



VICTORY  
CHARTER SCHOOLS

*“Home of the Knights”*

**Parent & Scholar  
Handbook**

**2022-2023**

### **Administration**

MARK VIERA, Principal  
ALIVIA RIVERA, Vice Principal  
RAMON CRUZ, Assistant Principal  
FANNY GERLOVEN CHICO, Dean of Students 6-12  
MELISSA TOOLES, Guidance Counselor K-12

### **Instructional Support**

ROBIN PRAGANO, Reading Instructional Coach 6-12  
ELLIOT SHIOTAN, Math Instructional Coach 6-12

### **Support Staff**

YESENIA CLAUDIO, Executive Secretary  
MARIA DA SILVA, Office Manager/ Registrar  
CARELY CAY, Front Office Receptionist 6-12

## **Our Mission**

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Awaken and develop the socially responsible, technologically literate, and self-motivated leader within **ALL** students via an innovative, internationally focused, and student-centered curriculum that challenges students intellectually, creatively, and personally in a nurturing and safe environment that promotes the development of the total child so that they can be successful in an interconnected global community.

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## A MESSAGE FROM THE PRINCIPAL

On behalf of the administration, faculty, and staff of Victory Charter School (VCS), I welcome you to another amazing school year! Our first and foremost goal is to ensure that when scholars enter school each day they find a warm, welcoming environment where they are loved, encouraged and supported to reach their potential. Within our scholar-centered classroom setting, the learning styles of our scholars are addressed by highly experienced and certified teachers who bring a passion for teaching and a genuine interest in the success of each and every scholar. It is an education that is inspiring, empowering and where a little magic happens every day.

**VCS is a candidate school for the International Baccalaureate Middle-Years Programme and is pursuing authorization as an IB World School.**

IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision. *(Only schools authorized by the International Baccalaureate can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the IB Career Related Certificate (IBCC). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org)).*

The IB philosophy is based on the student at the center of international education with various learning styles and strengths that address students' social, emotional, and physical well-being. Students will strive to be inquirers, knowledgeable, thinkers, communicators. principled, open-minded, caring, risk-takers, balanced, and reflective (IB learner profile) Through their development of the attributes of the learner profile our students become more culturally aware and able to engage with people in an increasingly globalized, rapidly changing world. Students learn by doing through inquiry activities and application of understanding to real world situations. VCS is implementing year one (sixth grade), year two (seventh grade), and year three (eighth grade). When granted an IB Diploma Programme (IBDP) authorization, students can continue years four and five at Victory Charter School.

The IB Diploma Programme (IBDP) is recognized as a world-class college preparatory program where students are challenged to become independent enquirers through a rigorous curriculum that emphasizes the global nature of learning. The IBDP is for any student who has a love of learning and exploration, who likes to be challenged, and who is willing to put in the work to be successful. In addition to a varied curriculum, IB students learn time management, work ethic, writing skills, and perhaps most importantly, critical thinking.

The IB Program is geared for the student who is willing to work hard and seeks increased learning opportunities and challenges. Students who enter the Diploma Program in High School are asked to commit to a two-year plan of study for their junior and senior years. Students may also enroll for IB courses and not pursue the diploma. These students, however, are expected to pursue the IB “course certificate” by taking the IB exams associated with the IB coursework they have completed.

We are excited about the journey we're about to embark upon, and we look forward to the accomplishments we will celebrate this year. Together, we have an amazing opportunity to have a truly successful year for our scholars!

***This handbook is designed to assist you in understanding the policies and guidelines used at VCS. Please read the handbook and discuss appropriate items with your scholar. After reviewing the handbook, please complete the receipt form indicating that you have reviewed the handbook and return it to your child's homeroom teacher.***

Thank you for all the collaboration to come this year as we work together to ensure your scholar can RISE to another successful year as a VCS Knight!

Sincerely,

***Mark Viera***

Mark Viera  
Principal, Victory Charter School 6-12

## PARENT-STAFF-SCHOOL COMMUNICATION (REMIND, FACEBOOK, INSTAGRAM & MORE!)

In alignment to national environmental preservation efforts, Victory Charter School (hereinafter referred to as “VCS” or “the school”) is a “green” school and sends communication via email to parents or posts information on our website. Please make sure your email address is on file and always keep it current if it should change. If you don’t have an email address, please create one and submit it to your scholar’s school office. Please know that there are several free email platforms you can avail yourself of to ensure proper communication is always maintained with the school. In Appendix A of this handbook, you will find instructions on how to create a free Google email.

Our website is <https://victorycharterschools.org/>. Please visit it for helpful information such as extracurricular activities, important dates, and special announcements.

Parents are encouraged to communicate with teachers via our business email platform. When communicating with any staff members at the school regarding a scholar, please include the name of the scholar and teacher. All staff members are expected to reply to your communication within 48 hours of receipt. If you require a quicker response than 48 hours, please contact the office and leave a telephone message with the office staff for the respective staff member.

### SCHOOL CONTACT INFORMATION

<b>Victory Charter School</b> 2880 N. Orange Blossom Trail Kissimmee, FL 34744 Main Office: (321) 697-3800	Office School hours are 7:30am – 4:30 PM Doors Open/Breakfast Begins: 7:25am
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Due to communication policies for educators, parents are encouraged NOT to communicate with a teacher via cellular text. All communication should be done via telephone, Remind, or email. Your adherence to this communication process is greatly appreciated.

Our school Facebook and Instagram accounts will also be used to communicate important dates and events and share exciting visuals of the “VCS Story.” Family members should “like” our Facebook page and follow us on Instagram to stay in the loop! Messages sent via the Remind app will be used to inform staff and parents about whole school events, notifications, etc.

**Please see below for links to our Social Media and instructions on how to sign up for Remind:**

<https://m.facebook.com/VCS612/>

<https://instagram.com/victorycharterschools>

<https://www.linkedin.com/company/victory-charter-schools-6-12/>

<https://twitter.com/victorycharter?lang=en>





## **REMIND Instructions for Parent/Guardian and Professor Communication**

Please sign up for REMIND to receive all important school communication. Please follow the steps in one of the options below:

- Sign-Up Option 1) Sign up for text notifications by texting the school code to 81010 and follow the directions given via text.
- Sign-Up Option 2) Download the Remind app from the App Store or Google Play, sign up for an account with your email address, select Join Class and enter the school code when prompted .

Option1. <https://www.remind.com/classes/a7akha>

Option 2. **Join Class:** @a7akha



### **Below you will find the email contact information for VCS staff members.**

#### *Administration*

Mr. Mark Viera, Principal

[mviera@victorycharterschools.org](mailto:mviera@victorycharterschools.org)

Ms. Alivia Rivera, Vice Principal of Teaching and Learning

[arivera@victorycharterschools.org](mailto:arivera@victorycharterschools.org)

Mr. Raymon Cruz, Assistant Principal of Operations

[rcruz@victorycharterschools.org](mailto:rcruz@victorycharterschools.org)

#### *Office Staff*

Ms. Yesenia Claudio, Executive Assistant

[yclaudio@victorycharterschools.org](mailto:yclaudio@victorycharterschools.org)

Ms. Maria DaSilva, Registrar

[mdasilva@victorycharterschools.org](mailto:mdasilva@victorycharterschools.org)

Ms. Carley Cay, Receptionist

[ccay@victorycharterschools.org](mailto:ccay@victorycharterschools.org)

#### *Instructional Coaches*

Ms. Robin Pragano, Reading

[rpragano@victorycharterschools.org](mailto:rpragano@victorycharterschools.org)

Mr. Elliott Shiotani, Math

[eshiotani@victorycharterschools.org](mailto:eshiotani@victorycharterschools.org)

#### *Dean of Students*

Mrs. Fanny Gerloven Chico, Dean of Student Affairs

[fgerlovenchico@victorycharterschools.org](mailto:fgerlovenchico@victorycharterschools.org)

#### *Counselor*

Ms. Melissa Tooles

[mtooles@victorycharterschools.org](mailto:mtooles@victorycharterschools.org)

#### *School-Site Parent & Governing Board Liaison*

Maria DaSilva, Registrar

[mdasilva@victorycharterschools.org](mailto:mdasilva@victorycharterschools.org)

## NOTICE OF NONDISCRIMINATION

It is the policy of the SCHOOL not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. VCS 6-12 and its Governing Board are committed to this policy. Please visit the the school's website to review our non-discrimination policy.

Inquiries regarding grievances for anything regarding discrimination should be addressed to:

Mark Viera

Principal

[mviera@victorycharterschools.org](mailto:mviera@victorycharterschools.org)

321-697-3800

## PARENT QUESTIONS, CONCERNS, AND GRIEVANCES

If a parent/guardian or scholar has an issue with the school or a specific staff-member, we wholeheartedly encourage you to contact the school via email outlining your concerns and challenges and/or contact the school to schedule an appointment. To ensure that parent challenges are addressed in a smooth and timely manner, we ask that all parents follow the protocols here:

- **If a parent/guardian has an issue with the teacher** - The teacher should first be communicated with to resolve the issue. If a resolution is not able to be reached with the teacher, the Assistant Principal should be emailed (see "School Communication" section above for contact information).
- **If a parent/guardian has an issue with a non-teacher staff member or Assistant Principal** - The school Principal should be emailed (see "School Communication" section above for contact information).
- **If a parent/guardian has an issue with the Principal** - The Executive Director of Charter Operations, Ms. Jazmin Burgos, should be emailed at [jburos@naepartners.org](mailto:jburos@naepartners.org).

