



VICTORYACADEMY
of Toledo

Parent and Student Handbook
2024-2025

This handbook belongs to:

Name:

Address:

City/Town:

Zip Code:

Phone:

A Message from the School Leader

This handbook is published so that all students and families enrolled in Victory Academy of Toledo (VAT), have easy access to information that will allow for a successful school year. It is essential that parents and students read this Handbook. We are more than happy to answer any questions or concerns you may have.

We strive to foster a partnership between home and school and look forward to working with you throughout the school year.

Located in Toledo, Ohio, Victory Academy is a tuition-free public community school serving students in 5th through 8th grade. We believe that cultivating a growth mindset within our students and staff and helping them to recognize their worth and the potential they have to impact the community is imperative to their success and the success of our school. Learners at Victory will know that they belong and are accepted as they are, while they are encouraged to continuously reflect, set goals, and monitor progress in both academic and social emotional development. While we will maintain high standards, we will also provide a high level of support so all are able to flourish. Our scholars will be provided a voice in the school and opportunities to demonstrate leadership and character skills by participating in opportunities within the building and community.

The policies and procedures included in this document comply with state laws and have been approved by the VAT School Board. If you would like further information on any of the information herein, please submit a written request to the school office including the specific information you are seeking.

Thank you and welcome to the 2024-2025 school year.



Jackie Wells
School Leader

Victory Academy is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education and Workforce.

Victory Academy Mission:

The mission of Victory Academy is to engage students, parents and the community in a unified effort to accomplish educational excellence. We will connect the community to the classroom. By embracing diversity in a safe environment, we will help our students recognize their worth and the potential they have to make a positive difference in their own lives and the lives of others.

SCHOOL CONTACT INFORMATION

Administration

Jackie Wells, School Leader
Keith Mothershed, Behavioral Support Coordinator
Jade Spates, Office Manager
Gretchen Mossing, Special Education Coordinator

Building Address

Victory Academy
Grades 5-8
3648 Victory Ave
Toledo, Ohio 43607
(419) 442-8455

School Hours

School is in session from 8:30 a.m. until 3:15 p.m.
Doors open for breakfast at 8am.

E-mail

E-mail addresses are formatted as follows for all Victory Academy employees:

first_name.lastname@leonagroupmw.com

School Office Phone

(419) 442-8455

School Offices Hours

The school offices are open from 8:00 a.m. - 3:45 p.m.

Web address:

www.victorytoledo.com

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This copy is for your records.

Please sign and return the copy on the LAST PAGE

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read, and agree to uphold the policies outlined in the Parent and Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy. I understand I must also abide by all Board approved policies as included in the Board Policy Manual. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy Manual shall supersede the Parent-Student Handbook.

Parents MUST inform the school of changes in residence, custody, and contacts including home, cell, work, and emergency telephone numbers. If the school is unable to contact you directly, or through identified emergency contact numbers, we reserve the right to take the necessary steps in the best interest of the child.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____ Grade _____

COMPUTER USAGE AGREEMENT

My signature below indicates that I have received, read, and agree to uphold the Technology and Internet Safety Policy included in the Parent and Student Handbook and in the Board Policy Manual.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____ Grade _____

FIELD TRIP PERMISSION

My signature below indicates that I give permission for my student to attend, participate in, and travel with the school to and from all field trips.

Parent's Signature _____ Date: _____

STUDENT DIRECTORY

_____ I DO want my child included in the VAT directory. Phone Number for the directory: _____

_____ I DO NOT want my child included in the VAT school directory.

CHILD SEXUAL ABUSE, DATING VIOLENCE AND SEXUAL VIOLENCE PREVENTION (ERIN'S LAW)

Senate Bill 288 also known as Erin's Law, requires developmentally appropriate instruction in child sexual abuse prevention for students in grades K through 6 and developmentally appropriate instruction in dating and sexual violence prevention during health education to students in grades 7 through 12. For more information go to <https://education.ohio.gov/Topics/Student-Supports/School-Wellness/Prevention-Education/Child-Sexual-Abuse-Dating-Violence-Sexual-Violence>.

I give permission for my child to participate in these lessons. **Please check one:** Yes NO

SECTION 1- DISTRICT INFORMATION & POLICIES

Admissions

Students transferring from another school will normally be placed in the grade level recommended by the previous school based on records received. However, VAT reserves the right to place a student outside of the grade level recommended if it is deemed a better fit for that student. For elementary and middle school students, a request will be made for official records to be sent to us within fourteen days. Official transcripts will be required prior to enrollment in High School classes (grades 9 – 12). Parents are asked to notify the school at the time of enrollment if their student has an IEP or 504 plan in order to provide the appropriate services and a smooth academic transition.

New entrants at all grade levels will be required to present, at the time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, proof of residency, and custody information, if applicable. Immunization requirements can be found at <https://odh.ohio.gov/wps/wcm/connect/gov/9683ace0-573f-4ed3-b9d4-08d714d1fb85/School+Immunization+Summary+2019-2020.pdf?MOD=AJPERES>

For more information on admissions, including a lottery process, refer to the Admissions, Enrollment, and Residency Policy in the Board Policy Manual. The School complies with all the requirements of the McKinney-Vento Homeless Assistance Act. Additional information can be found in the Homeless Student Policy in the Board Policy Manual.

Additionally, students entering the 4th grade must provide evidence that they have taken and passed the third-grade reading guarantee Ohio State Test.

Nothing in this policy is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control all aspects.

Authorizer

Ohio Council of Community Schools
3131 Executive Parkway, Suite 306
Toledo, Ohio 43606
419-720-5200

Compulsory School Age Kindergarten Admissions

In accordance with the State Law and the school board policy of the same title, VAT requires a child to be 5 years old by August 1 of the year of admission.

Computer Usage Policy

VAT will employ appropriate measures to restrict and monitor materials accessed by students. VAT will not be liable if a student overrides these protective measures or purposefully does not follow the directions given when using a school computer.

Students are required to use the school's computers/network and internet connection for teacher-assigned, educational work. The term computer or computer equipment includes the following: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, Chromebooks, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the rules outlined below.

Students may only access the district network and/or the Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.

The Technology and Internet Safety Policy must be read and agreed to, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian, or custodian. VAT reserves the right to filter any Internet sites. Additionally, while using technology at school, VAT staff will have access and may monitor all activity.

Students are permitted to use networked software and school-supplied software. Programs written by the student as part of an assignment in a school's course of study may be run, as required, for that course of study, with teacher supervision.

Rules of the computer usage policy may include but are not limited to the following:

- Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers or other devices.
- Students may not download music, videos, or files not authorized by the teacher.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the students that are part of an assignment in a school's course of study may be run, as required, for that course of study requirements, with teacher supervision.
- Students may only use computer programs approved by the classroom teacher.
- Students may not search for or visit any websites containing offensive or inappropriate content. This specifically includes but is not limited to VATpons, violence, drugs, or adult content.
- The school staff may review computer files or messages that are created by the student. All material may be reviewed for grading and appropriateness of content. It may be reviewed for any harassing or threatening material, trade secret protection, and/or any vulgar or obscene content.
- Only one student may work at a single computer. Only a teacher may assign more than one student to work on a single computer.
- Students are not to send messages over the network nor participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
- Students are not to enter the network's operating system.
- Students are not authorized to use school computers to copy programs or flash drives. A teacher may authorize the copying of student-created work to flash drives or external devices.
- Students may not eat or drink while using a computer.
- All copyright laws are to be enforced.
- Students are not to unplug or change any computer device or network connections unless specifically directed to do so by a staff member.
- Students are not to change any display screen settings.
- Students are not to change any program's toolbars or settings.
- Students are not to add or delete any program icons on the desktop or Start Menu.
- Malicious use of the school's computers/network to develop programs or send messages that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
- Students are not to remove, modify, damage, or destroy any computer, accessories, or networking equipment.
- Students are not to modify or remove any identifying labels on computer equipment.
- Students are not to modify or remove any printer settings.
- Students are not permitted to add stickers or markings or cause damage to any school-owned equipment. This behavior may be treated as vandalism.
- Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
- Students are to advise their teacher of any computer malfunctions immediately.

Technology(including Artificial Intelligence) & Internet Safety Policy

The use of technology and computer resources at the School is a revocable privilege. Users who fail to abide by this policy may be ineligible to use the School's computer facilities and may be subject to additional disciplinary action.

The School reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage.

Students are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail, artificial intelligence (AI) and all other similar networks and devices. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, AI, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications. Inappropriate material includes visual depictions that are obscene, child pornography, or harmful to minors. ; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude into other people's files; using other users' email addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law. This behavior is punishable both on and off campus.
3. Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Use of AI in a manner that violates any portion of this policy or the academic integrity policies of the School and/or classroom policies. This includes but is not limited to the following:
 - a. Cheating: Students may not use AI tools for tests, assignments, or examinations in a manner which may be considered cheating. This includes, but is not limited to, the use of AI tools that complete and/or write the assignment for the student. Students must have teacher permission prior to using AI for any test, assignment, or examination.
 - b. Disruption: Students may not use any AI tools that may disrupt the classroom experience, for example chatbots.
 - c. Misrepresentation: Students may not use AI tools to impersonate school staff or create fake profiles for use in the school setting.

- d. Privacy: Students may not use AI to monitor others via the application or to invade the privacy of others.
7. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
8. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
9. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
10. Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks.
11. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students have no expectation of privacy with respect to the use of Technology, the Internet, intranet, e-mail or other technology-based communication methods. Maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind; either expressed or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

User Acknowledgment

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and /or appropriate legal action.

The user must also know and further agrees that:

1. Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
2. The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental.
3. Should the user intentionally destroy information of equipment that causes damage to technology resources, the user(s) will be liable for any and all costs.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate, including visual depictions that are obscene, child pornography, and harmful to minors. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the

goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:

- To abide by all School policies relating to the use of technology, including the use of AI.
- To release all School employees from any and all claims of any nature arising from the use or inability to use the technology.
- That the use of technology is a privilege.
- That the use of the technology will be monitored and there is no expectation of privacy in any use of the technology.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Damage to computers or technology may result in financial fees for which the parent/guardian or adult student is responsible.

Communication Policy

It is the goal of the staff at VAT to build strong relationships with the families of our students. These relationships facilitate awareness of academic and personal circumstances that are unique to each student. Parents are encouraged to contact the school when any questions arise or changes occur that may affect a student's academic experience.

Teachers can be reached in several ways listed below. All communication is expected to be respectful, constructive, and relevant to the student.

