediately to school administration.
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Student Violations

The possession, use, or threat of use of weapons, dangerous instruments, explosives, or other items that may place others at risk is strictly prohibited on school property, on school transportation, or at any school-sponsored activity.

- **Students who possess, store, use, or bring a weapon, knife, explosive device, firearm, or other dangerous instrument to campus or a school-sponsored activity are subject to immediate disciplinary action, up to and including long-term suspension or expulsion.** School administrators will consider factors such as the student's age, developmental level, intent, type of item involved, disciplinary history, and whether the item was used or intended to threaten or harm others when determining appropriate consequences.
 - **Possession of a firearm on school premises or at a school-sponsored activity will result in a suspension of up to nine (9) school days and a recommendation for long-term suspension.** Following the required hearing process, a student found to have possessed a firearm may receive a one-year suspension unless modified on a case-by-case basis in accordance with applicable law.
 - **Victory Collegiate Academy will follow all federal and state requirements regarding discipline of students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.** When required, a Manifestation Determination Review will be conducted to determine whether the behavior was related to the student's disability or failure to implement appropriate supports.
 - **Students may be placed in an interim alternative educational setting for up to forty-five (45) school days for certain special circumstances, regardless of the outcome of a manifestation determination.** Special circumstances may include possession of a weapon, knowingly possessing or distributing illegal drugs or controlled substances, or causing serious bodily injury to another person at school or a school-sponsored activity.
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School Relationships

Victory Collegiate Academy encourages students to develop positive friendships and respectful relationships that support a welcoming and professional school environment. Students are expected to demonstrate appropriate judgment, respect personal boundaries, and maintain behavior that is suitable for a school setting.

- **Public displays of affection between students are not permitted on campus, during school hours, or at school-sponsored activities and may result in administrative intervention or disciplinary action.**
 - **Personal, romantic or inappropriate relationships between staff members and students are strictly prohibited.** Staff are expected to maintain professional boundaries at all times in accordance with school policy and applicable laws.
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Social Media

Victory Collegiate Academy recognizes that social media and digital communication platforms are widely used tools for communication and connection. To maintain a safe, professional, and focused learning environment, students and staff are expected to use technology responsibly and maintain appropriate boundaries.

- **Student use of social media during instructional hours, on campus, during after-school activities, or at school-sponsored events is prohibited unless specifically authorized by school personnel for an approved educational purpose.** Violations may result in disciplinary action in accordance with the Student Code of Conduct.
 - **Staff members and students are prohibited from communicating through personal or outside social media platforms or other non-school-approved communication channels.** Inappropriate or unauthorized associations or communications between students and staff may result in disciplinary action and further investigation as appropriate.
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Suspensions

Victory Collegiate Academy uses suspension as a disciplinary intervention designed to address significant behavior concerns, provide opportunities for reflection, and support students in making positive changes. Suspensions may be assigned when student behavior significantly impacts the safety, learning environment, or expectations of the school community.

- **On-campus suspension may be used as an alternative to off-campus suspension and allows students to continue their educational program in a designated supervised setting away from the regular classroom environment.** On-campus or off-campus suspensions may be assigned for one (1) to nine (9) school days depending on the severity of the offense.
 - **Students assigned an on-campus or off-campus suspension may not attend, participate in, or be present at any school-sponsored activities or events during the suspension period.** The suspension period includes before-school, during-school, and after-school hours. Students who violate suspension expectations may receive additional disciplinary consequences.
 - **Suspensions or expulsions exceeding nine (9) school days require action and approval by the Victory Collegiate Academy Governing Board in accordance with applicable laws and school procedures.**
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Conferences

Victory Collegiate Academy believes that meaningful conversations with students are an important part of helping students understand expectations, take ownership of their choices, and develop positive decision-making skills. Conferences provide an opportunity for students and school staff to address concerns, reflect on behavior, and identify next steps for improvement.

- **A Teacher or administrator may meet with a student to discuss expected behaviors, review concerns, provide guidance, and explain potential consequences if school expectations or the Student Code of Conduct are not followed.**
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Parent Involvement

When behavioral concerns arise, the school will work collaboratively with parents and guardians to promote accountability, growth, and positive behavior change.