## ENROLLMENT, RENEWAL AND WITHDRAWALS

### **Enrollment Process**

Applications for enrollment may be submitted online through the school website in the "Enrollment" Section, or a paper application may be filled out and presented in person at the respective school in which your scholar is applying for. Upon receipt, parents will be contacted and invited to a "Meet and Greet", where the parent and scholar will have an opportunity to meet the staff and become familiar with the school. If the parent has decided that the school is a good fit for the scholar, then the parent may move on to the next step in the process. If the scholar has previously attended a school in the United States, then a records request form will be filled out and sent to the school in order to retrieve said records. If the scholar is new to the United States, or has not been enrolled in a public or private school, then documents will be requested from the parent in order to verify identity, age and remain in compliance with state and federal recordkeeping regulations. In the event that the grade level in which the scholar applied for is at capacity, the scholar will be placed on a waiting list in which they will remain until a vacancy becomes available or the parent withdraws the scholar's application.

For more details about our enrollment process, please visit the "Enrollment" Section of our school website:

[https://docs.google.com/forms/d/e/1FAIpQLScjeDgbRRQhrWkvZ7ERwIFs-ZmnqM1g25f7uBwwO9Zw\\_B3e6w/viewform](https://docs.google.com/forms/d/e/1FAIpQLScjeDgbRRQhrWkvZ7ERwIFs-ZmnqM1g25f7uBwwO9Zw_B3e6w/viewform)



or Scan this QR code.

### **Annual Re-Enrollment Process**

At the end of every school year, parents will be required to participate in a renewal enrollment process in order to reserve their spot for the following school year. If a parent fails to follow the re-enrollment instructions as communicated by school administration within 30 days of the information and request being sent home, they will have been considered to have forfeited their slot, which will be given to scholars on the waiting list, if applicable. The school reserves the right to refuse any requests for renewal in cases in which the scholar has demonstrated gross misconduct or other extreme activities that may cause severe harm to others.

### **Withdrawal Process**

While life changes such as location moves and other circumstances arise, if a parent/guardian or scholar has an issue with the school that is not addressed, we wholeheartedly encourage you to contact administration via email outlining your concerns and challenges. We care about keeping our community of scholars and families together and thus strive to maintain a strong bridge of collaboration and communication. In the event that a parent wishes to withdraw their scholar from the school, they must fill out a withdrawal form with VCS and have the new school send a request for records to VCS. In the event that the scholar has an outstanding balance or electronic device loaned by the school in their possession, the records will be on hold until said balance is paid in full and/or the device returned. If a scholar who was withdrawn from the school wishes to return, they must go through the enrollment process again.

## **ARRIVAL PROCEDURES**

***Middle and High School*** – Classes start each school day at 8:00am. All scholars who desire to eat breakfast will report to the cafeteria from 7:00-7:30am. Scholars who are not eating breakfast will immediately report to the gymnasium or field. Scholars will not be allowed to enter the cafeteria for breakfast after 7:45am.

Teachers will be on duty at 7:45am. Students must not be dropped off before 7:00am. The school will not be held responsible for any student that is left unattended before 7:00am. If a student is dropped off after 7:00am the student should not leave the school campus. If any student leaves campus, the student will be referred to administration as leaving campus may incur disciplinary action.

- **Car Riders:** Car rider scholars will arrive using the North parking lot entrance of the school. However, scholars will enter the building using the East side entrance only until 7:45am. Once students enter the building they will be directed to the cafeteria for breakfast or the holding areas if the scholar is not eating breakfast.

- Walkers: Scholars are not permitted to walk to/from VCS per Osceola County zoning laws due to local traffic patterns. If a particular scholar decides to walk to/from the school, Victory Charter Schools are not liable for student supervision.

#### **Morning Drop-off Policies:**

- Please drop car rider scholars off between 7:00 - 7:55am at the North (front) entrance. Scholars **CANNOT** be dropped off before these times. If a student needs to be dropped off before 7:30am he/she needs to be registered for the Victory Charter School Before Care Program.
- If a scholar is dropped off anytime after 7:55am, he or she must be signed in at the front office for a late pass.

#### Late Arrivals/Tardies to School

**A scholar is tardy when he/she is not in the classroom in his/her seat by the time class starts at 8:00 AM.** Scholars arriving at school after their designated start time are expected to report to the main office for a tardy pass. Scholars must provide documentation in order for the tardy to be excused. Tardies will be excused **ONLY** for medical appointments or if the scholar is sick. If a scholar is late to school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the main office.

#### Tardies to Class

If a scholar is in attendance in school, he/she will be considered tardy to class if he/she is not in his/her assigned seat when the tardy bell rings. **A scholar who has three (3) tardies will have to serve a lunch detention. A scholar who has six (6) tardies will have to serve an after school detention. A scholar who has nine (9) will have to serve an out-of-school suspension and will not be allowed to participate in performances, extracurricular activities, field trips and special activities for the remainder of the quarter.**

Once the bell rings, any remaining students will be redirected toward a tardy station or assigned adult. The student will be given a "TARDY DEMERIT" which will also serve as the pass into class. The leader in the station will write in the name of the student, period, time and sign the pass. Once the student has the pass, he/she goes straight to their class and teachers accept them into their class.

At the end of each quarter, students who have **ZERO** tardies each period will participate in a school-wide reward activity already scheduled by the PBIS team.

## DISMISSAL PROCEDURES

### Early Dismissals/Scholar Pick-Up

The early release of scholars causes disruption to the academic performance of all scholars and may create safety and security concerns. The latest that students can be picked up without a note from a doctor is at 2:00pm. **No scholar shall be released within the final 60 minutes of the school day unless authorized by an administrator for emergencies only.** Scholars and their families are urged to arrange doctor, dental, and other appointments at hours that do not conflict with school time.

Parents/Legal Guardians needing to sign their children out of school early must have a completed **Emergency Contact Form** on file and must present a **valid form of picture ID** (driver's license, military ID, etc.). If a scholar must be signed out of school early by an adult other than a parent or legal guardian, the adult must be listed in the AUTHORIZATION FOR RELEASE OF STUDENT FROM SCHOOL section on the bottom reverse side of the EMERGENCY CONTACT CARD and must also present a **valid form of picture ID**. If any of the above is not available, the scholar will **not** be released from school early. Persons listed under the EMERGENCY CONTACT FORM INFORMATION section on the back of the EMERGENCY CONTACT FORM are only authorized to be contacted in the event that a parent/legal guardian cannot be reached. It is the responsibility of the Parents/Legal Guardians to update the school if any changes occur after the EMERGENCY CONTACT FORM has been submitted. Changes to the EMERGENCY CONTACT FORM must be done by completing a new EMERGENCY CONTACT FORM.

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

- School ends at 3:04 PM. No student should be in the hallways during the last ten minutes of class.
- At 3:04 pm, building 1 downstairs will be dismissed. Instructional Staff will walk the students to the dismissal area.
- At 3:09 pm, All students have to exit the school using the PE gate. Then, they have to wait outside until their parents pick them up. No student should be inside campus without adult supervision. Students during this time will be supervised by Teachers to ensure the safety of the students.
- Please do not be on your cellphone while you are in the drive through. Max speed is no more than 10 miles per hour for everyone's safety.

### **Dismissal for After-Care**

- *Some of the Elementary teachers will stay in their rooms and those rooms are assigned for After Care. Students in After Care will report directly to an assigned after care station depending on their grade level.*

### **Middle School Siblings**

- *MS Students with Elementary School Siblings will need to go to the cafeteria and middle/high school dismissal time. Students will report to the cafeteria and work on homework on their iPads.*
  - *The IDs will be clearly labeled for sibling students*

## BEFORE/AFTER CARE

- Before Care is a program provided by the school for all enrolled scholars. It starts at 6:30am-7:30am for all students.
- Aftercare is an after-school program provided by the school and is available to all enrolled scholars from 3:04 to 6:30 pm for all scholars per the guidelines and structures below.
- A \$50.00 registration fee is required to enroll in aftercare. Aftercare charges vary based on the program chosen and the amount of scholars attending per family. For more accurate information please visit the Before/Aftercare section of the school shop on the website here:
  - <https://form.jotform.com/221977698505674>
- **Please note that scholars not picked up by 3:30pm will be placed in Aftercare and appropriate fees will be charged.** If your scholar is picked up from aftercare after 6:30 pm, a \$1.00 late pick up fee will be charged **every minute** until 7:00 pm.
- Scholars in aftercare are required to follow the school rules, or they will lose their aftercare privilege.

Please see the Before and After Care section of the school website under the “PARENTS” menu for more information about this program.

## UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, an adviser, or a coach. Any student using the building without authorization and supervision will be referred to the local authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school assumes no responsibility for students outside of school hours.

## TRANSPORTATION

The school does not provide school bus service to scholars, given the shortage of transportation companies and bus drivers currently experienced in the state of Florida. Victory Charter School has partnered with 3rd party companies to provide transportation for our scholars. Please note that these private transportation companies have no affiliation with our school and are only partnering with these approved vendors to offer transportation for our scholars for the 2022-2023 school year.

**Bibi's Transportation**  
Tel: 407-860-1980

## DRIVING TO SCHOOL

Students who wish to drive to school must purchase a parking permit each year. **Students who drive may NOT drive other students to any off-campus location without written parental permission on file in the main office.**

Please register here:

[https://docs.google.com/forms/d/1G2reNA9j3bJpW6D8OJ3iJsEys-xPEN\\_FQITwbNhdiTU/edit](https://docs.google.com/forms/d/1G2reNA9j3bJpW6D8OJ3iJsEys-xPEN_FQITwbNhdiTU/edit)

Driving to school and parking on campus is considered a privilege. Students who drive recklessly on or near school grounds will be subject to the following:

1. **First violation:** Detention, Parent notification
2. **Second violation:** Suspension of driving privileges to school
3. **Third violation:** Loss of driving privileges to school

PLEASE NOTE: Vehicles parked on school property are subject to searches for prohibited items when the principal or assistant principal has reasonable cause to suspect a student may be in possession of a prohibited item or substance. In the event of a search, the student will be called to the office and asked to open his/her vehicle so that administrators and/or law enforcement (if necessary) will be able to complete the search. If a prohibited item is found in a student vehicle, the student will be subject to disciplinary consequences which may include long-term suspension and/or expulsion.