- E-mail addresses are formatted as follows: first name.last name@leonagroupmw.com for all staff members.
- Telephone messages can be left in the office with a staff member or on the voicemail system at any time.
 - Messages will be returned in a timely manner.
- All teachers (5-8) are using an app that family members should download called Class Dojo.
 - Please go to classdojo.com for instructions and tips for downloading and using this program. This program allows for improved and efficient communication as well as student/parent interaction and feedback.
- Face-to-face conversations with teaching staff should only be held outside of class hours and never during dismissal. We strongly encourage parents to call and set up a time to speak to the staff for the most effective communication. Teachers will not be available to take phone calls during teaching hours. However, if you stop-in to speak to a staff member, you must go to the office and the staff member will be located for you.

Please understand that meeting with a staff member may require an appointment to be made. Some meetings may be held virtually. Again, all communication is expected to be respectful, constructive, and relevant to the student.

Please respect the privacy of meeting rooms, offices, and staff lounges at all times.

Complaint Policy

All parties who interact with the school have the right to file a complaint regarding a public education agency's alleged violation of federal and state law. All complaints must be filed in writing and must be clearly marked as a complaint. Any complaint must be filed within 3 days of the alleged incident.

An internal review of all written complaints will be conducted within 7-10 days. Depending on the nature and severity of the complaint, an investigation may take up to 3 months to be resolved.

The following steps must be followed for all complaints:

Step 1 Classroom Teacher	Always start with the classroom teacher when there is a problem with your student’s education. Teachers are available before and after school and can be reached by calling the school office.
Step 2 Office Manager	If you are not satisfied with the outcome from the classroom teacher you may submit your written complaint to the Office Manager. The Office Manager will follow up and respond to the complaint.
Step 3 Behavior Coordinator	If you are not satisfied with the outcome from the Office Manager, you may submit your written complaint to the Behavior Coordinator. The Behavior Coordinator will follow up and respond to the complaint.
Step 4 School Leader	If you are not satisfied with the outcome from the Assistant School Leader, you may submit your written complaint to the School Leader. The School Leader will follow up and respond to the complaint.
Step 5 Leona Group Representative	If you are not satisfied with the outcome from the School Leader, you may submit your written complaint to the Leona Group Representative. They will follow up and respond to the complaint.
Step 6 Leona Group HQ	If you are not satisfied with the outcome from the Leona group representative, you may submit your written complaint to the Leona Group Headquarters Office. The Leona Group Headquarters will follow up and respond to the complaint.
Step 7 OCCS	If you are not satisfied with the outcome from the Leona Group Headquarters, you may submit your written complaint to the Ohio Council of Community Schools.

Covid 19 Updated Policy

The CDC recently released new Covid 19 guidance. We at the Leona Group/Victory Academy have used the CDC recommendations to help us navigate the ebbs and flows of this virus, and we will continue to use their guidance moving forward. For more information, see the information in the next section under the title Illness/Covid.

Educational Service Provider/Management Company

The Leona Group, LLC
 2125 University Park Drive
 Okemos, MI 48864
 Tel: 517.333.9030

Emergencies and Drills

In the case of a student emergency, do not try to handle it alone. Secure the aid of a teacher or staff member right away and then report the emergency to the school office. The staff has been trained to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly. In the case of electrical outages, students will remain in the classroom until instructed otherwise by the School Leader or designee.

Fire drills and tornado drills will be held periodically during the year. When these alarms are sounded, it is important for the students to cooperate and to react quietly and calmly to directions. Procedures for these events will be provided by the classroom teachers during the first weeks of school and throughout the year as needed.

Building lock-down drills will also be held to practice the procedure. A building lockdown may be used in the case of a threat to the school or proposed threat. Students will be instructed on these procedures during the first weeks of school.

During any drill or emergency situation, students who are away from their classroom (i.e., restroom, drinking fountain, hallway) should proceed to the nearest classroom.

Victory Academy has developed an Emergency/Crisis Management Plan, which will be implemented in the event of a crisis. The Emergency/Crisis Team will be responsible for directing all activities during the emergency/crisis situation. Parents are encouraged to refrain from calling the school during an emergency and to listen to local media for updated reports. When circumstances allow the use of the phone system, a call will be sent out using the “One Call Now” system alerting parents of the situation. During VAT-related emergencies, parents are asked to refrain from picking up their students and are encouraged to allow the staff to follow the safety procedures that are in place to ensure the safety of your student.

Emergency Information

Each student is required to have on file in the school office, the following accurate and current information which may be accessed in case of emergency. It is the responsibility of the parent/guardian to provide this information to the school and to alert the school anytime there is a change to it:

- Parent or guardian names
- Complete and up-to-date addresses
- Current home phone, cell phone, and parent/guardian work phone numbers
- Emergency phone number of a friend or relative
- Physician’s name and phone number
- Medical alert information
- Alternate/Emergency Dismissal Plans
- List of people authorized to pick-up your student.

Updated phone numbers are crucial to the safety of your child. Please make sure the people we have been asked to contact in case of emergency are willing and able to accept responsibility for your child in case you cannot be reached. Identified persons should be able to be reached during the school day at the numbers you have provided. Emergency contacts will be called when a parent can not be reached in case of a fever of 100+, any contagious illness, head lice, or exceptional behavior/discipline. In the event VAT is not able to contact you or any of your emergency contacts, the School Leader is authorized to proceed with any action deemed in the best interest of the child. This includes contacting the police, EMS, and/or children's services if warranted.

Federal/State/Local Compliance/Title IX

VAT complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Additional information may be found on our website: Victoryisgreen.com/title-ix as well as in the Board approved Title IX Non-Discrimination and Grievance Procedure policy.

Inclusive Education

At Victory, we strive to practice Inclusive Education as much as appropriate to meet the needs of all students.

Inclusive education is when all students, regardless of any challenges they may have, are placed in age-appropriate general education classes that are in their own neighborhood schools to receive high-quality instruction, interventions, and supports that enable them to meet success in the core curriculum. (Bui, Quirk, Almazan, & Valenti, 2010; Alquraini & Gut, 2012).

This means that students with special needs are integrated into the general education classrooms as much as possible. This benefits all students, celebrates diversity, promotes tolerance, and develops a sense of belonging.

Mission Statement

The mission of Victory Academy is to engage students, parents and the community in a unified effort to accomplish educational excellence. We will connect the community to the classroom. By embracing diversity in a safe environment, we will help our students recognize their worth and the potential they have to make a positive difference in their own lives and the lives of others.

Multi-Cultural Awareness

VAT is committed to increasing awareness of, and sensitivity to, cultural diversity in our school community.

Notice to all Parents: Child Find

VAT participates in Child Find: a school-wide effort to identify, locate, and evaluate all children who may have disabilities who may be in need of special education and related services. For more information regarding assistance for students with disabilities, or if you suspect a child may have a disability, please contact the School Leader. For more information, refer to the Child Find Policy in the Board Policy Manual.

Protection of Pupil Rights Amendment (PPRA) and Surveys

Under the Protection of Pupil Rights Amendment (PPRA) and amendments to the Act under No Child Left Behind (NCLB), parents have the right to prohibit their child from participating in surveys. Rights afforded to parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt-out, if it includes questions regarding political affiliations, religious practices, or other questions outlined in PPRA and NCLB; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third-party surveys.

Parents will be contacted by the school in advance of any third-party survey being distributed to their students.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Intervention and Supports are methods used to identify and support desired behaviors in the school setting. PBIS focuses on teaching, modeling, and providing practice time for desired behaviors in all school settings. It is a proactive approach to behavior management. PBIS provides a structure for earning rewards through accumulating and spending points. These points are awarded for favorable behavior allowing for the staff to focus on the positives and spend less time on correcting undesirable behaviors. For more information, refer to the Positive Behavior Interventions and Supports policy in the Board Policy Manual.

PBIS Tier II

As part of our PBIS, a Tier II Check-in/Check-out (CICO) intervention is being used. CICO is researched and data-driven. It is intended for those students who may need more support than the tier I intervention of earning points and rewards provides them. The purpose is to help students begin to intrinsically want to exhibit desired behaviors. This happens because the CICO program is building their self esteem and helping the students see the good they do every day. The key to any tier of PBIS is Positive Interactions. Students who qualify for CICO are assigned a mentor and will check-in with them at the beginning of the day for encouragement and a tracking sheet. The tracking sheet is used to facilitate teacher-to-student feedback per class period. At the end of the school day the student will check out with their mentor. The exchange is always positive, focusing on what successes the student had throughout the day.

Release of Student Photos/Media Interviews

During the year, VAT will often have the opportunity to photograph and videotape students in a variety of school-related activities. Student recognition programs, academic, and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as the Leona newsletter and calendar and in communicating with the media, such as allowing interviews or photographs with students. VAT reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our school is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students. However, it is our primary goal to respect your privacy.

Parents also have the right to submit a written request to the school office, within two weeks after the first day the student is enrolled in a school year, directing VAT not to release the information as stated above.

Student Records Policy (FERPA)

The School will allow access to records in accordance with the Family Educational Rights and Privacy Act (FERPA) as pertaining to the release of school records. In compliance with FERPA, parents have the right to inspect student records. Parents are required to submit their request to inspect student records in writing to the School Leader to allow him/her to schedule a reasonable and appropriate time and date for the parent to review the record. Records will be provided for parental inspection only under the direct supervision of the School Leader or his/her designee. The School must comply with the parent's request for inspection within forty-five (45) days. Copies of records only will be provided as required under FERPA.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the School Leader in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Parents and students eighteen or older (or a former student eighteen or older) have the right to request a school to amend information contained in the student's records that is deemed inaccurate, misleading, or violation of the student's privacy or other rights.

1. Parents and students eighteen and older must submit requests for correction in writing to the School Leader in a letter that includes the basis for such correction.
2. The School Leader must respond to the request in writing or in person within fourteen (14) days of receipt as to whether or not the school will comply with the request.
3. If the school refuses to amend the record, it must inform the requesting parent or student and advise him/her of the right to a hearing.
4. The parent or student can then request a hearing in writing to the Chairperson of the Board of Directors.
5. The Chairperson responds to the hearing requests in writing within thirty (30) days.
6. Hearings will be scheduled for the Board meeting that immediately follows the date of the Chairperson's response and the requesting parent or student must be given notice of the date, place, and time of the hearing.
7. Regardless of the decision whether or not to change the record, the decision must be put in writing and must include a summary of the evidence presented and reasons for the decision.
8. If the school determines that the record in question should be amended, the school must do so and notify the parent or student in writing.
9. If the school determines that the record in question should not be amended, the school must inform the parent or student of the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the school's decision.

Parents have the right to file a complaint with the Department of Education if they think the school is not complying with federal laws or regulations regarding student records.