- **Teachers or administrators may communicate with parents/guardians regarding student behavior concerns and collaborate on strategies, supports, and expectations to help the student make positive behavioral improvements.** Family involvement may include conferences, action plans, or additional communication as needed to support student success.

Loss of Privileges

When a student misuses a privilege or fails to meet behavioral expectations, the school may temporarily or permanently restrict access to that privilege.

- **Any privilege that is abused or misused may be revoked until the student demonstrates appropriate behavior, fulfills assigned requirements, or completes a behavior improvement plan.** Loss of privileges may include, but is not limited to, participation in extracurricular activities, special events, campus activities, or placement in specific classes or programs. Privileges may be restored partially or fully based on demonstrated improvement and administrative review.
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Behavior Contract

A behavior contract may be used as a proactive support or intervention tool to clearly communicate expectations, outline required behaviors, and establish consequences when expectations are not met.

- **A Teacher or school administrator may create a written behavior contract outlining specific expectations, student responsibilities, privileges, supports, and consequences for failure to meet the agreed-upon terms.** Behavior contracts require signatures from the student and appropriate school personnel, and may also require parent/guardian acknowledgment and agreement to support student success.
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On Campus Suspension (short term)

On-campus suspension provides students with a structured setting to reflect on their actions while continuing to complete academic responsibilities.

- **With notification provided to the student and parent/guardian, a school administrator may remove a student from regular classroom instruction for a period of one (1) to nine (9) school days.** During this time, the student's access to school services, facilities, and personnel will be limited to the designated on-campus suspension area. Students serving an on-campus suspension may not participate in or attend school-sponsored events, activities, or extracurricular activities during the suspension period.
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Off Campus Suspension (short term)

During an off-campus suspension, students remain responsible for continuing their academic progress and completing assigned coursework.

- **With notification provided to the student and parent/guardian, a school administrator may remove a student from campus for a period of one (1) to nine (9) school days.** During the suspension period, students will receive assignments and are expected to complete all required work. Students serving an off-campus suspension may not participate in or attend school-sponsored activities, events, or extracurricular activities during the suspension period.
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Long Term Suspension Hearing

When a student is being considered for a long-term suspension, the school will follow established due process procedures to ensure the student and family have an opportunity to participate in the process.

- **A long-term suspension is defined as the withdrawal of a student's privilege to attend school for more than nine (9) school days and for a specified period of time.** Before a long-term suspension is imposed,

applicable due process procedures, including notification of the concern and an opportunity for the student and parent/guardian to provide input, will be followed in accordance with school policy and applicable law.

Off Campus Suspension (long term)

Long-term off-campus suspension is a disciplinary consequence designed to address significant behavioral concerns while maintaining a focus on student accountability and future success.

- **Upon recommendation from school administration, the Governing Board may deny a student access to school privileges for a period of eleven (11) school days up to one (1) calendar year.** All applicable due process procedures will be followed before a final decision is made, and families will be notified of the terms and expectations associated with the suspension.
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Expulsion

In cases involving serious violations of school expectations or when other disciplinary interventions have been unsuccessful, a student may be considered for expulsion in accordance with school policy and applicable laws.

- **Upon recommendation from school administration, the Governing Board may take action to permanently deny school privileges to a student through the expulsion process.** All applicable due process procedures will be followed before a final decision is made.
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Manifestation Hearing

Victory Collegiate Academy follows all applicable special education laws and procedures when disciplinary actions involve students receiving special education services. A Manifestation Determination Review is used to determine whether a student's behavior is connected to their disability or related to the implementation of their educational supports.

- **Before the eleventh (11th) day of suspension is imposed, the IEP Team, including the student's parent/guardian, the Vice President or Director of Exceptional Student Services (ESS), or designee, will meet to review the relationship between the student's disability and the behavior that resulted in disciplinary action.** The team will determine whether the behavior was a manifestation of the student's disability in accordance with applicable special education requirements.
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Restitution

Students are expected to understand that their actions have consequences and may be responsible for repairing or replacing items that are damaged, lost, stolen, or intentionally destroyed.