## ATTENDANCE

Student attendance is a means of improving student performance and is critical in maintaining and raising student achievement. Together, the school's staff, students, parents, and the community must make every effort to lessen the loss of instructional time to students.

Attendance policies are based on state law and Rules and Regulations established by the Florida Department of Education. Scholars need to be in school every day for them to achieve proficiency in their studies. The importance of daily attendance cannot be overemphasized. Regular school attendance is of utmost importance to the learning process. Frequent absenteeism weakens the scholar's interest in learning and his/her scholastic achievement. Scholars involved in multiple extracurricular activities are advised to keep track of time lost from class to ensure that extracurricular absences do not interfere with their academic responsibilities.

Scholars are to be counted in attendance if they are physically present in a class by 11:00 am each school day **or** on a school-approved field trip.

Scholars must attend at least one full day of school during the first week to secure their seat at the school. If a scholar does not attend a minimum of one full day of school during the first week of school, they will be withdrawn, and their seat will be given to the next scholar on the waiting list.

**IMPORTANT: Florida State Law (Fla. Stat. §§ 984.03, 984.151, 1003.26 (2019).) requires that schools notify the Attendance Officer when a scholar is absent for any 5 or more days (not necessarily consecutive) of unexcused absences.**

### Excused Absences

An excused absence is still considered an absence but makes the scholar eligible to do make-up work within the parameters established for make-up work (see make-up work policy). Excused absences are counted when determining eligibility for course credit, field trip approval, and attendance awards. Absences are considered excused when:

1. Scholar illness: Scholars missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must

include all days the scholar has been absent from school and the reason for the absences. If a scholar is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider to receive excused absences from school.

2. Medical appointment: If a scholar is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the main office.
3. Death in the family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service must be observed.
5. Educational enrichment activity that is not a school-sponsored event, as determined and approved by the administration. The scholar must receive advance written permission from the administration. Examples of special events include public functions, conferences, and regional, state, and national competitions.
6. Subpoena by a law enforcement agency or mandatory court appearance.
7. Outdoor suspensions.
8. Other individual scholar absences beyond the control of the parent/guardian or scholar, as determined and approved by the administration. The principal shall require documentation related to the condition.

Written notes from a parent, guardian, or doctor's office are required for all absences. ***Up to three absences may be excused with the parent's note explaining the illness's nature.*** A doctor's note is necessary for all other absences to be excused. Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the scholar returns.

#### Unexcused Absences

Any absence that does not fall into one of the above-excused absence categories is to be considered unexcused. Any scholar who has been absent from school will be marked unexcused absence until he/she submits the required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school events, programs, or sporting activities.
2. Absences due to scholars providing daycare services for siblings or other family members.
3. Absences due to illness of others.
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).

#### Excessive Absences and Possible Course Failure/Retention

Any student who accumulates ***five or more unexcused class absences in a designated semester course*** or ***ten or more unexcused absences in an annual course*** will be subject to the withholding of a final passing grade(s) (i.e., may fail the course). Students whose final grade is withheld will have to attend summer school for credit recovery in order to pass the course.

#### Attendance Law

According to Florida Law (Section 1003.21, Florida Statutes) states that every parent, guardian, or other person residing in this State has control or charge of any scholar between the ages of six (6) and seventeen (17), both inclusive, shall cause such scholar or scholars to attend a public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided.



Any scholar who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county; the scholar is to be dealt with in such a manner as the judge may determine to be in the best interest of the scholar. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) scholars if the scholar is absent more than five (5) days during any school year.

The following are legal reasons for excusing a scholar from attending school:

- Personal Illness - scholars are excused who are sick and whose attendance would be detrimental to their health and the health of other scholars. A physician's statement may be required.
- Death in Immediate Family - scholars may be excused for three days in the event of a death in their immediate families, including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
- Family Illness- scholars having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the scholar's assistance.
- Religious Holiday - scholars shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- Personal - scholars absent for a good cause (doctor/dental appointment which cannot be scheduled at other times, court appearances, etc.) may be excused upon proof of appointment. Prior approval by the parent or guardian and the principal or designee is required.
- Approved School-Sponsored Activities - scholars shall be marked present when participating in a school-sponsored activity away from the school building.

## EXTENDED FAMILY VACATIONS

Because of our rigorous academic expectations, the school highly discouraged extended vacations during the school year. Parents planning to take their child on a trip must notify the principal or main office at least two weeks before departure. The student's absence will be an excused absence if approved by the principal. Lengthy trips are discouraged and may be cause for withdrawal. With the help of the parents, it becomes the student's responsibility to make arrangements with each teacher for any missed assignments and to complete all assigned work upon his/her return to school. Uncompleted assignments will receive no credit.

## MAKE UP WORK POLICY

Attendance is an integral part of the teaching and learning process. If a scholar is absent from class, the following guidelines should be followed to arrange for make-up work:

1. Scholars/parents should message each teacher via school communication systems (Google Classroom, email, or Remind) within **48 hours** of returning to school from an excused absence to make arrangements to make up **assignments**.
2. Make-up work will not be given to scholars at the end of the quarter to increase their grades; however, teachers MAY provide extra credit assignments that will provide evidence that the scholars are mastering the standards taught during the quarter. **Requesting makeup work is the scholar's and parent's responsibility.** While they are absent/suspended, scholars should work

on their assigned digital platforms and teachers and administrators will make every effort to provide work as it is assigned.

## MASTER CALENDAR 2022-2023

Below you will find the school calendar for the 2022-2023 school year. It is important to note that this calendar is subject to change. Appropriate notice will be sent to parents if any changes occur. Also, in case of emergencies such as incimate weather, the school will always follow the School District of Osceola County operational decisions regarding school closures or delays.



The School District of Osceola County, Florida  
**Dr. Debra P. Pace – Superintendent**  
 817 Bill Beck Boulevard • Kissimmee, Florida 34744-4492  
 Phone: 407-870-4600 • FAX: 407-870-4010

### 2022/2023 SCHOOL CALENDAR CALENDAR TO FOLLOW FOR ALL SCHOOLS IN THE DISTRICT

MONTH	DATE	DAY		PUPIL DAYS	TEACHER DAYS	PAID HOLIDAYS
AUGUST	3-9	WED-TUES	TEACHERS REPORT, PREPLANNING (5 DAYS)	16	21	
	10	WED	FIRST DAY OF SCHOOL FOR STUDENTS/FIRST DAY OF 1 <sup>ST</sup> GRADING PERIOD			
SEPTEMBER	5	MON	LABOR DAY – TEACHER/STUDENT HOLIDAY	20	21	1
	23	FRI	PROFESSIONAL DEVELOPMENT/PROFESSIONAL STUDY DAY/STUDENT HOLIDAY			
OCTOBER	13	THUR	END OF 1 <sup>ST</sup> GRADING PERIOD	20	21	
	14	FRI	TEACHER WORK DAY/STUDENT HOLIDAY			
	17	MON	FIRST DAY of 2 <sup>ND</sup> GRADING PERIOD			
NOVEMBER	11	FRI	VETERANS DAY – TEACHER/STUDENT HOLIDAY	16	16	1
	21-23	MON-WED	TEACHER NON-WORK DAYS/STUDENT HOLIDAYS			
	24	THUR	THANKSGIVING – TEACHER/STUDENT HOLIDAY			
	25	FRI	TEACHER NON-WORK DAY/STUDENT HOLIDAY			
DECEMBER	16	FRI	LAST DAY OF CLASSES/END OF 2 <sup>ND</sup> GRADING PERIOD	12	12	
	19-30	MON- FRI	WINTER BREAK – TEACHER/STUDENT HOLIDAY			
JANUARY	2	MON	LAST DAY OF WINTER BREAK	19	20	2
	3	TUES	TEACHER WORK DAY/STUDENT HOLIDAY			
	4	WED	CLASSES RESUME/FIRST DAY OF 3 <sup>RD</sup> GRADING PERIOD			
	16	MON	MARTIN L. KING, JR. DAY – TEACHER/STUDENT HOLIDAY			
FEBRUARY	17	FRI	RODEO DAY – TEACHER NON-WORK DAY/STUDENT HOLIDAY	19	19	
MARCH	9	THURS	END OF 3 <sup>RD</sup> GRADING PERIOD	17	18	
	10	FRI	TEACHER WORK DAY/STUDENT HOLIDAY			
	13-17	MON-FRI	SPRING BREAK – TEACHER/STUDENT HOLIDAY			
	20	MON	CLASSES RESUME/FIRST DAY OF 4 <sup>TH</sup> GRADING PERIOD			
APRIL				20	20	
MAY	29	MON	MEMORIAL DAY	21	22	
	30	TUES	END OF 4 <sup>TH</sup> GRADING PERIOD – LAST STUDENT DAY			
	31	WED	TEACHER WORK DAY/LAST TEACHER DAY			
				180	190	6