Non-Custodial Parent Records Access and Release

The School will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary: Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file); Health records; Psychological records; Parent conferences and lab observations. Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child. Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians. The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

Student Directory Information

While FERPA permits schools to adopt a policy allowing the release of Directory Information under which "directory information" concerning students may be released to the public under certain circumstances, schools are not required to do so. Whereas the School has not adopted such a policy, the School's practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or student over the age of eighteen. Parents and students over the age of eighteen have the right to file a complaint with the U.S. Department of Education regarding any alleged violation of FERPA.

Safer Ohio School Tip Line

If you are aware of a threat to our school or a student's safety, please report it right away. You can report to any school staff member. If you are not comfortable reporting to a staff member you can use the Safer Ohio School Tip Line.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies, and the Ohio School Safety Center (OSSC) for action and follow-up. For more information, you can visit the ohioschoolsafetycenter.ohio.gov website.

Child Abuse and Neglect Reporting

The school will follow Ohio Revised Code 2151.421 and 3319.073 and the Child Abuse or Neglect Reporting Policy in the Board Policy Manual in reporting child abuse and neglect.

School Closings

VAT will no longer follow Springfield Local Public School's rulings for closings and delays due to inclement weather. The determination to delay or cancel school due to inclement weather will be determined by The Leona Group's representative. When weather conditions are marginal, parents/guardians should stay tuned for updates on local media sources. You will see Victory Academy of Toledo listed for closings and delays. Whenever possible, a call will be made to all students' homes using the "One Call Now" system in addition to posting updates to local television media sources to alert families of closings. If we must close during the day, we will contact the media for public announcements and make every effort to contact parents through email, automated calls, social media, Dojo messages, and website announcements.

School Emergency Communications

In the event of an emergency closure, safety lockdown, catastrophe, or other occurrences that pose a threat to the school, parents will be notified by one or more of the following means of communication: "One Call Now" system, mass email, Facebook, newsletters, Dojo messages, and the school's website.

Seclusion and Restraint

The purpose of this policy is to guide the school's use of positive behavior intervention and support, and the limited use of restraint and seclusion. At VAT every effort is made to prevent the need for the use of restraint and/or seclusion. Restraint and seclusion will only be utilized as described in the Positive Behavior Intervention and Support policy in the Board Policy Manual. The focus of managing student behavior is on rewarding the positives and supporting the student. Restraint or seclusion is used only when there is an immediate risk of physical harm to the student or others. The following outlines the program that VAT staff members are trained to employ when engaging a student at risk.

The Nonviolent Crisis Intervention program is a safe, non-harmful behavior management system designed to help human service professionals provide the best possible Care, Welfare, Safety, and Security© of disruptive, assaultive, and out-of-control individuals during their most violent moments. This program was developed by CPI, a training organization devoted to training staff in the safe management of potentially violent individuals. This program is utilized as the last resort to maintain safety. Please feel free to contact the school office with any questions or comments regarding this training and the use of these methods of providing for the Care, Welfare, Safety, and Security© of all those who are involved in a crisis situation. Additional information can be found at Victoryisgreen.com/transparency-reporting.

Title I Part A

Victory Academy currently offers a Schoolwide Title I Program. Title I is a federal program based on the income levels of families whose children attend our school. The program ensures that students are equipped to meet high standards of academic performance. Schoolwide Title I resources support schools with a high percentage of low-income families, but allow services to be provided to any student in that school. Schoolwide Title I programs use funds to provide such interventions as our leveled reading groups (EPAT) and increased professional development for staff members.

Wellness Policy

Victory Academy (VAT) works toward helping our students, staff, and families become more aware of their healthy habits and healthy choices. A Wellness Committee is active and meets to discuss our policies and ways to improve the awareness of healthy living in our school and community. The current wellness policy can be found on our website, Victoryisgreen.com. and in the Board Policy Manual.

Withdrawal from School

In order to withdraw from Victory Academy, a withdrawal form must be completed by a parent and returned to the school office. Failure to attend school without notifying the office for seven (7) consecutive days will trigger a review in accordance with the Board approved Attendance, Truancy, and Automatic withdrawal policy, possible notification of juvenile services, and may result in the student being withdrawn from school.

SECTION 2- STUDENT CODE OF CONDUCT AND DISCIPLINE

In addition to the student code of conduct, the following matrix of expectations will be used to promote positive behavior and student success. At VAT bullying behaviors will not be allowed. Students will be instructed in what these behaviors are and how to prevent and respond to them. Please contact the school office for further information.

VAT School Expectations

“We will respect others. We will try to help those in need. We will try to include students who are left out. If we know someone needs help, we will tell an adult at school and an adult at home.”

	RESPECTFUL	RESPONSIBLE	HONEST	SAFE
CLASSROOM	<ul style="list-style-type: none"> • Speak kindly • Take care of materials • Use appropriate voice level 	<ul style="list-style-type: none"> • Come prepared on time • Be on task • Follow directions • Complete/turn in assignments on time 	<ul style="list-style-type: none"> • Always be honest and truthful with yourself and others 	<ul style="list-style-type: none"> • Stay in personal space • Use materials/space appropriately
HALL	<ul style="list-style-type: none"> • Always walk • Be polite/kind • Use appropriate voice level 	<ul style="list-style-type: none"> • Have permission/hall pass • Be aware of others • Go directly to/from destination 	<ul style="list-style-type: none"> • Always be honest and truthful with yourself and others 	<ul style="list-style-type: none"> • Walk correctly on the right • Keep halls clear and clean
RESTROOM	<ul style="list-style-type: none"> • Keep facility clean • Respect the privacy of others • Wait patiently • Use appropriate voice level 	<ul style="list-style-type: none"> • Have permission • Do your business and leave • Flush the toilet • Throw trash away • Report any issues • Wash hands 	<ul style="list-style-type: none"> • Always be honest and truthful with yourself and others 	<ul style="list-style-type: none"> • Stay in personal space • Use materials/space appropriately • Keep it clean
CAFETERIA	<ul style="list-style-type: none"> • Wait patiently • Use good manners • Use appropriate voice level 	<ul style="list-style-type: none"> • Follow directions • Stay in a designated seat • Clean up your area • Use time wisely 	<ul style="list-style-type: none"> • Always be honest and truthful with yourself and others 	<ul style="list-style-type: none"> • Stay in personal space • Keep area clean • Be aware of surroundings
SCHOOL GROUNDS (Playground, GreenSpace, Field Trips)	<ul style="list-style-type: none"> • Follow directions • Respect others' space • Respect nature • Use appropriate voice level 	<ul style="list-style-type: none"> • Follow directions • Use equipment appropriately • Dispose of any trash • Stay in the approved area 	<ul style="list-style-type: none"> • Always be honest and truthful with yourself and others 	<ul style="list-style-type: none"> • Always be accompanied by staff • Use equipment appropriately • Be aware of surroundings

Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, parents, teachers, administrators, staff, and community members - show pride in our school and ourselves by doing our share to make our school a better place to learn and work.

The goal of the school staff is to develop self-discipline and positive self-esteem in all students.

All school rules apply while on school property, on school buses, or at any school activity at or away from school. Students shall be given due process before any suspension or expulsion.

All eligible students residing in Ohio have a **right** to participate in and have access to all educational resources necessary to receive an education. This includes curricular as well as extra-curricular activities.

In the process of pursuing their education, students have the **responsibility** to not interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The Student Code of Conduct is meant to outline the expectations for all VAT students. Students should take pride in themselves and their conduct when in or out of school. Students must follow all building rules in addition to the Code of Conduct when at school or at school-related events. Failure to abide by the Code of Conduct will result in disciplinary action being taken.

All students at VAT will be held accountable for the following expectations:

- All VAT students are **SAFE**:
 - Be aware of your surroundings and careful to prevent danger.
 - Be sure your actions will not cause harm to yourself or others.
- All VAT students are **RESPONSIBLE** for their own behavior:
 - Attend school. Do everything possible to be sure that your attendance is regular.
 - Be on time for school and for classes.
 - Use all technology as intended and with permission
 - Be prepared for class.
 - Participate in class.
- All VAT students are **RESPECTFUL** of self and others:
 - Treat others with respect and courtesy.
 - Respect others' belongings.
 - Do not take, use, or damage others' things.
 - Respect yourself at all times.
 - Do not bring harm to yourself or others verbally, physically, or mentally.
 - Use only appropriate language, actions, and attire.
 - Be positive in your actions, words, and behaviors.
 - Be sure to only involve yourself in activities that are respectful.
- All VAT students are **HONEST** at all times:
 - Be honest with yourself at all times.
 - Answer truthfully at all times.
 - Do your own work and assignments

Minor infractions will be handled in the classroom following the classroom teacher's policy. Infractions that warrant an administrative decision may result in parent notification and include disciplinary action as defined below. Any discipline issued will not be discussed with anyone other than the student receiving consequences and his/her family.

In-School Suspension (ISS)

The School Leader or designee may decide a student would benefit from ISS rather than Out-of-School Suspension (OSS). Students serving In-School Suspension will be permitted to make up and receive credit for assignments during the day of ISS. Parents will be notified of ISS and when it is/was to be served.

Guidelines for ISS will be issued and discussed upon assignment of ISS and may include special projects related to the infraction. Students are to bring schoolwork and complete assigned tasks. Students who serve ISS are not able to participate in afterschool or school-sponsored events.

Failure to comply and/or serve assigned ISS will result in further disciplinary action.

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on School premises, the superintendent or principal or assistant principal may remove a student from curricular activities or from the School premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. A teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under this Emergency Removal section from a curricular activity or from the School premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with suspension provisions of this policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion provisions of this policy shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

A student in grades pre-kindergarten through three may be removed pursuant to Emergency Removal procedures only for the remainder of the school day and shall be permitted to return to curricular and extra-curricular activities the following school day. A student in grades pre-kindergarten through three subject to Emergency Removal shall not be suspended or expelled unless the student has committed an act described in ORC 3313.668 (B)(1)(a) or (b). A student that returns to school based on this paragraph shall not be subject to the Emergency Removal hearing procedures.

Out-Of-School Suspension (OSS)

When the School Leader or designee determines that an OSS is warranted, the student will be notified of the infraction and provided with documentation indicating the parameters of the suspension. The Ohio Revised Code 3313.66 (O.R.C.) provides that a School Leader may suspend a child from school for not more than ten days. The student and parents will be notified of the intent to suspend in writing and will include the specific reason(s) for the action. A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. Suspension may be invoked immediately after the documentation of the intent to suspend is issued and the student has been given the opportunity to explain his/her actions. Within 24 hours after the time of suspension, a written notice will be provided to the student and the parent, which includes among other things, the reasons for such suspension, the right of the student or parent to appeal the action, and the right to be represented in the appeal by a representative of choice.