- **Students may be required to provide restitution for damaged, stolen, lost, or destroyed personal or school property.** Restitution may include repayment for repair or replacement costs and may be assigned in addition to other disciplinary consequences in accordance with the Student Code of Conduct.
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Consequences for Student Misconduct

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
**Assault (aggravated)	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Suspension	Expulsion
Bus/Transportation Misconduct	All students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all 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
** Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Suspension	Expulsion

*Bullying/Cyber Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.	Mediation/ Conference	Expulsion
*Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft of any felony therein. (A.R.S. §131507)	Restitution/ Conference/ Detention	Expulsion
**Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (A.R.S. §13-1508)	Short Term Suspension	Expulsion
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.	Detention	Short Term Suspension
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Suspension	Expulsion
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	Confiscation/ Conference	Suspension
Contract Violation	Failure to comply with the guidance of an agreed upon contract.	Conference/Short Term Suspension	Long Term Suspension
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short Term Suspension	Expulsion
Detention Violation	Failure to serve an assigned detention.	Detention/Short Term Suspension	Long Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; 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 making or altering a document or verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).	Detention/Short Term Suspension	Long Term Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Detention/Short Term Suspension	Long Term Suspension
Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing	Detention/Short Term Suspension	Long Term Suspension

	and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.		
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	Short Term Suspension/Restitution	Expulsion/Restitution

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

	(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)		
*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

Interrogations

School administrators will follow applicable legal requirements and established procedures when students are questioned or interviewed by school officials or authorized governmental agencies.

- **School administrators may question students regarding matters involving school operations, student safety, or potential violations of school rules.** Parents/guardians will be notified when appropriate, particularly when a student may be subject to disciplinary action for a serious offense.
- **When law enforcement officers or Child Protective Services (Department of Child Safety) personnel request to interview a student, Victory Collegiate Academy will comply with all applicable federal and state laws.** Parent/guardian notification will occur when required by law; however, notification may be prohibited in cases involving suspected child abuse, neglect, or criminal investigations involving a parent or guardian.

- **School administration will verify the identity and legal authority of investigating officials and maintain appropriate documentation** when students are interviewed, taken into protective custody, or arrested on campus.
 - **Victory Collegiate Academy will cooperate with law enforcement officials acting under lawful authority, including warrants, subpoenas, or other legal processes**, while making reasonable efforts to communicate with parents/guardians as permitted by law and consistent with student safety.
-

Prohibited Sexual Harassment

Sexual harassment is a form of sex discrimination and is prohibited by federal and state law, including **Title VII of the Civil Rights Act of 1964**, **Title IX of the Education Amendments of 1972**, the **Arizona Civil Rights Act**, and school policy.

- **Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.** This prohibition applies to employee-to-student, student-to-employee, student-to-student, and employee-to-employee conduct.
 - **Students, parents, or staff who believe they have experienced or witnessed sexual harassment are encouraged to report the incident immediately to school administration.** All reports will be promptly reviewed and investigated in accordance with applicable laws and school procedures.
 - **Sexual harassment will not be tolerated at Victory Collegiate Academy.** Any student or employee found to have engaged in prohibited conduct may be subject to disciplinary action, up to and including suspension, expulsion, termination of employment, or other actions as permitted by law and school policy.
-

Non-Discrimination

The school provides equal access to educational programs, services, activities, and opportunities in accordance with applicable federal and state laws.

- **Victory Collegiate Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in its educational programs, services, activities, employment practices, or admissions, as applicable by law.**
-

Prohibited Tobacco Use on School Premises and at any School Sponsored Functions

The possession, use, or distribution of tobacco products and related devices is prohibited on school property, during school hours, and at all school-sponsored activities.

- **Students found in possession of, using, or distributing tobacco products, electronic cigarettes (e-cigarettes), vaping devices, or other nicotine products on school property, during school hours (including off-campus lunch), or at any school-sponsored event are subject to disciplinary action.** Consequences may include parent/guardian notification, law enforcement involvement when applicable, suspension, and other disciplinary measures in accordance with the Student Code of Conduct and applicable law.
-

Important Notice to Parents Concerning Student Injuries

While every reasonable precaution is taken to help prevent accidents and injuries, families should recognize that accidents may still occur during school or school-sponsored activities.