#### Progress Reports & Report Card Dates

9/12/22	1 <sup>st</sup> 9 Weeks Progress Reports
10/24/22	1 <sup>st</sup> 9 Weeks Report Cards
11/10/22	2 <sup>nd</sup> 9 Weeks Progress Reports
1/17/23	2 <sup>nd</sup> 9 Weeks Report Cards
2/7/23	3 <sup>rd</sup> 9 Weeks Progress Reports
4/3/23	3 <sup>rd</sup> 9 Weeks Report Cards
4/25/23	4 <sup>th</sup> 9 Weeks Progress Reports
5/30/23	4 <sup>th</sup> 9 Weeks Report Cards (Elementary)
7/13/23	4 <sup>th</sup> 9 Weeks Report Cards (Secondary)

2022-2023 School Calendar

**IMPORTANT DATES 2022-2023**

Month	S.A.C Meetings	Progress Report Nights	Honor Roll Assemblies
<b>August</b>	August 23/5:00 PM	<b>1st Quarter:</b> Monday, September 19th through Thursday, September 22nd	<b>1st Quarter:</b> October 25/7:00-8:30 PM/6th-8th October 27/7:00-8:30 PM/9th-12th
<b>September</b>	September 13/5:00 PM		
<b>October</b>	October 11/5:00 PM	<b>2nd Quarter:</b> Monday, November 14th through Thursday, November 17th	<b>2nd Quarter:</b> January 12/7:00-8:30 PM/6th-8th January 14/7:00-8:30 PM/9th-12th
<b>November</b>	November 8/5:00 PM		
<b>December</b>	December 13/5:00 PM		
<b>January</b>	January 10/5:00 PM	<b>3rd Quarter:</b> Monday, February 13th through Thursday, February 16th	<b>3rd Quarter:</b> March 28/7:00-8:30 PM/6th-8th March 30/7:00-8:30 PM/9th-12th
<b>February</b>	February 7/5:00 PM		
<b>March</b>	March 7/5:00 PM		
<b>April</b>	April 11/5:00 PM	<b>4th Quarter:</b> Not Applicable	<b>4th Quarter:</b> Not Applicable
<b>May</b>	May 9/5:00 PM		

**EARLY RELEASE MONDAYS (16 MONDAYS FOR 2022-2023 SCHOOL YEAR)**

*On Early Release days which occur on Mondays*, scholars will be dismissed at 1:05 PM. In order to accomplish this, we have worked with the District and our Governing Board and have designed an early release plan for our scholars on the selected days outlined below:

August 15, 2022	January 30, 2023	April 24, 2023
August 29, 2022	February 6, 2023	May 24, 2023
September 12, 2022	February 20, 2023	May 25, 2023
October 31, 2022	March 20, 2023	May 26, 2023
December 12, 2022	April 10, 2023	May 30, 2023
January 23, 2023		

We will be following the same dismissal procedures on Early Release Dates as regular days.

## DAILY SCHEDULE

### Grades 6th-12th

- Breakfast starts at 7:00am and ends at 7:30am.
- Dismissal starts at 3:00pm and ends at 3:30pm.

**\*\*\*NOTE:** Any student who arrives before 7:30am or is picked up after 3:15pm will be placed in the before/after care program and will be subject to before/after care fee.

## BELL SCHEDULE

### Daily Schedule (Non-Early Release Days):

Period	Beginning	Ending	Minutes
1	8:00 AM	8:57 AM	57
2	9:00 AM	9:52 AM	52
3	9:55 AM	10:47 AM	52
4	10:50 AM	11:42 AM	52
5	11:45 AM	1:15 PM	90
6	1:18 PM	2:10 PM	52
7	2:13 PM	3:05 PM	52

### Regular Day Lunch Block:

5	11:45 AM	1:15 PM	90
Lunch A	11:45 AM	12:15 PM	30
Lunch B	12:15 PM	12:45 PM	30
Lunch C	12:45 PM	1:15 PM	30

### Early Release Schedule:

Period	Beginning	Ending	Minutes
1	8:00 AM	8:37 AM	37
2	8:40 AM	9:12 AM	32
3	9:15 AM	9:47 AM	32
4	9:50 AM	10:22 AM	32
5	10:25 AM	10:57 AM	32
6	11:00 AM	12:30 PM	90
7	12:33 PM	1:05 PM	32

### Early Release Lunch Block:

6	11:00 AM	12:30 PM	90
Lunch A	11:00 AM	11:30 AM	30

Lunch B	11:30 AM	12:00 PM	30
Lunch C	12:00 PM	12:30 PM	30

## LUNCH SCHEDULE

### Regular Day Lunch Block:

5	11:45 AM	1:15 PM	90
Lunch A	11:45 AM	12:15 PM	30
Lunch B	12:15 PM	12:45 PM	30
Lunch C	12:45 PM	1:15 PM	30

### Early Release Lunch Block:

6	11:00 AM	12:30 PM	90
Lunch A	11:00 AM	11:30 AM	30
Lunch B	11:30 AM	12:00 PM	30
Lunch C	12:00 PM	12:30 PM	30

## CAFETERIA PROCEDURES

The school participates in the School Year Feeding Program. We are a Title I school and have opted in for all scholars to receive FREE breakfast and lunch, not based on income, which allows us to provide this for ALL our scholars.

School lunchtime should be an opportunity to encourage a healthy lifestyle, promote socialization that will affect early behaviors.

**Cafeteria Expectations** - Appropriate etiquette is required during meal times:

- Students are responsible for cleaning up their area after finishing their breakfast/lunch
- Students must dispose their own trash upon finishing breakfast/lunch
- Students are not allowed to throw food/objects
- Students must ask the staff member on lunch duty for permission to use the restroom during breakfast/lunch
- Students must remain seated at all times during breakfast/lunch, except if disposing of trash or going to/returning from the restroom
- Students must wait to be dismissed from the cafeteria

### **Lunch From Home**

Some scholars prefer to bring lunch from home. Please follow these guidelines for home-made lunches:

- Lunch should be nutritious and have low sugar content.
- Canned or glass bottled soft drinks, or other sugary drinks are NOT permitted.
- All lunch boxes should be clearly marked with the scholar's name.

- No large family size chip bags or other food items are permitted.
- No chocolate, candy, etc. allowed during lunch.
- **Scholars and staff members are NOT permitted to warm up any lunches for scholars.**
- Lunches should not have any peanut-containing products to protect scholars with allergies.
- Food deliveries are NOT permitted! NO EXCEPTIONS. Any delivery to the school will be **rejected**.
- If a student forgets to bring lunch, parents may drop off their lunch prior to their lunch period.  
Note: No restaurant foods will be allowed for drop off.

### **Cafeteria Procedures**

Below you will find the procedures for entering and exiting the cafeteria:

- All students enter the cafeteria through the outside glass doors and line up to get their lunch
- Once the students are seated they must remain seated
- Students will ask for permission to use the restroom
- Students will dispose of their garbage in the garbage cans around the cafeteria
- Students will be dismissed by Administration.

Depending on the weather, students may be released to go outside and hang out in the picnic table area for the latter part of their lunch. Students are to remain in that area at all times and await the bell to go to their next class. No music can be played during that time via speakers because it will disturb the other classes. Students are allowed to use their cell phones during lunch and while outside in the picnic table area.

## **HALLWAY ETIQUETTE AND TRANSITIONS**

Students will have three (3) minutes to transition in between class periods. It is the expectation for students to transition in between classes or from one destination to another in a timely and orderly fashion. Students are not permitted to run in the hallway.

## **STUDENT DISCIPLINE AND PBIS**

The school strives to promote a quality educational experience by promoting excellence without excuses in our daily lives. Our goal is to provide our students with an environment conducive to learning; therefore, it is expected for our students to display appropriate behavior on a daily basis. Just like we do for instruction, the school follows a detailed and structured three-tier behavioral intervention plan aligned to state guidelines for a Multi-Tiered System of Supports (MTSS) and leveraging national research on the Positive Behavior and Intervention Supports (PBIS) framework. A PBIS overview and set of guidelines at the end of this document but the key takeaway for the entire team should be that all behavior strategies must start and end with a genuine desire to support, guide, and model behavior for scholars framed as positively as possible. “The Code,” the school’s goal student behaviors and characteristics set, defines a model Victory Knight student and is described on the previous page of this plan.

The following Positive behavior management plan will be implemented in an effort to maintain an orderly learning environment and to redirect students’ inappropriate behavior. We will continue to have high expectations of our students’ academic progress and behavior. The purpose of these guidelines of conduct is to ensure that the educational process, the primary function of the school, may continue

effectively. Students are expected to comply with these guidelines while attending school or while participating as a spectator or a participant at a school activity. Handbook rules will be explained to students at the beginning of each school year or on the first week of attendance for new students. Parents/guardians are requested to cooperate with school officials to ensure that Victory Charter School 6-12 is a source of pride to the community and to the students. Parents/guardians who do not understand or are in disagreement with actions taken by school personnel are encouraged to visit the school and discuss their opinion. Good discipline is essential for an orderly, functioning school system.

Parental involvement in this process will play an integral part in our students' overall success.

**Please take the time to discuss the components of this plan with your child. Teachers will keep parents abreast of inappropriate behavior of students. Parents may be asked to meet with administrators to develop a plan for a child's behavioral success.**

**I. PBIS Vision** - At Victory Charter School, we strive to create a positive school environment where faculty, staff and students are courteous and respectful to themselves and others, leaders in building, motivated to learn, and safe at all times.