- If a suspension is issued that is longer than the school days left in the school year, the student may be required to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.
- Students may not attend any school functions, at home or away while serving an OSS.
- Students are not permitted on school grounds while serving an OSS.
- Following the OSS, students must request coursework to be completed.
- Work that is missed during an OSS will be accepted at the teacher's discretion.

During a period of suspension, expulsion, or removal, the student may not enter any school building or be on the premises of a building owned by, or being used by, The Leona Group, nor may the student attend or participate in any school-related activities. For additional information on suspensions, refer to the Suspension and Expulsion Policy in the Board Policy Manual.

Court Referral

Referral to the Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students may be referred and another notice if they are referred.

Expulsion

If all other attempts to modify student behavior are unsuccessful, or a failure to serve previously issued consequences, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. The Ohio Revised Code 3313.66 provides that a Superintendent or School Leader may expel a pupil from school for periods up to eighty (80) days and that a student is subject to a one (1) year expulsion for bringing a gun or a dangerous VATpon on school property. If a student is expelled, the length of the expulsion may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

For an Intent to Expel, a formal hearing is scheduled to be conducted not sooner than three days nor later than five school days from the date of the notice to expel. For a Removal with Intent to Expel, the formal hearing must be heard within 72 hours (3 school days) of the time of removal.

A student will be given written notice of the intent to expel which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible. A copy of the notice is mailed within 24 hours and advises the student and the parent of the parameters of the expulsion including:

- The time and place of the hearing
- The reason(s) for the intended expulsion
- The right of the student or the parent to challenge the reason(s) for the intended expulsion or explain the student's actions
- The right to be represented at the hearing by a representative of choice

During a period of suspension, expulsion, or removal the student may not enter into any school building or be on the premises of a building owned by or being used by, The Leona Group, nor may the student attend or participate in any school-related activities. For additional information on expulsions refer to the Suspension and Expulsion Policy in the Board Policy Manual.

Permanent Exclusion

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village, or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing when he/she was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- Illegal conveyance or possession of a deadly or dangerous VATpon on school premises.
- Carrying a concealed VATpon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration.
- Complicity in any violation described in paragraphs 1, 2, or 3 above that was alleged to have been committed in the manner described in paragraphs 1, 2, or 3 above, regardless of whether the act of complicity was committed on the property.

Disciplinary Appeal Process

Students are afforded the right to explain a situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you (parent/student) not agree with a disciplinary action, please start the appeal process where it originated (i.e., If a teacher assigns a detention you do not agree with, discuss it with the teacher) Appeal information for suspensions and expulsions will be provided with any suspension or expulsion notice. Any discipline issued will not be discussed with anyone other than the student receiving consequences and his/her family.

The following table is a list of possible infractions and the possible consequences. This table is meant to serve as a guideline and is subject to the School Leader’s discretion.

Violations or Infractions	SUSPENSION	EXPULSION	MANDATORY EXPULSION
1. Disruption of School/Disorderly Conduct	•	•	
2. Harassment/Bullying	•	•	
3. Threats	•	•	
4. Use of Obscene Language/Materials	•	•	
5. Failure to Obey Instructions/Insubordination/Disrespect/False Identification/Information	•		
6. Forgery	•		
7. Cheating/Plagiarism	•		
8. Fighting	•	•	
9. Physical Assault/Harassment	•	•	
10. Sexual Assault/Harassment	•	•	
11. Inappropriate Display of Affection	•		
12. Damage of Property/Vandalism/Serious Vandalism	•	•	•
13. Theft/Robbery	•	•	•
14. Breaking and Entering	•	•	
15. Trespassing/Unauthorized or Unsupervised Areas	•		
16. Narcotics, Alcoholic Beverages and Drugs			•
17. Tobacco, Nicotine, and Vapes	•	•	
18. Hazing (Initiations)	•		
19. Explosives/False Fire Alarm/Bomb Threat			•
20. Arson			•
21. Dangerous weapons and Instruments			•
22. Attendance, Skipping School, Skipping Class	•	•	
23. Dress Code	•		
24. Technology Violation	•	•	
25. Animal/Plant Harm or Mistreatment	•	•	
26. Violation of Bus Rules	•	•	
27. General Misconduct	•		
28. Gross Misconduct		•	

The penalty of mandatory expulsion for selected offenses as listed above may be waived at the discretion of the Superintendent or School Leader. The School Leader has the right to adjust/change the disciplinary consequences on a case-by-case basis.

Notice: Video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive a discipline referral as a result of what is recorded, regardless of whether the incident was or was not witnessed by a staff member or volunteer.

1. **Disruption of School/Disorderly Conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination, or any other means, cause disruption or obstruction to the normal operation of this school, including classroom instruction.
2. **Harassment/Bullying:** Students shall not harass or bully other students, school employees, persons who are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks, or actions of a race, color, creed or religious affiliation, ethnicity or national origin, disability, age, gender, or sexual orientation. Bullying behavior is defined as “when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. There are three components of bullying behavior. 1. Involves aggressive behavior. 2. Typically involves a pattern of behavior repeated over time. 3. Imbalance of power or strength. Any student who purposely and knowingly causes another student to feel afraid, intimidated, isolated, embarrassed, or singled out will be held accountable for harassment or bullying.
3. **Threats:** Students shall not, through verbal, written, technological, or any other means make statements that physical or emotional harm may come to another person or to an institution. Bomb threats and other serious threats will result in expulsion from school.
4. **Use of Obscene Language/Materials:** Students shall not, verbally or by the written word, use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar materials. This includes racial slurs and any hate speech.
5. **Failure to Obey Instructions/Insubordination/Disrespect/False Information/False Identification:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, School Leaders, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information or supply false information when it is requested. No student shall misrepresent their identification. Failure to comply with basic school rules will be considered Insubordination. Failure to comply with the school rules regarding cell phone possession/smart-watch/tablet, or other technology, will also be considered insubordination.
6. **Forgery:** Students shall not misrepresent a signature on any document.
7. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding classwork or class activities, misrepresent the results of research or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in the failure of academic subjects.
8. **Fighting:** Students shall not physically fight with another person. At the discretion of the School Leader or designee, the police may be called in to manage students who physically fight on school grounds.
9. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person. Violation of this rule will result in a mandatory suspension and may result in permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who physically assault or harass another person on school grounds.
10. **Sexual Assault/Harassment:** A student shall not sexually assault another person. This may include any unwelcome sexual advances in oral, physical, spoken, symbolic, or written format. Violation of this rule will result in a mandatory suspension and may result in permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who sexually assault or harass another person on school grounds.
11. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar acts of affection. Students shall maintain appropriate personal space. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
12. **Damage of Property/Vandalism:** Students shall not cause or attempt to cause damage to school property. Students shall not touch or handle another person’s (including teachers and staff) property without their

permission. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. Serious vandalism will result in mandatory suspension. (Serious vandalism is vandalism that causes damage to property in the value of \$150 or more.) Students must pay for damages prior to returning to school.

13. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The School Leader may exercise the prerogative of reporting thefts to local authorities.
14. **Breaking and Entering:** A student shall not forcibly enter the school building, greenhouse, outbuilding, or any vehicle on school grounds.
15. **Trespassing/Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised. A student shall not enter the premises while under suspension, expulsion, or other removal situation.
16. **Narcotics, Alcoholic Beverages, and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase or use the aforementioned items immediately prior to, during, or after school or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.
17. **Tobacco, Nicotine, and Vapes:** Tobacco in any form, Nicotine in any form, and/or Vapes of any kind shall not be carried or used by any student or adult on school property or at school events, home, or away. Paraphernalia, used for the consumption of tobacco or nicotine products, including vapes is prohibited.
18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Explosives/False Fire Alarm/Bomb Threat:** A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance that can be used as an explosive. Violation of this rule will result in a mandatory expulsion. A student shall not cause a false fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of this rule will result in a mandatory expulsion.
20. **Arson:** A student shall not burn property nor cause property to be burned. Violation of this rule will result in a mandatory expulsion.
21. **Dangerous VATpons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous VATpon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous VATpons. Other instruments/devices may also be defined as dangerous VATpons depending on their use or intended use. Should a student have knowledge of a VATpon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (O.R.C. 2923.122.)
22. **Attendance, Skipping School, Skipping Class:** No student shall fail to comply with state attendance laws including, but not limited to, "skipping", truancy, or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
23. **Dress Code:** Refer to Dress Code Policy. Repeated dress code violations will result in disciplinary action which may include suspension.
24. **Technology Violation** Computers/technological devices are provided for student use for teacher-assigned work in courses or programs. (See Computer Usage Policy) Violation of this policy may result in suspension or expulsion.
25. **Animal/Plant Harm or Mistreatment:** As part of the program, any harm brought to animals or plants, on school grounds or in the field, through purposeful intent or through inappropriate behavior, will result in discipline being issued.
26. **Violation of Bus Rules:** Students must follow all bus rules as outlined. Failure to do so could result in disciplinary action or loss of bus privileges. When transportation is not provided by VAT, students are expected to follow the rules provided by the transportation provider, as well as, behave in a manner consistent with VAT expectations.
27. **General Misconduct:** Students shall refrain from throwing objects, being disruptive, abusive, or excessively noisy in their behavior. Students must respect the rights and feelings of others.

28. Gross Misconduct: Repeated violations of the Code of Conduct.

SECTION 3- ATTENDANCE

Attendance Policy

School is in session from 8:15 a.m. until 3:10 p.m.

Students are not permitted on either campus before 7:50 a.m. or after 3:45 p.m. without permission from the School Leader. Students arriving prior to class start times are to wait in the cafeteria or designated area. Students must be in the assigned classroom or designated area prior to class start time, otherwise, the student will be considered tardy or absent.

The following policy is based on the Ohio Revised Code, chapter 3321 School Attendance, and includes the requirements of House Bill 410.

If a student is absent from school, a parent or guardian must call the school office to notify the school of their child's absence by **9:00 a.m. and provide a written note upon return**. A parent note will excuse an absence unless it becomes excessive; then a medical note will be required. Without this notification, Ohio law requires that the school contact parent(s) by phone or letter to inform them of the student's absence.

The following conditions may excuse a student from school attendance:

- Personal illness or injury - a doctor's medical verification note is required if absent for more than 3 consecutive school days.
- Family illness - an emergency situation requiring the student to be absent from school.
- Quarantine of the home by local health officials.
- Death in the immediate family, limited to 18 school hours unless extenuating circumstances exist and are approved by the School Leader.
- Observance of a religious holiday consistent with a student's established creed or belief.
- Medical, behavioral, dental, or legal appointments that cannot be made during out-of-school hours will be excused for the duration of the appointment. For example, leaving the doctor's office at 10:00 a.m. will not excuse a student for the entire day.
- Pre-enlistment reporting to a military enlistment processing station (verification of the date and time of the reporting may be required)
- Foster care placement, change in foster care placement, or court proceedings related to foster care status
- Deployment activities of a parent, legal guardian, or custodian (see ORC §3301.60);
- Other legitimate reasons that receive prior approval from the School Leader – these are generally college visits, job interviews, legal appointments, or reasons of emergency.