- **Victory Collegiate Academy does not provide student medical insurance for injuries that occur at school or during school-sponsored activities.** Parents and legal guardians are responsible for any medical expenses

incurred as a result of student injuries. The school maintains liability insurance as required but does not provide accident or health insurance coverage for students.

Mandatory Reporting of Criminal Activity to Law Enforcement

Victory Collegiate Academy is committed to complying with all applicable Arizona laws regarding the reporting of criminal activity and the protection of students. School employees are legally required to report certain incidents to the appropriate authorities to help ensure student safety and well-being.

- **In accordance with Arizona Revised Statutes (A.R.S. § 13-3620), Victory Collegiate Academy is required to report suspected child abuse, neglect, criminal activity, threats or rumors of threats involving the school community, and other reportable incidents to the appropriate law enforcement agencies and/or the Arizona Department of Child Safety (DCS), as required by law.** School personnel are also required to report incidents involving non-accidental injuries that occur during school-related altercations or other situations requiring mandatory reporting.
-

Due Process

Victory Collegiate Academy is committed to ensuring that student disciplinary matters are handled fairly, consistently, and in accordance with applicable laws and school policies. Students are afforded due process rights when disciplinary action is considered, and families are encouraged to work collaboratively with school staff to address questions or concerns.

- **Students have the right to be informed of alleged violations, respond to the information presented, and receive due process before disciplinary decisions are made.** Parents and students with concerns, complaints, or grievances are encouraged to first schedule a conference with the student's Teacher or Administrator to seek a timely and constructive resolution.
-

Searches of Student Property

To protect the school community, student property located on school grounds may be subject to search when there is reasonable suspicion that it contains prohibited, illegal, dangerous, or inappropriate items.

- Student property, including backpacks, lockers, personal belongings, and vehicles on school property, may be searched when reasonable suspicion exists. Refusal to cooperate with a lawful search may result in disciplinary action, including suspension, expulsion, and/or referral to law enforcement when appropriate.
 - 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.
-

Teacher Resumes

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

Abuse of a Staff Member

All individuals are expected to treat school employees with courtesy and respect while on campus or during school-sponsored activities.

- **Knowingly insulting, threatening, or abusing a school employee while on school property or while the employee is performing official duties may constitute a violation of Arizona law** and may result in school disciplinary action and/or applicable legal consequences, including misdemeanor penalties as provided by law.
-

Law Enforcement Agencies

When law enforcement officers or other authorized governmental agencies request to interview, question, or take a student into custody during the school day, school administration will cooperate with lawful authorities while following applicable laws, school procedures, and reasonable efforts to protect student welfare.

The following procedures apply when law enforcement is involved on campus:

- **The Principal or an Executive-Level Director will verify the identity, jurisdiction, and legal authority of law enforcement personnel** before permitting student interviews or releasing a student into custody, including reviewing any applicable legal documentation when appropriate.
 - **School administration will make reasonable efforts to notify a parent or legal guardian prior to a student interview or release to law enforcement**, unless law enforcement presents a valid legal reason why notification should not occur at that time.
 - **The Principal or designee may be present during student questioning or interviews when appropriate**, unless law enforcement objects based on legal authority or investigative requirements.
 - **Victory Collegiate Academy will cooperate with law enforcement in accordance with applicable federal and state laws** while exercising reasonable professional judgment to support student safety and ensure proper school procedures are followed.
-

Handbook Amendments

Victory Collegiate Academy is committed to maintaining policies and procedures that support a safe, respectful, and academically focused learning environment for all students. As circumstances, laws, regulations, or school needs change, VCA reserves the right to amend, update, or revise the Student and Parent Handbook throughout the school year.

- Families will be notified of significant handbook updates or amendments as they occur, and all revised policies and procedures will become effective upon communication from the school.
-

Student Media Release Form

I, _____ [Parent/Guardian], hereby grant to Victory Collegiate Academy, Victory Schools, Victory Foundations, and all Victory affiliates, 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, Victory Schools, Victory Foundations, and all Victory affiliates, 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, Victory Schools, Victory Foundations, and all Victory affiliates, 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: Victory Collegiate Academy

Student's Grade: _____

Student and Parent Handbook 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: _____