**Leadership by Example - The Knight Affirmation**

**As a Victory Charter School Knight, I will uphold the following Knight Attributes:**

<b>Learner Profile Characteristic</b>	<b>Students can display an understanding of this characteristic / attribute by:</b>
<b>1. BE Knowledgeable</b>	Taking a stance on a local/global issue that relates to a concept being studied in class. Connecting classroom concepts to local/global issues.
<b>2. BE a Risk-taker</b>	Collaborate to discuss creative solutions to issues presented. Be willing to demonstrate their understanding in different modalities.
<b>3. BE Reflective</b>	Students having time to think critically and reflect on the question and their knowledge to answer the question. Analyze their prior experiences and subject area knowledge to provide thoughtful answers.
<b>4. BE Caring**</b>	Establishing a positive and welcoming environment not just in the classroom but in the entire school as well. Students are respectful of individuals who are giving time and attention. Students are sensitive to other's ideas and opinions. Establishing a safe and respectful learning environment that allows others' opinions to be valued and respected. Students should be going out of their way to make a positive difference in their environment.
<b>5. BE Principled**</b>	Ownership with accountability, taking initiatives when it comes to their education and commitment to the school and class and their peers for success, taking pride in their education and commitment to growth
<b>6. BE a Communicator</b>	Express yourself confidently and creatively in multiple formats while collaborating effectively and listening carefully to the perspectives of other individuals and groups.

<b>7. BE Open-minded</b>	Letting others explain the learning and taking ownership of their own learning. List thoughts and present in class. Students feel the safe environment so that they can voice what they believe to be accurate.
<b>8. BE an Inquirer</b>	Let the students determine their thoughts on the exploration and unique ways of thinking and accept others' opinions. Noticing that all people think differently and that differently means new ideas and that they are better than the ones before.
<b>9. BE Balanced**</b>	Participation in activities, suggestive activities within class and school, be involved in their education and growth as a student and future generation member, being committed to their life plan , learning technical skills
<b>10. BE a Thinker</b>	Use critical and creative thinking skills to analyze and take responsible action on complex problems while exercising initiative in making reasoned, ethical decisions.

**II. Positive Behavioral Intervention and Supports (PBIS)** - Positive Behavior Interventions & Support (PBIS) provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. The goal is to create a positive social culture in which prosocial behaviors are explicitly taught and reinforced, and all adults respond to the occurrence of problem behavior in a consistent manner.

Victory Charter School is a Positive Behavior Intervention Support School. We will be utilizing a behavioral management program called “**HERO**” here at Victory Charter School. PBIS is a school wide program that reinforces appropriate behaviors both socially and academically promoting student success. PBIS complements classroom management. Students are rewarded with “**HERO Points**” for embracing “**THE KNIGHT ATTRIBUTES**” – demonstrating positive and appropriate behaviors and encouraging positive decision-making skills. Also, Hero Points can be earned on a daily basis and, in turn, may be used to “buy” items/snacks from the Victory Charter School store.

**Who is involved in the PBIS Process?** School-wide PBIS requires a collaborative team consisting of:

**All school personnel to include:**

- Administration, Teachers, Counselors, Paraprofessionals and Cafeteria Staff, Front Office Personnel
- Special Education personnel such as Support Facilitators, Lead Teachers, etc.
- Parents
- School Visitors

**What is a School-wide PBIS Plan?** The school-wide PBIS Plan includes the following steps.

1. Expectations are clearly and positively defined.
2. Behavioral expectations are taught to all students and staff.
3. Appropriate behaviors are acknowledged.
4. Behavioral errors are proactively corrected.
5. HERO- The database for keeping records and making decisions .
6. Data-based monitoring and adaptations to the plan are regularly conducted in HERO.



## DISCIPLINARY PROCEDURES AND THE STUDENT CODE OF CONDUCT

The school follows the Osceola County School District's [Code of Conduct](#) (click this link to view the Student Code of Conduct for the school district). A student may be disciplined at any level depending upon the frequency and/or severity of the act of misconduct. A behavior referral will be completed for each violation of the [Code of Conduct](#), regardless of the level of the violation, and recorded electronically in the school's Student Information System, to which parents have access.

Discipline records for violations of the Student Code of Conduct which result in a long-term suspension, expulsion, or permanent expulsion will be a part of the student's permanent education record and included in any student file properly requested by the parent to be transferred to a subsequent school. Corporal punishment is prohibited as a means of discipline. The disciplinary procedures shall work in tandem with the Safe Schools Student Discipline Policy following Student Code of Conduct.

Teachers may issue after school detention at their discretion as long as parents receive at least 48 hours advance notice. Detention may only be assigned upon a scholar's third offense in alignment to the demerit categories outlined within the discipline and behavior section of this plan.

### **In School Suspension:**

In School Suspension operates on school hours. ISS will be assigned solely and only by school Administration.

### **After School Teacher Detention/Reflection Hall (Tuesdays and Thursdays)**

After school Detention/Reflection Hall will operate on Tuesdays and Thursdays, from 3:05 PM - 4:30 PM. The teacher supervising will report to the room by 3:05 PM. The reasons for Detention include, but are not limited to:

- Not-approved used of personal cell phone
- Cheating in class
- Dishonesty
- Defiance of Authority
- Disruptive Behavior
- Dress Code
- Horseplay
- Profanity
- Insubordination
- Skipping
- Other infractions listed in the **2022-2023 MATRIX OF INFRACTIONS AND POSSIBLE CONSEQUENCES**

### **Administrator-Facilitated Detention**

An administrator may also assign an "Administrative Detention" for the following reasons:

#### **Excessive Scholar Tardies**

- Any time a scholar has his or her first three (3) tardy violations, an After School Detention is assigned.
- After six (6) tardies, a single day of After School Detention.
- After nine (9) tardies, a single day of OSS.

- Scholars start back at zero after the ninth.

### Uniform Violations

- Any time a scholar has his or her first (1) uniform violations, an After School Detention is assigned.
- After six (3) uniform violations, a single day of After School Detention is assigned.
- After nine (4) uniform violations, a single day of OSS.
- Scholars start back at zero after the fourth

### Major Infractions

- Any time a scholar has a major infraction and is referred to an administrator without a reflection hall being first assigned at the classroom level (e.g. fighting, bullying, etc.)

**\*The Principal and/or Assistant Principal has the authority to modify the disciplinary actions taken.**

## 2022-2023 MATRIX OF INFRACTIONS AND POSSIBLE CONSEQUENCES

INFRACTIONS	CODES	SESIR LEVELS	SESIR LEVELS																								POSSIBLE CONSEQUENCES	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
Aggravated Battery*	BAT*	L1	M	O																					M	M	M	1) Report to Parent and documented
Battery (Minor)	MBT		M	O	O	O		O	O			O	O					O	O	O	O							2) Verbal Reprimand
Alcohol*	ALC*	L4	M	O						M				O								P	P	O	M			3) Written Assignment/Special Assignment Related to Offense
Arson	ARL		M	O									O											P	P	O		4) Parent/Teacher/Student Conference
Arson*	ARS*	L1	M	O									M												M	M	M	5) Behavior Contract
Assault (Simple)	SAS		M	O	O	O	O		O	O			O	O				O	O	O	O							6) Correct Inappropriate Dress
Bullying	BUL*	L4	M	O		O									O	O							M	O	O	O		7) Opportunity to Secure Supplies
Unsubstantiated Bullying**	UBL**		M	O											O	O									O			8) Time Out Area
Burglary	BRK*	L2	M	O																				P	O	M		9) Confiscation of Inappropriate Item
Cellular/Comm Device	CPP		M	O						M				O				O	O	O	O	O	O	O	O	O	O	10) Strictly Supervised Study Area
Cheating	CHT		M	O	O	O	O		O	M	O	O	O	O				O	O	O	O							11) Loss of Credit for Work (Dishonesty)
Dishonesty	DIS		M	O	O	O	O		O	M	O	O	O	O				O	O	O	O							12) Financial Restitution
Class Disruption	CLT		M	O	O	O	O		O	O			O	O	O	O			O	O	O	O						13) Teacher Detention
Classroom/School Rules	CLR		M	O	O	O	O		O	O			O	O				O	O	O	O							14) Counseling/Referral/Substance Abuse Course Completion
Data Network Acceptable Use Policy	DNP		M	O										O				O	O	O	O	O	O	O	O	O	O	15) Revoke Parking Decal or Tow Away Vehicle
Defiance of Authority/Willful Disobedience	DEF		M	O										O				O	O	O	O	O	O	O	O	O	O	16) Teacher/Student Schedule Change
Disruption on Campus-Major*	DOC*	L3	M	O						M			O											M	M	M		17) Tobacco Cessation Class or Tobacco/Civil Citation
Disruption on School Bus	BUS		M	O	O	O	O							O				O	O	O	O							18) Work Detail
Disruptive Behavior	DRP		M	O	O	O	O	O	O	O			O	O	O	O		O	O	O	O	O						19) Administrative Detention/Saturday Detention
Dress Code	DCV		M	M	O	O	O	M						O	O			O	O	O	O							20) In-School Suspension
Drugs Use/Possession*(excluding alcohol)	DRU*	L3	M	O						M				O									M	P	P	M		21) Short-Term Out-of-School Suspension 1-5 days
Drug Sale/Distribution*	DRD*	L2	M	O						M				O									M	P	P	M		22) Long-Term Out-of-School Suspension 6-10 days
Drug Paraphernalia	DPA		M	O						M				O								O	O	O	O	O		23) Recommendation for Expulsion/Civil Citation/Substance Abuse Course Completion
Excessive Absences to School-Class	EAS		M	O	O	O	O					O		O	O				O	O	O							24) Refer to Law Enforcement/Civil Citation