It is required that students returning to school after all absences bring a written note from their parent or guardian stating:

- **The date(s) of absences**
- **The reason for the absences**
- **The parent or guardian's signature and phone number**

Failure to provide a written note will result in the absence remaining unexcused.

The parent or medical verification notes must be submitted to the school office the day the student returns to school. Absences documented with medical verification notes will be considered excused when provided **the day** the student returns to school. Attendance reports will be sent home every quarter. The school will make every effort to engage the student and his or her family prior to filing a complaint with the juvenile court.

It is the parent's responsibility to ensure the attendance of their student(s). Additionally, providing excuse notes to the office is also the responsibility of the parent or guardian or a minor child.

Skipping classes/school will result in disciplinary action and possibly the involvement of local law enforcement.

Classroom work missed during excused absences can be made up by asking the classroom teacher for the work. Students in grades higher than 3rd are responsible for requesting the missed assignments. The acceptance of work missed during unexcused absences is at the discretion of the teacher. Students who are habitually absent will be at risk of being retained.

In the instance that a student must be absent for extended periods due to health/mental health reasons, documentation from a doctor must be submitted on the healthcare professional's letterhead, with inked signatures, including a diagnosis and treatment plan. Absences documented with medical verification notes will be considered excused when provided **the day** the student returns to school.

Excessive absences are damaging to the child's learning. Victory Academy has contracted the services of a Truancy Officer. The Truancy Officer will assist the school with the requirements of House Bill 410, (HB 410).

The following policy is based on the Ohio Revised Code, chapter 3321 School Attendance and includes the requirements of House Bill 410.

If a student is excessively absent from school (as defined below), written notification will be sent to the student's parents within seven days of the triggering absence. The student will follow the school's plan for absence intervention and the student and family may be referred to community resources. If unexcused absences become habitual, an absence intervention team, including a parent or guardian will meet to develop a plan which may include supportive services for students and families. Counseling, parent education, parenting programs, and mediation may also be considered. If no progress is made then the juvenile court will be contacted. VAT will follow all of the requirements of HB 410.

H.B. 410 has established the following thresholds:

Habitually truant is when a student is:

- a. Absent 30 or more consecutive hours *without* a legitimate excuse;
- b. Absent 42 or more hours in one school month *without* a legitimate excuse; or
- c. Absent 72 or more hours in one school year *without* a legitimate excuse.

Excessive Absences are defined as:

- a. Absent 38 or more hours in one school month *with or without* a legitimate excuse; or
- b. Absent 65 or more hours in one school year *with or without* a legitimate excuse

Attendance will be sent home every quarter as part of the grade card. The school will make every effort to engage the student and his or her family prior to filing a complaint with the juvenile court. For additional information on attendance, refer to the Attendance, Truancy and Automatic Withdrawal policy in the Board Policy Manual.

Attendance Intervention Team

Parents or students may request in writing, within 5 days after the end of the grading period, for a review panel to examine their case if there is a discrepancy in the attendance records or if extenuating circumstances resulted in attendance issues. If the review panel finds that extenuating circumstances caused the student's excessive absences, then a determination will be made regarding make-up work or grading affected by the absences. A review panel will consist of a building administrator and four teachers chosen by the building administrator. This request must be submitted in writing to the School Leader.

Attendance to Participate in Extracurricular Activities

A student must be in attendance at school by 10:00 a.m. on the day of the event to participate that day, evening, or weekend. The 10:00 a.m. deadline also applies to any delays in the starting time. A student who leaves school early due to illness may not participate in any afterschool activities that day. If a student is absent from school all day, he/she may not attend any after-school activities that day.

Early Pick Up

In order to minimize interruptions to the dismissal process, no student will be released 15 minutes prior to the end of the school day. **No transportation changes will be accepted beyond 2 pm on the day they are to occur.**

Arrangements should be made with the classroom teacher and the school office should be notified if an early pick-up is going to be necessary. Picking up students prior to the end of the school day is disruptive to the class and limits your student's instructional time. When an early pick-up is necessary due to a family emergency or doctor appointments, missed work can be picked up the next day. Homework or missed work due to leaving school early without prior notice to the teacher is accepted only at the teacher's discretion.

Habitual early pick-up will be treated as tardiness and will result in disciplinary action, parent meetings, and if necessary, truancy action will be taken. **The minutes a child is not in school due to an early pick-up are counted toward the excessive absence and habitually truant thresholds.**

Head Lice

Parents/guardians are required to report all communicable diseases and illnesses discovered outside of school, to the office (i.e. pink eye, head lice, ringworm, flu, fever, diarrhea, etc). If a child is experiencing head lice, they must not return to school until they are free of any live lice or nits (eggs) before returning to school. In order to prevent the spread of head lice to other staff and students no one with any sign of lice may remain at school. When a case of head lice is discovered, notice will be made to the classmates. Students in the same class may be checked for head lice in order to stop the spread.

If you have any questions or need assistance in treating head lice please contact the school office..

Illness/Injury While at School

If a student should become ill or is injured during school, he/she should notify their teacher or the supervising adult(s). If the student becomes physically ill (vomit/diarrhea/fever), then they must be immediately picked up from school. This includes a fever of 100.0 or higher, a contagious illness, head lice (bugs or eggs), or any other medical concern deemed serious by the school.

The school must obtain parental permission in order for a student to be released from school due to illness. Students will not be released to anyone who is not listed on the emergency medical forms on file in the school office. Prior to leaving school, students will be signed out in the office. If a parent cannot be reached, emergency contacts will be called.

Parents/guardians are required to report all communicable diseases and illnesses discovered outside of school, to the office (i.e. pink eye, head lice, ringworm, flu, fever, diarrhea, etc). If a child has a communicable disease, a temperature of 100 or higher, has vomited or experienced diarrhea, they must not return to school until they are symptom-free for 24 hours without the use of fever-reducing medication.







Illness/CoronaVirus

The CDC has created a Respiratory Virus Guidance model. The guide addresses Covid, the Flu, and RSV. While COVID-19 still poses a significant health threat to people at higher risk, its health impacts are now similar to other respiratory viruses, like the Flu, which are also important causes of illness and death, especially for people at higher risk. More than 98% of the U.S. population now has some protective immunity against COVID-19 from vaccination, prior infection, or both. Essentially, COVID-19 is no longer a health emergency and is now a part of our everyday life just like the Flu. See the CDC's updated guidance below.





Updated Guidance: The updated Respiratory Virus Guidance recommends that people stay home and away from others until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication). Note that depending on the length of symptoms, this period could be shorter, the same, or longer than the previous guidance for COVID-19.

Respiratory Virus Guidance Snapshot


Core prevention strategies

 <p>Immunizations</p> 	<p>Hygiene</p> 	<p>Steps for Cleaner Air</p> 	<p>Treatment</p> 	<p>Stay Home and Prevent Spread*</p> 
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Additional prevention strategies


 <p>Masks</p> 	<p>Distancing</p> 	<p>Tests</p> 
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***Stay home and away from others until, for 24 hours BOTH:**



Your symptoms are getting better

+



You are fever-free (without meds)

Then take added precaution for the next 5 days

Layering prevention strategies can be especially helpful when:

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering

We encourage you to read up on the new guidance at each of the links below:

<https://www.cdc.gov/respiratory-viruses/guidance/faq.html>

<https://www.cdc.gov/respiratory-viruses/guidance/respiratory-virus-guidance.html>

Tardiness

Students should be at their desks and ready to learn at the scheduled start of class. Grades K-6 start at 8:25 a.m., and grades 7-12 start at 8:15 a.m. When students arrive late they interrupt classes already in session and may have difficulty catching up with lessons already in progress. **It is the parent's responsibility** to have their child at school on time. Excessive tardiness is damaging to the child's learning and will be reported to the Juvenile Division of the Lucas County Prosecutor's Office. Time missed due to tardiness counts towards the excessive absence and habitually truant thresholds.

After the school day has begun, **students and parents must report to the office** immediately upon their arrival to obtain an Admit Slip. Parents may not drop their child/children off at the door. Students must be escorted by an adult to the office.

After 10 tardies have occurred, a parent meeting may be held and disciplinary actions may occur. Please note: all minutes absent from school will count toward truancy. Please see the Attendance Policy for additional information.

Vacations

Although the school does not encourage this, occasionally it may be necessary for students to accompany parents on vacation during school days. In anticipation of an arranged absence, it is the responsibility of the student to request coursework from the teacher(s), at least one week prior to the event. The absence is considered an unexcused absence under state law. Students may be permitted to make up missed work if the above requirements are met. The time absent counts toward the habitually truant and excessive absence thresholds.

SECTION 4- ACADEMICS

Academic Integrity

All students shall maintain academic integrity. It is the responsibility of all students to do their own classwork and homework to the best of their ability. Students are required to try all work given by instructors. Students' grades will reflect the completion of all work. Not doing assigned work is unacceptable. Learning is the primary purpose of school and doing the assigned work is part of the process of learning. Using others' work as one's own is prohibited. This includes all forms of copying and /or plagiarism. Parents must refrain from completing their child's work for them. Failure to maintain academic integrity will result in disciplinary action and may result in no credit being given for the work.

Achievement Testing

The Ohio Department of Education requires that all students in grade 3 and above be given state achievement tests. Additional assessments will be conducted across grade levels to gather and understand student achievement, weakness, and growth. For more information regarding state-required assessments visit <https://education.ohio.gov/Topics/Testing/Ohios-State-Test-in-ELA-Math-Science-SocialStudies>.

Achievement Testing Competency Exemptions

Students with Individualized Education Plans, who are excused from the consequences of end-of-course tests according to Ohio Revised Code 3313.61(L) are eligible to be excused from the requirement to demonstrate competency if their IEP specifically exempts the student from the competency requirements and they meet the criteria outlined below.

Students must complete the English Language Arts II and/or Algebra I/Math I assessments or Math and/or English Language Arts Alternate Assessment. If they do not reach the competency score, they will receive remediation and then retest in the necessary subject area(s). If the student still does not attain the required score, the IEP team may exempt the student from the requirement to demonstrate competency (on either end-of-course exams or alternate assessments) from the subject area not passed. Or, the student may choose from any other pathway to demonstrate competency.