\*SESIR Code \*\*Office of Civil Rights (OCR) report data

M = MANDATORY CONSEQUENCES O = OPTIONAL CONSEQUENCES P = POTENTIAL CONSEQUENCES

## 2022-2023 MATRIX OF INFRACTIONS AND POSSIBLE CONSEQUENCES

INFRACTIONS	Codes	SESIR LEVELS	SESIR LEVELS																								POSSIBLE CONSEQUENCES
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Excessive Tardies to School-Class	ETS		M	O	O	O						O			O	O				O	O	O				1) Report to Parent and documented	
Failure to Follow Directions	FFD		M	O	O	O	O					O			O	O				O	O	O				2) Verbal Reprimand	
Failure to Serve Administrative Detention	FSA		M	O											O					O	O	O	O	O		3) Written Assignment/Special Assignment Related to Offense	
Failure to Serve In-School Detention	FSI		M	O											O					O	O	O	O	O		4) Parent/Teacher/Student Conference	
Failure to Serve Saturday Detention	FSS		M	O											O					O	O	O	O	O		5) Behavior Contract	
Failure to Serve Teacher Detention	FST		M	O											O					O	O	O	O	O		6) Correct Inappropriate Dress	
False Accusations against Classmate(s)	FAC		M	O											O					O	O	O	O	O		7) Opportunity to Secure Supplies	
False Accusations against Staff Member	FAT		M	O											O							M	O	O	O	8) Time Out Area	
Fighting	FIL		M	O																O	O	O		O		9) Confiscation of Inappropriate Item	
Fighting*	FIT*	L3	M	O																		M	O	O	M	10) Strictly Supervised Study Area	
Forgery	FOR		M	O	O	O	O				M				O	O				O	O	O	O	O		11) Loss of Credit for Work (Dishonesty)	
Gambling	GAM		M	O							M				O					O	O	O	O	O	O	12) Financial Restitution	
Gang-Related Activity/Apparel/Appearance	GRA		M	O				M							O					O	O	O	O	O	O	13) Teacher Detention	
Harassment	HRB		M	O	O	O	O								O	O				O	O	O	O	O	O	14) Counseling/Referral/Substance Abuse Course Completion	
Harassment*	HAR*	L4	M	O	O	O	O								O	O				O	O	O	O	O	O	15) Revoke Parking Decal or Tow Away Vehicle	
Unsubstantiated Harassment**	UHR**		M	O											O	O									O	16) Teacher/Student Schedule Change	
Hazing* (Grades 6-12 only)	HAZ*	L3	M	O											O								O	O	O	17) Tobacco Cessation Class or Tobacco/Civil Citation	
Homicide*	HOM*	L1	M	O																				M	M	M	18) Work Detail
Horseplay	HRP		M	O	O	O	O			O	O				O	O				O	O	O				19) Administrative Detention/Saturday Detention	
Illegal Organization	ILO		M	O	O	O	O				M				O					O	O	O	O			20) In-School Suspension	
Inappropriate Printed Materials	IPM		M	O	O	O	O			O	M	O			O	O				O	O	O	O			21) Short-Term Out-of-School Suspension 1-5 days	
Inappropriate Obscene Act	IOA		M	O	O	O	O			O	M	O			O	O				O	O	O	O			22) Long-Term Out-of-School Suspension 6-10 days	
Insolent Attitude	INS		M	O	O	O	O			O	O				O	O	O			O	O	O	O			23) Recommendation for Expulsion/Civil Citation/Substance Abuse Course Completion	
Insubordination	INU		M	O											O					O	O	O	O			24) Refer to Law Enforcement/Civil Citation	

\*SESIR Code    \*\*Office of Civil Rights (OCR) report data

M = MANDATORY CONSEQUENCES    O = OPTIONAL CONSEQUENCES    P = POTENTIAL CONSEQUENCE

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			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
Kidnapping*	KID*	L1	M	O																					M	M	M	1) Report to Parent and documented
Lack of School Identification	LAI		M	O	O	O	O	O	O	O		O	O						O	O	O	O						2) Verbal Reprimand
Lack of Supplies	LAC		M	O	O	O			O	O	O		O	O					O	O	O							3) Written Assignment/Special Assignment Related to Offense
Larceny/Theft less than \$750	SLT		M	O								M	O						O	O	O	O						4) Parent/Teacher/Student Conference
Larceny/Theft \$750 or more*	STL*	L3	M	O								M	O											M	P	O	M	5) Behavior Contract
Leaving School Grounds	LEA		M	O	O	O	O				O		O	O					O	O	O	O						6) Correct Inappropriate Dress
Lunch	LUN		M	O	O	O	O		O	O		O	O						O	O	O	O						7) Opportunity to Secure Supplies
Lying/Misrepresentation	LMR		M	O										O					O	O	O	O						8) Time Out Area
Malicious Destruction of School/Personal Staff Property	MDP		M	O								M	O									O	P	O	O			9) Confiscation of Inappropriate Item
Off-Campus Felony (only if convicted)	OCF		M	O										O								O	O	O				10) Strictly Supervised Study Area
Other Offense	OTH		M	O	O	O	O		O	O		O	O		O	O	O	O	O	O	O	O	O	O	O	O	O	11) Loss of Credit for Work (Dishonesty)
Other Major Offense*	OMC*	L3	M	O										O								O	P	P	M			12) Financial Restitution
Over-the-Counter Use/Possession	OMU		M	O						M				O								O	O	O	O			13) Teacher Detention
Over-the-Counter Sale/Distribution	OMD		M	O						M				O								O	P	O	O	O	O	14) Counseling/Referral/Substance Abuse Course Completion
Over-the-Counter/PrescriptMeds Unauthorized Use/Possession	UPM		M	O						M				O					O	O	O	O						15) Revoke Parking Decal or Tow Away Vehicle
Parking	PAR		M	O	O	O	O							O	O					O	O							16) Teacher/Student Schedule Change
Physical Attack*	PHA*	L2	M	O																				M	O	O	M	17) Tobacco Cessation Class or Tobacco/Civil Citation
Possession/Use of Dangerous Chemical Irritants	PDC		M	O						M			O	O										P	O			18) Work Detail
Possession of Dangerous or Disruptive Item	PDI		M	O						M				O					O	O	O	O	O	O	O	O	O	19) Administrative Detention/Saturday Detention
Possession of Handcuffs	POH		M	O						M				O										P	O			20) In-School Suspension
Possession of Stolen Property	PSP		M	O						M		M	O						O	O	O	O	O	O	O	O	O	21) Short-Term Out-of-School Suspension 1-5 days
Profanity/Abusive Language	PRO		M	O	O	O	O							O	O					O	O	O	O					22) Long-Term Out-of-School Suspension 6-10 days
Profanity/Abusive Language to Staff	PRS		M	O										O						O	O	O	O	O	O	O	O	23) Recommendation for Expulsion/Civil Citation/Substance Abuse Course Completion
																												24) Refer to Law Enforcement/Civil Citation

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			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
Public Display of Affection	PDA		M	O	O	O	O								O	O				O	O	O	O	O	O	1) Report to Parent and documented		
Robbery*	ROB*	L2	M	O										O	O								O	P	O	M	2) Verbal Reprimand	
Sexual Assault*	SXA*	L2	M	O											O									M	M	M	3) Written Assignment/Special Assignment Related to Offense	
Unsubstantiated Sexual Assault**	USA**		M	O											O	O									O	4) Parent/Teacher/Student Conference		
Sexual Battery*	SXB*	L1	M	O																				M	M	M	5) Behavior Contract	
Unsubstantiated Sexual Battery**	USB**		M	O											O	O									O	6) Correct Inappropriate Dress		
Sexual Harassment*	SXH*	L3	M	O											O									M	O	7) Opportunity to Secure Supplies		
Sexual Offenses*	SXO*	L3	M	O											O									M	O	P	M	8) Time Out Area
Skipping Class	SKC		M	O	O	O	O			O	O				O	O					O	O	O				9) Confiscation of Inappropriate Item	
Skipping School	SKS		M	O	O	O	O			O	O				O	O					O	O	O				10) Strictly Supervised Study Area	
Tardy to Class	TAC		M	O	O	O	O				O	O			O	O					O	O	O				11) Loss of Credit for Work (Dishonesty)	
Tardy to School	TAS		M	O	O	O	O				O	O			O	O					O	O	O				12) Financial Restitution	
Threat/Intimidation*	TRE*	L3	M	O											M	O							O	P	P	M	13) Teacher Detention	
Threat or Threatening Behavior to Staff	TTS		M	O											M								O	P	P	O	14) Counseling/Referral/Substance Abuse Course Completion	
Throwing Objects Non-Injury to Persons or Property	THR		M	O	O	O	O			O	M	O			O	O						O	O	O			15) Revoke Parking Decal or Tow Away Vehicle	
Tobacco - 21 yrs. or under*	TBC*	L4	M	O							M				O			M	O	O	O	O	O	O	O	O	16) Teacher/Student Schedule Change	
Trespassing*	TRS*	L3	M	O																				O	O	O	M	17) Tobacco Cessation Class or Tobacco/Civil Citation
Unauthorized Area	UNA		M	O	O	O	O			O	O				O	O						O	O	O	O		18) Work Detail	
Unauthorized Assembly	UAA		M	O											O							O	O	O	O		19) Administrative Detention/Saturday Detention	
Unauthorized Buying/Selling of Merchandise	UBS		M	O	O	O	O				M				O							O	O	O	O		20) In-School Suspension	
Vandalism less than \$1000	VAL		M	O										M	O							O	O	O	O		21) Short-Term Out-of-School Suspension 1-5 days	
Vandalism \$1000 or more*	VAN*	L3	M	O										M	O									M	P	P	M	22) Long-Term Out-of-School Suspension 6-10 days
Weapons Possession*	WPO*	L2	M	O							M				M								P	P	P	P	M	23) Recommendation for Expulsion/Civil Citation/Substance Abuse Course Completion
																											24) Refer to Law Enforcement/Civil Citation	

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### SUSPENSION POLICY

Suspension is a disciplinary sanction that orders the temporary removal of a student from a class or all classes for a prescribed period of time, not to exceed ten (10) school days at any one time. The student shall be remanded to the custody of the student's parent and/or guardian with specific homework assignments for the student to complete. The Principal or Principal's Designee shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, or disruptive conditions, or incidents involving a serious breach of misconduct. Students receiving out-of-school suspension must be assigned schoolwork that will cover content and skills taught during the duration of the suspension. Students are given one day for each absence to complete makeup work unless unusual circumstances indicate an extension.

### BULLYING AND HARASSMENT

The School prohibits any and all acts of harassment, bullying and intimidation (including cyberbullying) of students at school. Bullying is equally prohibited without regard to its subject matter or motivating animus. The school also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. Bullying means any written, verbal, or physical act or any electronic communication (including “cyberbullying” as defined by state law) that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students; or
2. Adversely affecting the ability of a student to participate in or benefit from the school’s educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; or
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs on or off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school. Bullying that does not occur “at school,” as defined above, including bullying that occurs over the internet (cyber-bullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with the student code of conduct and applicable law. Please see additional information in the “Security” section of this handbook for information about reporting suspicious or dangerous activity via the FortifyFL website or process.

In 2008, the Osceola County School Board adopted Osceola County School Board Rule 5.321-- Prohibiting Bullying and Harassment. According to the board policy, all School District personnel shall report any incident of bullying to the school designee. The School District of Osceola County, FL, uses the “Stop Bullying Now” campaign for bullying prevention. Information about the “Stop Bullying Now” campaign may be found at [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov).

## **SCHOLAR DRESS CODE**

Uniforms will help us ensure mutual respect for all while providing a focused, comfortable, disciplined learning environment. Parents and guardians are responsible for the appropriate fitting of all clothing so that it is appropriately sized to the individual. Uniforms must be worn throughout the entire academic day including after-school clubs, tutoring, detention, and field trips.

VCS scholars are required to wear appropriate clothing according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program and principals will enforce adherence to this policy by those under their jurisdiction.

School administrators have final authority to decide if clothing complies with the school’s rules. When it is determined that a scholar’s clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. Any student out of dress code will be moved to the ISS classroom or similar waiting room until a parent/guardian can provide the proper uniform.

School administration will try to provide access to a digital device for the scholar (if he/she does not have one already assigned) to complete classwork while in ISS. The student will not be permitted to attend or participate in classes or transition time until they are in the proper uniform.

In addition, the scholar will also receive a disciplinary consequence for violating the school's dress code policy. Violations of this policy shall be treated as disruptive behavior in violation of the Code of Scholar Conduct. However, policy violations shall not carry over on the scholar's discipline record to subsequent years. This policy shall apply to scholars at all times when they attend school or any school sponsored event. The Principal or his/her designee may exercise discretion and permit exceptions to this policy for extracurricular activities. This policy shall be applicable in its entirety, except where a specific section may be directed toward a select group of scholars. All persons subject to this policy shall comply with all sections of it. Wearing apparel, which tends to identify association with secret societies as prohibited by Florida Statutes, shall not be worn. Cleanliness of the physical person consistent with the maintenance of good health and to avoid offensiveness to others is mandatory.

Dress Code Policy Requirements are as follows:

- **Appropriate Sizes:** Scholars shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the scholar's body size and shall not be unduly oversized or undersized.
- **Shirts:** The school sells the Polo Uniform according to the grade level that the scholar attends (example below):



**Middle School Shirt**



**High School Shirt**



**ALL Knights Jacket**

- **Bottoms:** Bottoms shall consist of blue jeans. If the scholar has a medical or comfort problem with blue jeans, please notify Administration. Joggers, leggings, and jeggings are **not** considered blue jeans. **Rips, decorations/designs, chains, or colored jeans are not permitted.** Undergarments must not be visible when wearing the school uniform.
- Skirts, walking shorts, slacks, skorts, or jumpers that **ARE NOT permitted.** Pants/appropriate-length shorts/skirts/skors shall be worn so that the waistband is worn at the waist and not below the waist. Athletic shorts, including, spandex-style "bicycle" shorts, cut-off jeans, or pants, cut-off sweatpants, short shorts, running shorts, and see-through boxer type shorts are not permitted.
- **Shoes/Footwear:** All scholars shall wear closed toe shoes/footwear. **Crocs, slides, and sandals are not permitted. These types of shoes will be confiscated by the Administration. Parents**

**must come to school to pick up the confiscated footwear.** Platforms and shoes with wheels, steel-toed footwear, stiletto type footwear or excessive heel height may not be worn.

- **Outer Garments:** School appropriate jackets may be purchased from the school's uniform store. Sweaters and hoodies are not permitted unless they have a full-length zipper - **hoods must be OFF at all times while on school property.** Jackets must be zipped down inside the building. The Dress Code Policy shall not prohibit scholars from wearing coats or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons and shall be the appropriate size for the scholar, shall not be overly baggy, nor violate any other provision of this Policy. Outer garments not purchased at the VCS uniform store must be solid color and not include any branding. Inside the classroom, outer garments should be removed unless the classroom is cold.
- **Unacceptable Attire:** Scholars are **not allowed** to wear clothing, jewelry (including body piercing jewelry and "grills"), buttons, haircuts, tattoos, makeup, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as
  - Clothing associated with gangs.
  - Clothing that encourages the use of drugs, alcohol, or violence.
  - Clothing associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
  - Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or minidresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
  - Clothing not properly fastened or with rips and/or tears.
  - Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, or sleepwear.
  - Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to the health of the scholar or others.
  - Hats, headgear, or any head covering, except when approved by the principal.
- **Friday's Dress Code:**
  - On Fridays, scholars may wear a VCS t-shirt or a t-shirt representing any college or university.
- **Spirit Days/Weeks:**
  - On certain days, the school will have themed Spirit Days and scholars and families will receive advance notice of the dates, themes, and dress code requirements for those days.
  - Spirit Day outfits must comply with all guidelines above regarding unacceptable attire.
  - On Spirit Days, students must either dress according to the Spirit theme or be in school uniform. These are NOT dress down days. Students will receive a dress code violation if not following school dress code or spirit day theme on Spirit Days.

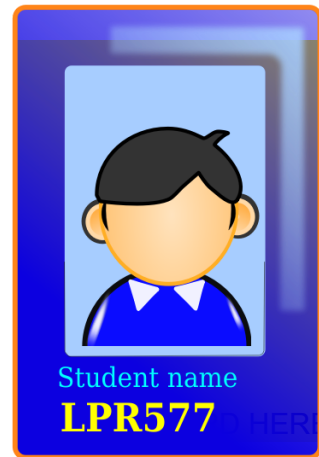
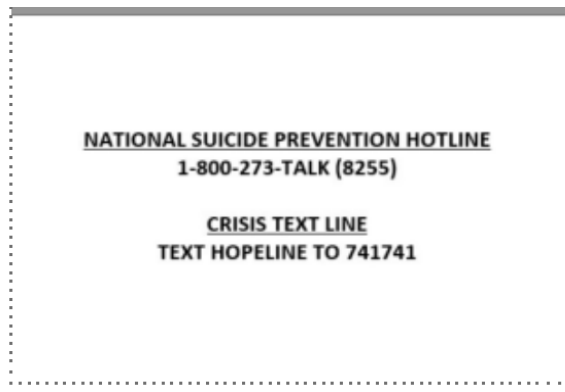
School Board Adoption of Dress Code Policy Subject to the terms and conditions set forth below the School Board has adopted this Policy providing for a uniform dress code pertaining to all scholars in grades kindergarten through twelve as follows: Findings Section 1001.43, Florida Statutes, stipulates additional powers that authorize the School Board to adopt policies to ensure the safety and welfare of the scholar body and school personnel. The School Board may require uniforms to be worn by the scholar body or impose other dress-related requirements if the School Board finds that these requirements are necessary for the safety and welfare of the scholar body.



## IDENTIFICATION BADGES

Identification badges are provided to all students. Student ID badges must be worn at all times during regular school hours. Students in K-5 will have one ID attached to their backpack and one ID will be kept in their homeroom. Students in grades six and up must keep their ID on their person at all times. If a badge is damaged or lost, students must notify their teacher immediately.

Students will be provided with one free duplicate ID for a lost/stolen ID card, however will be subject to a \$5.00 replacement fee for any lost/stolen ID card thereafter. On the reverse side of the badge is contained specific information essential during crisis situations as mandated by the FL State Bill 590 ([SB590](#)). It is important for students not to share their badge with others. **Students who do not have their ID badges will be considered as being “out of uniform” and will receive a uniform demerit but will receive a temporary ID pass for the day.**



## MEDIA RELEASE

The school and its approved partners regularly take photographs, film footage, and other electronic media of various school activities for use in, among other things, educational, community outreach, website, athletic, artistic, advancement, and advertising efforts and promotion. This media may be captured on or off campus and will not always be pre-announced to students. Some of the media contains the name, image, likeness and/or voice of students. By enrolling at the school, all students and their parents (or legal guardians) grant the school and its approved partners permission to use this media, agree that they will not be financially remunerated for this media usage, and release the school and its approved partners from any claims or liability arising from the use of this media.

Parents who wish for their scholar not to be photographed must indicate so on the Media Release Form sent home with the students at the beginning of school year.

## CLASSROOM MATERIALS

The school requests that all students are prepared for class. Below you will find the items that your scholar will need to be successful.

### Middle/High School Supply List

- Backpack
- 5 plastic folders with prongs
- 1 pencil zipper pouch
- 3 boxes of 24 count pencils
- 3 highlighters (yellow, pink, and blue)
- 5 black dry erase markers
- 1 pack of 100-count lined index cards
- 4 packs of post-it notes
- 1 pack of 12 pens
- 3 packs of college-ruled loose-leaf paper
- **Headphones (essential for your scholar's success)**
- iPad Charger
- 2 ream of printer paper (*to be turned into the front office*)

The lists above include school supplies needed for all grades to help parents and guardians ensure that their scholars have all the basic supplies needed to start school.