Students with an excusal from the consequences of assessments are excused from demonstrating competency but still must earn at least two seals, one of which must be a state-defined seal. Students excused from the consequences of assessments do not inherently earn the Citizenship and Science seals, which are components of demonstrating readiness- a graduation requirement separate from competency.

Cheating/Plagiarism Policy

Plagiarism and/or cheating is defined as any act wherein a student seeks to receive any level of academic credit for work that is not the student's own (this includes work created using AI) unless that work is properly attributed to the actual source. Plagiarism/Cheating includes, but is not limited to:

- Submitting academic work that is copied whole or in part from another source without proper attribution
- Submitting academic work that was created in part or whole using AI
- Submitting academic work that includes major themes, ideas, or quotations that are not the student's own without proper attribution.
- Seeking, taking, supplying, or receiving copies or lists of questions or answers prior to the time of any exam or quiz.
- Sending or receiving questions or answers through the use of telecommunication or electronic devices during any exam or quiz.
- Copying from another student or source during any exam or quiz
- Copying homework or any other class assignment from another student except in the case of a group project assigned by the teacher.
- Submitting academic work as your own when it was completed by someone else.

Penalties that can be applied for violations of this policy are:

- Level One – The student will receive no credit for the work.
- Level Two – The student will receive a failing grade for the nine-week grading period.
- Level Three – The student will receive a failing grade for the semester.

The relative grade weight of the assignment, the number of past incidents, and the nature and extent of the violation will determine the level of penalty.

- Level One penalties apply to tests, quizzes, homework, and other class assignments that carry similar grade weight.
- Level Two penalties apply to second offenses of Level One and to major term assessments such as research papers and lab projects.
- Level Three penalties apply to third offenses of Level One, second offenses of Level Two, and major semester assessments such as semester exams and certain research papers or projects. Level Three penalties will also apply to especially grievous violations that involve theft and /or distribution of secure material.

Teachers will apply the basic tenets of this policy to the nature of their course assignments and assessments.

College Credit Plus Program (CCP) Policy

Students in grades 6-8 will be provided with information and notification of informational meetings explaining CCP. The policy can be requested in the school office and found on the school's website under the Quality School tab. For additional questions, please call the school office. More information is available on our website.

Grading Policy

The grading policy at VAT outlines for teachers, the minimum number of assignments and types of assessments necessary per grading period ensuring that grades are taken from a variety of sources, and are tied to standards. Teachers may offer more opportunities for grades and assessments at their discretion. For detailed information on the grading policy, please see the classroom teacher or the administrative staff.

Students may turn in any missing work or request to redo/retake assignments and assessments until the Wednesday before midterm/quarter end. However, this is at the teacher's discretion. For example, a teacher may require the homework to be completed prior to retaking a test. Another example of when a teacher may decline the student's request to retake/redo would be if the teacher does not believe it would be in the best interest of the student to do so. Please note, relying on this policy to improve grades at the midterm/quarter end, rather than working hard throughout the grading period is not advisable.

The procedure for requesting to redo/retake an assignment or assessment includes completing a form available from the teacher and scheduling a conference with the teacher. The student's most recent grade will be the one entered in the grade book. Points will not be taken off for late work, but consistently late work will be reflected in the student's personal behavior/work habits/professional responsibility grade. Other items reflected in this grade include but are not limited to a student's preparedness for class, quality of work, and classroom behavior.

Grade Cards

A paper copy of quarterly grade cards will be sent home for all students

Grading Policy

Victory Academy uses a Standards-Based Grading system. Standards-Based Grading is a system that evaluates student progress towards mastering grade level content and Ohio Learning Standards. The rubric below identifies each level of mastery on a scale 1 through 4. Under this system, students will only receive a "0" if they refuse to do the work. Any attempt, even with minimal mastery, will result in at least a score of a "1". For detailed information on this policy, please see the classroom teacher or the administrative staff.

Standard:

4	<p>Proficient</p> <p>I can show that I understand the work all the time. I demonstrate understanding of grade level standards consistently and independently.</p>
3	<p>Approaching Proficient</p> <p>I can show that I understand the work most of the time, but I still make some mistakes. I demonstrate understanding of grade level standards, but not consistently.</p>
2	<p>Beginning Progress</p> <p>I am beginning to understand the work, but I need help from my teacher. I demonstrate understanding of grade level standards, but need support from my teacher.</p>
1	<p>Of Concern</p> <p>I attempt the work, but do not understand it. I demonstrate minimal understanding of grade level standards even with support.</p>

At the end of the school year, the last grade card will indicate grade completion determination. This will be indicated by marking one of three categories; retained, placed, or promoted. The following explains each of these terms.

- Retained - the student has not met all of the requirements for completion of the current grade level and will repeat the current grade level.
- Placed - the student has not met all of the requirements for completion of the current grade level however, due to additional circumstances the student is not retained. Placing a student alerts the teacher and staff that additional support may be required for the student to be successful.
- Promoted - the student has met all of the requirements for completion of the current grade level and is promoted to the next grade level.

Homework Policy

Recognizing that home study is a necessary part of each student's educational program, teachers do assign work to be completed outside of class. Although only the individual student can determine the amount of time necessary to successfully complete assignments, each student must expect to spend some time in addition to scheduled class times to successfully complete homework. Homework not only directly affects grades but indirectly as well, by better preparing students to participate in class and to pass quizzes and tests. Adequate preparation eliminates "surprises" and excuses.

Some assignments, especially in more advanced classes, are long-range in nature and require home study over a period of time for adequate completion. Planned study eliminates the need to spend too much time completing assignments the day before they are due.

Ohio Means Jobs

Ohio Means Jobs K-12 is Ohio's no-cost, online, career planning tool that helps students discover career interests, explore future job options, build a future budget, create a resume, and more.

Visit <http://ohiomeansjobs.com/> to learn more about this resource.

Parent Responsibility Policy

It is a necessity for parents and guardians to be active participants in their child(ren)'s education. This includes but is not limited to, downloading and using ClassDojo, reading and signing the planner/agenda book, reaching out to teachers for questions and/or concerns, in grades 4-12 utilizing Power School for grading updates, paying fees in a timely manner, attending PTO and academic meetings, listening to One Call Now messages, reading SMORES Newsletter(s) or other email messages sent from the offices and staff, referencing the school website, following Facebook for additional VAT info, and returning school messages to set up appointments as needed when concerns arise. It is also the responsibility of parents and guardians to secure transportation to and from school ensuring attendance requirements are met. Attendance requirements are covered in the Attendance section. Specifically for high school students, parents will be important in helping their students meet the requirements of the community service seal, which focuses on volunteer hours. More on this can be found under Graduation Requirements.

Physical Education Requirements

Students will be given a grade for PE. Students are expected to participate in PE and when appropriate, change/dress for PE. The PE grade is included in the overall GPA. When changing for PE students will be expected to follow the dress code expectations given by the PE teacher. This will include, no pajama pants, no cropped shirts, and no short shorts.

Student-Based Intervention Team (SBIT)

Concerns about academic performance or emotional, social, or behavioral problems will be discussed by the Student Based Intervention Team (SBIT). SBIT members may include regular educators, parents, school administrators, a psychologist, an intervention specialist, a speech/language therapist, or other appropriate school personnel. Parents or school personnel may make referrals to the SBIT. All referrals for special education services must be made through the SBIT process. The focus of the team is to assist students who are struggling in any area through a collaborative effort including parents and educators. This team is designed to welcome the involvement of parents and encourage the student through accommodations and support in the classroom.

Test Security for Standardized Testing

Each year, VAT students are required to take a number of "standardized" tests. These include state achievement tests and "norm-referenced" tests. All practice tests are included in the security requirements. All of these tests are considered "secure." The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action. For more information, refer to the Testing Policy in the Board Policy Manual.

Textbooks

VAT furnishes all necessary textbooks. For identification, each book is labeled. Each student is responsible for all loaned textbooks. Students are expected to return each book at the end of participation in the course. Students will be responsible to pay for any book that is lost, damaged, destroyed, stolen, or mutilated. Report cards, records, transcripts, or diplomas may be held until all textbooks, library books, or borrowed materials are turned in and/or fees paid.

SECTION 5- RIGHTS AND RESPONSIBILITIES

Anti-Harassment, Intimidation, and Bullying Policy

The following is taken from and in compliance with the VAT School Board policy titled **Anti-Harassment, Intimidation, and Bullying Policy**. VAT prohibits acts of harassment, intimidation, or bullying (including cyberbullying) of any student on school property or at a school-sponsored event. A safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. The staff at VAT will refuse to tolerate any act of harassment and/or bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation, or bullying" also includes the above-described acts which are electronically generated, stored, or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off-campus behavior which substantially disrupts the school's educational process or mission, or threatens the safety or well-being of a student or staff member.

Some acts of harassment, intimidation, bullying, and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying, or cyberbullying that they require a response either in the classroom, school office, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyberbullying range from positive behavioral interventions up to and including suspension or expulsion.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware of to the School Leader or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The School Leader or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the School Leader or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident. Once an investigation is completed, if the reported incident has been substantiated, the parent of any student involved in the prohibited incident shall be notified. All school personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

VAT prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the School Leader or his/her designee after consideration of the nature and circumstances of the act, in accordance with school policies and procedures. However, students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" will warrant disciplinary action, whether and to what extent to impose disciplinary action (i.e., detention, in-, and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the School Leader or designee. Anonymous complaints that are not otherwise verified may not be the basis for disciplinary action.

Alcohol, Tobacco, & Other Drug Use/Abuse Policy (ATOD)

VAT acknowledges the fact that the use and abuse of alcohol and other mood-altering chemicals are wrong and harmful for any student. The use and abuse of mood-altering chemicals have become an insidious problem for our country. Communities are becoming increasingly aware of its harmful effects and realize that experimentation can lead to a lifestyle that is out of control. Consequently, this disrupts the maturation process, alters physical and emotional well-being, and interferes with the performance capabilities of the user.

VAT believes that every child should have the opportunity to live, grow, and develop free of mood-altering chemicals. We believe that the most desirable goal for our students is to abstain from such use of chemicals.

A copy of the Student Handbook containing the Alcohol, Tobacco, and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory. For additional information regarding tobacco use, refer to the Tobacco Policy in the Board Policy Manual.

VAT expects that all staff, students, and parents refrain from smoking (including e-cigarettes/vaping products) while on school grounds, including the parking lot, and while chaperoning field trips. It is the primary objective of VAT to ensure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual, or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, drugs, or look-alike substances or paraphernalia on school premises is an obstacle to that objective and interference with the rights of other students to receive quality academic instruction.

Students of VAT, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply, or attempt to do so with mood-altering chemicals of any kind prior to or during the school day, at any school-sponsored activity or event, or at any time while on school premises.

Definitions

“Possession” includes, without limitation: Holding in the student’s hand, retention on the student's person or in purses, wallets, lockers, desks, or any other personal possessions or vehicles parked on school property or at school functions.

“Use of mood-altering chemical”: Is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, the odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for that particular student, or a preponderance of the evidence that a student has used a mood-altering chemical.

“Tobacco”: Includes any product containing tobacco that is smoked, chewed, inhaled, or placed against the gums.

“Mood-altering chemical”: Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as *White Out*, glue, toxic markers, and caffeine pills. Prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student’s name and directions for proper use according to school policy. See the Medication section of this policy. This list is intended for example only and not as an exclusive list.

“Counterfeit” or look-alike drug: is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.

Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.

Any substance, other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Jurisdiction - This policy extends to the use of the above:

- i) On or in close proximity to any property owned, leased by, or under the control of The Leona Group including vehicles used for the transportation of students.
- ii) During normal school hours, including recess, lunch, and class changes, and Saturday school.
- iii) At any school-sponsored or sanctioned activity or event away from or within the school district.

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, electronic cigarettes, and other vape products, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

Except for the persons directly involved in the student's education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following actions will be taken:

- The student and the School Leader will be informed of the alleged offense, the evidence to support the allegations, and the disciplinary action that may apply.
- If the student is in need of medical attention, the local emergency squad will be notified to give medical attention.
- The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of a medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

Searches are permitted if the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia, instruments, or any other contraband item are concealed in a school cubby/locker, on a student, in a purse, wallet, or book bag.

VAT recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this ATOD policy will be assisted by the cooperative effort of the family, the school officials, and the board.

Cafeteria

This year Victory Academy will be approved at the state level to offer all meals at no charge for all students. All unpaid charges from prior years must still be paid. Please call the school office if you need payment arrangements.

The following guidelines must be followed in order to avoid disciplinary action. Violation of the cafeteria expectations may result in detention, loss of the privilege to mingle with classmates during lunch, or suspension.

No outside food delivery services will be permitted to deliver food to students.

Cafeteria Expectations:

- Be Safe:
 - Enter the cafeteria quietly and in a single file line.

- No horseplay in the cafeteria.
- Do not throw anything.
- Be Respectful:
 - Use a conversational tone at all times.
 - Do not take another student's food.
 - Do not enter another student's space.
 - Ask permission to leave your seat or to leave the cafeteria.
- Be Responsible:
 - Be sure to bring your lunch items to the cafeteria.
 - Pick up all trash and leave the table and floor free from debris.
 - Listen to and follow the directions of the cafeteria staff.
 - Pay for all food and eat it in the cafeteria.
- Be Honest:
 - Be honest with yourself and others at all times.
 - Answer truthfully at all times.

Cell Phones/Electronic Equipment

Student cell phone usage is strictly prohibited on school grounds except at the specific request and under the direct supervision of a staff member. Electronic games, iPods, GoPro or personal camera devices, MP3 players, SMART Watches, athletic watches that receive text messages and/or notifications, cameras of any variety, etc. are not to be brought into the classroom. Electronic equipment that is brought to school must be turned off and submitted to the teacher or kept in the student's locker for safekeeping until the end of the day. These items will be confiscated if they are not turned in. If confiscated, a parent or guardian must pick the item up at the end of the day. Repeat violations of this policy will result in disciplinary action including, but not limited to, suspension.

VAT will not be responsible for damaged, lost, or stolen items. We will do our best to keep all electronics that are properly turned in, safe and secure.

Conceal and Carry; Open Carry

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY VATPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE. All school buildings, grounds, vehicles, and areas immediately adjacent to such places are considered school safety zones. Students/parents who violate this state law will be subject to expulsion in addition to criminal penalties.

Dismissal

Students will not be dismissed to ANY adult other than the specified person(s) noted on the emergency contact form without parents' written permission or a phone call noting the change. **All phone calls noting dismissal changes should be made BEFORE 2:00 p.m.** Dismissal will not begin until all classes are ready and an administrator or designee releases the staff to begin. Please remain in your vehicle following the appropriate traffic patterns. If you are exiting your vehicle, you must park in an established parking place and wait outside as the teachers will release the students to you. Students may not be picked up in the last 30 minutes of the school day. If an early pick-up is necessary, please contact the school office and establish a time prior to the last 30 minutes of the school day.

Students are not to remain at school after dismissal without prior approval of the administration or participation in an approved after-school activity. Any Student remaining at school after dismissal must stay out of hallways and classrooms and must stay with their adult supervisor. Students who must remain on school grounds for a late pick-up (due to after-school club/activity or parent need) are to remain in compliance with all school rules while waiting. Students will be instructed where to wait. Students may not be anywhere else in the building unless they are with a teacher or parent. Students remaining on school grounds after 3:45 p.m.

Dress Code

At Victory Academy we are committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student but also of the general learning environment. Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community.

Student dress code guidelines are as follows:

- Acceptable top attire includes any shirts that have Discovery Academy screened or embroidered. Students are also able to wear any Discovery Academy house shirts: Isibindi, Altruismo, Amistad or Revere.
 - All tops must have sleeves.
 - Tops may NOT have hoods of any kind.
 - The bottom of the shirt must be long enough to cover the top of the pants/shorts in both the front and back.
- Acceptable bottom attire includes dress pants, jeans, shorts, sweatpants and leggings.
 - Jean may be “distressed” but the only area where rips will be permitted will be in the knees. Rips in the thigh/waist area or anywhere on the back of the pants are NOT permitted.
 - All bottoms must fit appropriately around the waist. No undergarments can be showing.
 - The top of the pants/shorts must be covered by the bottom of the shirt in both the front and back.
 - Bottoms may not be see-through fabric. Again, no undergarments can be visible.
 - Bottoms may NOT have inappropriate text, slogans, images, or logos of any kind. This includes drug, alcohol, or tobacco references; profanity; and any content that is sexual in nature.
- Acceptable footwear includes tennis shoes/sneakers, dress shoes, boots (non-snow boots)
 - Footwear may NOT have inappropriate text, slogans, images, or logos of any kind. This includes drug, alcohol, or tobacco references; profanity; and any content that is sexual in nature.

Additional Dress Code Requirements

All jewelry must be appropriate and must stay in the possession of the owner. The school will not be responsible for any lost or missing items. Facial piercing and visible tattoos (temporary or other) are not permitted at school. Pierced ears are allowed so long as the jewelry is modest and not distracting. Hair dye is permitted so long as it does not prove to be a distraction to the education process.

Dress Code for Field Trips (Traveling Uniform)

During field trips, students MUST wear the school logo VAT shirt and pants without holes.

IF A STUDENT IS NOT IN PROPER TRAVELING UNIFORM THEY WILL NOT BE PERMITTED TO TRAVEL.

Dress Down Day

Occasionally VAT will offer a dress-down day to its students. With proper notification from the teachers, newsletters, or notes from the office, students will be allowed to come to school dressed in comfortable and respectable clothing of their choice. No pajamas will be allowed unless it is a designated pajama day. No ripped or holy clothing. No crop tops will be permitted. No hats.

Gum/Candy/Cough Drops/Drinks

NO GUM is allowed. Students are not permitted to chew gum at school or on school grounds at any time. Candy will only be permitted in the cafeteria. Cough drops will be considered OTC medication and the proper procedures must be followed. Clear water is the only beverage allowed in the classrooms. Repeated offenses will be treated as insubordination.

Medication

VAT wishes to cooperate fully with students, parents, and the medical profession to ensure that any student receives the required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home. However, it is recognized that in certain circumstances it may be necessary to take medication during school hours. Guidelines have been established to maintain control of authorized prescription drugs within the schools and to ensure the health and welfare of the students. Over-the-counter medication may not be carried by students stored in lockers and bags.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the school office and administered by school personnel. A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, including the parent's signature on the reverse side, signed and on file in the school office before any prescription medication will be given by staff. This includes asthma inhalers and epinephrine injectors.

In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers/epinephrine injectors). If the physician deems it medically necessary for the student to carry medication with him or her, the physician will note this on the required form.

Over the Counter Medications

Any over-the-counter medications—including ibuprofen, cough drops and topical creams, must be turned into the office. Written consent from the parent/guardian and clear directions indicating dose and reason for use for your child must be provided to the office for them to be administered at school. Students may not have any medication, prescription or OTC in their possession on school premises. The school reserves the right to refuse to administer OTC medications in excess of the recommended dosage and for any reason at the discretion of the staff.

Parental Contact with Students (Non-Emergency)

In an effort to minimize disruption of instruction time, all parent messages and/or drop-offs for students will be left in the school office. Please make every effort to minimize disruption to the school day. Students should not be directly contacted during the school day. The school office staff will deliver messages during transition times.

Parent and Family Engagement Policy

Parents are their children's first and most important teachers. When the school and parents and family members are involved cooperatively, positive results occur. These include high student achievement, reduced absenteeism, improved behavior, and a feeling of confidence regarding the partnership between home and school. When parents and families are on school grounds they are expected to uphold all school rules and encourage positive interactions at all times.

To request to review the formal Parent and Family Engagement Policy please visit the school office.

School's Right to Search

To maintain a safe and orderly educational environment, School officials may search the person or property, including vehicles, of students, visitors, and others on School property and at or during a School sponsored event, whenever they reasonably suspect a violation of law or of School policies.

School officials may seize any illegal, unauthorized, or contraband materials discovered in the search.

There is no right or expectation of privacy in School lockers or other storage areas or property owned by the School or its affiliates, contractors, or designees.

Random or periodic general inspections of School property may be conducted by School officials or their designees for any reason or no reason at any time without notice, and without consent.

The Board of Directors of the School hereby authorizes the use of metal detectors and canines for searches.

Separated/Divorced Parent

VAT recognizes that both parents of our students have a right to be informed of and involved in their child's educational process regardless of divorce or estrangement. The following guidelines will be followed in order to maintain positive relationships with all parties.

In the absence of a court order denying or limiting custody for either parent, VAT will presume that the parents share joint custody of the student. The parent who enrolled the student will be presumed to be the custodial parent until a court document is provided to the school.

A court order (e.g., divorce decree, custody order, or restraining order) denying visitation rights is the only condition under which a parent will be prevented from participating in his/her child's education. The custodial parent has the obligation to present a copy of the signed order to the office manager at the school. Additionally, the school may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities or field trips, if he or she disrupts the educational process or his/her presence is detrimental to the health, safety, academic learning, well being, or discipline of the student(s).

School documentation including progress reports will be sent to the custodial parent with the expectation that he/she will share the documentation with the non-custodial parent. VAT will send copies of the progress report to the non-custodial parent only if that parent submits a written request to do so. VAT will not provide non-custodial parents with weekly mailings unless the parent is able to pick up the weekly packet on Friday between the hours of 10:00 a.m. and 2:00 p.m. or the parent is able to provide the school with postage.

Any request to review the student's records must comply with the Family Educational Rights and Privacy Act.

Parents are welcome, and encouraged, to participate in parent and teacher conferences and any other conference/meeting called by VAT regarding the student's education. The custodial parent is expected to share scheduling information with the non-custodial parent. The school will provide scheduling information to the non-custodial parent only if a written request to do so is received.

If the parents are not successful in reaching an agreement regarding their student's educational program, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.

In the absence of a court order, both parents have the right to attend school programs, volunteer in the child's classroom, or visit the child at the school. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Visitation will be limited only if VAT has received a copy of a court order specifically restricting the parent's access to the child by denying the parent's visitation rights; or by requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are required to comply with all of VAT's policies and not take any action which disrupts the educational process. If a parent wants to visit with his/her child privately, the administrator shall have the authority to grant or deny the request, and, if granted, to determine the place and time of such visit to ensure minimal disruption to the student's participation in school.

The student will only be released to the custodial parent or those listed on the emergency medical form as authorized to pick up the student. In the case that the custodial parent wants someone other than those listed on the emergency medical form to pick up the student, he/she must inform the school in writing including what day/dates the person is authorized to pick up the student. The student(s) will not be released to the non-custodial parent without authorization from the custodial parent.

Unauthorized Use of the Building

Students or parents are not permitted to use the school building, playground, or school property when school is not in session unless they have obtained prior authorization and are supervised. Any person using the building without authorization and supervision will be referred to local police authorities and will be subject to school disciplinary action. The school is equipped with a security system/surveillance. Unauthorized use of the building will result in an alarm and electronic notification of the local law enforcement agency.

Clubs and/or groups using the building must do so only with the permission of the School Leader/designee and sign an agreement to do so.

Valuable Personal Property

Students may not bring personal property into the school such as laser pointers, radios, recorders, expensive jewelry, games, toys, electronic devices, large amounts of cash etc. These items will be confiscated and returned only to parents. The school will not accept responsibility for the loss of personal property. Cell phones and electronics that are brought to school will have a collection location and must be turned in. VAT is not responsible for any damaged, stolen, or lost items.

SECTION 6- STUDENT SERVICES

Field Trip/Field Experiences

Field trips are an important extension of our school curriculum. In order for students to participate in these activities, they must display appropriate behavior and acceptable academic performance. Poor behavior and/or excessive tardiness/absences may result in the loss of field trip privileges. Enrollment in VAT serves as parental permission for all field trips. Students will travel by school vehicle to and from events. Any other arrangements must be made in advance with the School Leader prior to the day of the trip. Participation in field experiences is required unless privileges have been removed by the School Leader or designee. Habitual absence on field trip days may result in additional assignments and/or grade reduction.

Please note that field trips will be taken in all weather conditions and will include outside activities. Be sure your student has dressed appropriately. Please note that the school will not apply/provide bug spray or sunscreen to any student. When necessary, please apply these items at home.

Field trip uniform/Traveling Uniform consists of the VAT school logo shirt and khaki pants.

STUDENTS WILL NOT BE ALLOWED TO GO ON FIELD TRIPS OUT OF UNIFORM! The office will not provide additional uniform shirts or other items on the morning of the trip. **Students are expected to come prepared and may not be allowed to call home for forgotten items.**

If a student's behavior causes concern with our staff or community representative during a field experience, the School Leader or the School Leader's designee will schedule a meeting with the parent(s) regarding the appropriateness of placement at VAT. Students on a field trip are representing the school and must abide by the code of conduct, follow all rules and regulations, comply with, and remain with the chaperone at all times. Disruptive, insubordinate, or disrespectful behavior on a field trip will not be tolerated.

Since the state-required curriculum is covered during field experiences, students unable to participate will be missing essential academic material. Parents may be required to accompany their students on field trips when student behavior is a concern. Students who are unable to attend a field experience will remain in the office and will not intermingle with other classes.

Fundraising Activities

The only items that can be sold at school are those that are part of school-sponsored fundraising activity and these items may only be sold before school starts in the morning, during lunch periods, and after the school day is over. Students may not bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity.

Health Screenings

In compliance with state laws, students will be screened for vision and hearing in specific grades dictated by the Department of Health. From time to time, students will be screened for other serious health concerns or contagious conditions. A permission slip will not be sent home for parent permission in advance of the screening. Please see *Illness/Injury While at School* in section three of this handbook for more information on contagious or spreadable conditions and when a student should return to school after having a contagious or spreadable condition.

The Right to Read Law (HB436) indicates that students will be screened for Dyslexia at the request of the parent or teacher in grades K-6. In the 23-24 school year, The Right to Read law mandates that all students in grades K-3 must be screened. Students in grades 4 and above will continue to be screened at the request of the parent or teacher. Parents will be notified of the results once they are available.

Lockers

Each student is assigned a locker for the storage of books and belongings. Lockers are a permanent part of the building and may be periodically inspected for neatness, damage, and when suspected, for the storage of contraband.

There shall be no writing on lockers nor shall anything be attached to the lockers without permission. It is the student's responsibility to ensure that no food or drinks are left unsealed in a locker. It is the expectation that all food items be removed daily.

School officials have the right and duty to inspect lockers and storage areas, and may do so at any time to prevent the use of lockers and storage areas in illicit ways or for illegal purposes. Lockers remain the property of the school and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students.

Use only the locker assigned to you and keep it locked at all times. Students must turn in their lock combination or extra key to classroom teachers. VAT is not responsible for any lost or stolen items from school lockers.

Lost and Found

Clothes, books, jewelry, and other items turned in to the school office will be kept in a lost and found location. Students who have lost something should check with the school office staff. Items not claimed will be donated to a charitable organization at the conclusion of each quarter.

Mental Health-988 Suicide & Crisis Lifeline

By starting the conversation and providing support to those who need it, we can all help prevent suicide and save lives through the [988 Suicide & Crisis Lifeline](https://www.988lifeline.org). If you or someone you know is thinking about suicide—whether you are in crisis or not—call or text 988 or chat at [988lifeline.org](https://www.988lifeline.org).

Parent Involvement and Chaperone Expectations

Parents involved in school activities and those who chaperone will be expected to be aware of and remain in compliance with the school rules and represent the school in a positive and professional manner. This includes the “no smoking/no vaping policy.” Parents may be asked to obtain a background check to volunteer.

Parents who wish to volunteer in the classroom or school building should submit a request to the teacher or school office. Parents are asked to plan on participating in specific planned activities and should not remain in the school when not participating in a specific planned activity. Parents bringing students in the morning should plan to exit the classroom by the start of class in order to encourage independent learning.

Parents who wish to have lunch with their student must first alert the student's teacher and the school office. This should only be done during the student's scheduled lunch time, and must be approved by the School Leader or designee in advance. Other family members who wish to come during lunch will be subject to the visitor policy and will not be permitted to do so without the custodial parent's advanced permission and notification to the school.

Chaperones are a vital part of the field experiences and are appreciated volunteers. All chaperones must be 18 years old or older, be able to ride the bus, participate in all activities, and stay with and keep control of the group assigned. No siblings or non-enrolled children are allowed. Chaperone expectations are outlined in detail prior to each trip. These expectations include:

- Demonstrating the pillars of the code of conduct: Responsible, Respectful, Safe and Honest
- Being on time and dependable
- Keeping students safe: no interaction with strangers, stay together
- Making no purchases for students or chaperones. No money should be used on a field trip
- Limiting cell phone use
- Not smoking or vaping, using profane language, or alcohol
- Abiding by bus rules: seated properly, out of isles, quiet voices
- Remaining attentive to any speaker or guide
- Guiding students through an enjoyable experience

Additional expectation may be necessary and will be given prior to leaving for the trip. The School Leader or designee has the right to refuse chaperone participation.

Telephone Use

Telephones in the school offices are not for use by students. Students will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to students. Students who need to use the phone will do so with permission and in the school office. Access to the school phone will be based on the discretion of the staff. No student cell phones are permitted. Please see the heading Cell Phones for further information.

Visitors

By state law, all persons who are not regular members of the school personnel must report to the office and state their reason for being on school grounds or in the building. To ensure the safety of our students, VAT is using a system that requires all visitors to provide a valid driver's license or state ID. This system will verify the guest is not listed on the national sex offender registry and print a visitors pass. The school reserves the right to deny entry to the building to anyone. Any guest without an identification pass will be considered as trespassing.. This law is for the protection of students and staff and will be enforced.

Volunteers

Volunteers are a valued part of VAT. There are many ways to participate and get involved in the school family and academic life at VAT. Please consider chaperoning on a field trip or checking in the office for volunteer opportunities. Office administrators facilitate the appropriate and effective use of volunteers. When volunteering, you must check into the office to receive an identification pass and volunteer assignments. VAT reserves the right to refuse or restrict volunteer activities.

**This copy is to be signed and returned to your student's homeroom teacher.
Please sign and return this page!**

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read, and agree to uphold the policies outlined in the Parent and Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy. I understand I must also abide by all Board approved policies as included in the Board Policy Manual. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy Manual shall supersede the Parent-Student Handbook.

Parents **MUST** inform the school of changes in residence, custody, and contacts including home, cell, work, and emergency telephone numbers. If the school is unable to contact you directly, or through identified emergency contact numbers, we reserve the right to take the necessary steps in the best interest of the child.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____ Grade _____

COMPUTER USAGE AGREEMENT

My signature below indicates that I have received, read, and agree to uphold the Technology and Internet Safety Policy included in the Parent and Student Handbook and in the Board Policy Manual.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____ Grade _____

FIELD TRIP PERMISSION

My signature below indicates that I give permission for my student to attend, participate in, and travel with the school to and from all field trips.

Parent's Signature _____ Date: _____

STUDENT DIRECTORY

_____ I DO want my child included in the VAT directory. Phone Number for the directory: _____

_____ I DO NOT want my child included in the VAT school directory.

CHILD SEXUAL ABUSE, DATING VIOLENCE AND SEXUAL VIOLENCE PREVENTION (ERIN'S LAW)

Senate Bill 288 also known as Erin's Law, requires developmentally appropriate instruction in child sexual abuse prevention for students in grades K through 6 and developmentally appropriate instruction in dating and sexual violence prevention during health education to students in grades 7 through 12. For more information go to <https://education.ohio.gov/Topics/Student-Supports/School-Wellness/Prevention-Education/Child-Sexual-Abuse-Dating-Violence-Sexual-Violence>.

I give permission for my child to participate in these lessons. **Please check one:** **Yes** **No**