## CLASSROOM/ BUILDING ETIQUETTE

1. Students must be in the classroom and seated when the morning bell rings. A bell signifies the end of the class, however dismissal is given by the teacher.
2. Students are responsible for the good condition of desks and of the classroom.
3. Students should practice care with all classroom-based technological devices. Any device damage will result in consequences inclinalbe reimbursement for the device repair.
4. Students are not to handle classroom equipment, e.g. thermostat, blinds, windows, maps without the teacher's permission.
5. Eating or drinking is not allowed in the classroom without permission. Gum chewing is not permitted anywhere on the school's campus.
6. Each student must have a Hall Pass when out of class. An office summons is considered a Hall Pass. Passes must be returned to the teacher who issued the pass.
7. Students are allowed to use the restroom during class with a pass; however, they must return to class within a reasonable amount of time. If a student is feeling ill, they must first report to the nurse. Failure to do so may result in a truancy.
8. Students who, as a result of food or water fights or because of rain, arrive at a class with wet or soiled clothing may be asked to clean or dry themselves prior to entering the class.
9. Although electronic devices and headphones are permitted on campus, they may not be used in the classrooms, the hallways, or other study areas unless a teacher gives express permission.
10. Loitering: Students are not to loiter before or after school on neighboring streets, parking lots, parking structures, or shopping centers.
11. Littering: Students are encouraged to take pride in their campus and in the community - they must deposit all trash in proper containers.

## CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## DIGITAL CURRICULUM, CLEVER, AND LEARNING PROGRAM REQUIREMENTS

### **CLEVER Student Instructional Program Sign-In Process**

As a true 21st-century technologically-advanced educational institution, the school utilizes a “Single Sign On” (SSO) program and process called Clever. Clever ensures that scholars may easily sign into all of their respective and specific instructional and curricular programs with just one username and password. To sign on to Clever from the scholar’s assigned i-Pad (or other) device or any device from home, please follow the instructions here:

- 1) Go to [clever.com](http://clever.com)
- 2) Find Victory Charter School - 0155
- 3) Select "Login with Clever"
- 4) Have student login with the Student ID for Username and Password
- 5) Open the icon of the program that you would like to use

### **iStation Digital Instruction and Universal Screener Program**

As part of the Tier 1 segment of our Multi-Tiered System of Supports (MTSS) program, the school uses iStation for reading and math in grades 6-8 for Math (<https://secure.istation.com/>) as the Universal Screener.

The Universal Screener Diagnostic Assessment will be administered up to three times a year (Fall, Winter, and Spring). Results of the assessment will be used to group scholars accordingly for enrichment or support. Instructional Coaches will work with all teachers to interpret the data and group the scholars appropriately.

### **IXL Digital Instruction Program (Grades 9-12)**

For continuous spiral review and specific skill practice that is matched to the FL state standards, our school uses **IXL for Math** in grades 9-12 (<https://www.ixl.com/signin/victorycharter>).

**IXL Math** is used for whole-class instruction and individual math practice in grades 9-12. IXL helps teachers scaffold their math instruction and address individual scholar learning needs. At the high school level, IXL Math is done in the Intensive Math and core Math class.

Each high school scholar will be **diagnosed** in IXL up to three times a year (Fall, Winter, and a month before FSA). This will allow each teacher to get up-to-the-minute insights on the progress of each scholar. The diagnostic reports will pinpoint the scholar’s overall working grade level and their levels on key strands tested in each grade.

The **Diagnostic Strand Analysis** will make differentiation easy by grouping scholars with similar levels and showing teachers the most common skill recommendations for each group.

### **Grades 6-8 Mathematics (Eureka & Prodigy) // Grades 9-12 (Eureka or Springboard)**

Mathematics is key to many of our daily activities and routines; things like shopping, banking, cooking, and home repair. Furthermore, in today's increasingly technologically reliant society, more and more jobs require high levels of proficiency in mathematics and science. Unfortunately, studies conducted since the 1970s have shown that scholars in the United States perform significantly worse on mathematics assessments than their international peers.

The school utilizes **Eureka Math by Great Minds** for math instruction for grades K-8, and select High School mathematics courses. Eureka Math is the most widely used curriculum across the nation. Each teacher will have access to **Eureka Digital Suite** and will use this to assist in the process of collaborative planning and lesson preparation. Students will have access to their Eureka Math textbooks digitally.

### **SpringBoard Mathematics**

Select mathematics courses (such as Algebra) will be utilizing Springboard Mathematics as the curriculum source for instruction. SpringBoard offers a flexible framework that helps math teachers build students' college and career readiness by successfully implementing the powerful shifts demanded by the State Standards. SpringBoard's unique instructional design enables teachers to:

- Focus instruction on fewer topics in greater depth.
- Ensure that major topics are presented coherently across grade levels.
- Provide ample opportunity for rigor with a balanced emphasis on procedural fluency, conceptual understanding, and proficiency with mathematical practices.

These SpringBoard elements guide students toward success:

- A balance of investigative, guided, and directed activities build content knowledge, encourage exploration, modeling, collaboration, practice, and application.
- Embedded Assessments allow students to demonstrate understanding and mastery.
- Daily Lessons focus on problem solving, critical thinking, and reasoning.

### **Lexia Reading (Digital Reading Intervention Program Grades K-12)**

For all students that receive reading intervention, the school utilizes the Lexia digital reading instruction program. Through a singular focus on literacy and a full spectrum of solutions to support it, Lexia helps more learners read, write, and speak with confidence. Lexia Learning provides structured literacy solutions and professional learning to 5.5 million K-12 students and their 350K educators at over 20K schools nationwide.

### **SpringBoard English Language Arts for Grades 6-12**

The school uses **SpringBoard English Language Arts** as their core curriculum to allow students to develop and refine skills in critical thinking, close reading, writing in various genres, and conducting research.

Over the course of the program, they read and analyze a wide range of texts in genres including poetry, novels, plays, biographies, nonfiction narratives, speeches, and films. They also learn to write in various forms including essays, personal narratives, argumentative texts such as editorials, and research papers.

VCS also uses the ***SpringBoard Close Reading Workshop*** in the English Language Arts classes. Each Close Reading Workshop guides students through multiple readings of challenging texts using close reading strategies. Over the course of the workshop, students move gradually toward independent reading. Each workshop ends in an assessment that asks students to synthesize their new learning. There are six workshops per grade level. Each workshop focuses on a different type of text and can be taught in any order. Teachers may choose which workshop to teach and when, based on the needs of their students.

VCS also uses the ***SpringBoard Close Writing Workshop*** in the English Language Arts classes. The Writing Workshops lead students through structured writing activities and give them learning strategies that will help them complete the activity. The activities contain opportunities for group and teacher feedback and culminate in each student producing a piece of independent writing. The workshops can be taught in any order. You can teach elements of a workshop as single, 45-minute lessons, or teach the entire workshop of 10 activities as a weeklong minicourse. The workshops include companion grammar activities that address grammar, usage, style, and mechanics.

### **Achieve3000 (Grades 6-12)**

Scholars in grades 6-12 will be using Achieve3000 in their ELA/Reading classes as the Tier I digital instruction reading program. Achieve3000 is a supplemental online literacy program that provides nonfiction reading content to students in grades 6–12 and focuses on building phonemic awareness, phonics, fluency, reading comprehension, vocabulary, and writing skills. By adding Achieve3000 as a resource, students will advance their nonfiction reading skills through the differentiated online instruction. Although teachers will use the program with the entire class, the assignments are tailored to each student’s reading ability level. ELA/Reading Teachers will be discussing usage expectations with all students during the first week of school.

## **HOMEWORK**

Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. In light of the major purposes for homework, it is not to be assigned as punishment for scholars for disciplinary reasons. Responsibility for homework should gradually increase for scholars. As scholars get older, homework assignments should recognize that more time and individual scholar initiative are expected in order to meet increased instructional demands. Homework assignments to exceptional scholars should reflect the special needs of such scholars. In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects should provide scholars with an opportunity to develop and refine research and independent study skills and the ability to work independently.

Homework Assignment Frequency and Quantity are aligned to the following minute averages per grade:

- 6-7-8 Daily (5 days a week) 60 minutes maximum\*
- 9-10-11-12 Daily (5 days a week) 60 minutes maximum\*

\*Homework assignments will vary depending on the course level (i.e. Honors or AP) and completion of assigned work during class time. It is the responsibility of each student to check Google Classroom daily for pending assignments. The school’s administrative team may also release a designated homework schedule for specific subject areas per day of the week\*

Note: The times above do not reflect the additional 30 minutes that are to be devoted to reading. Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every scholar will read, minimally, for the amount of time specified in this Board Rule.

## GRADING PROCEDURES

Academic Grades are to reflect the scholar's academic progress based on the standards for the grade level/course in which the scholar is enrolled. The grade must not be based upon the scholar's effort and/or conduct. The grade must provide, for both scholars and parents, a clear indication of each scholar's academic performance and content mastery as compared with norms which would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the scholar's effort, conduct, attendance or tardiness. The letter grade of "I" will be reserved for middle school use only. Grades in all subjects are to be based on the scholar's degree of mastery of the instructional objectives and competencies for the subject based on grade level standards. The determination of the specific grade a scholar receives must be based on the teacher's best judgment after careful consideration of all aspects of each scholar's performance during a grading period.

- A - (90-100%) indicates that the scholar has demonstrated outstanding progress in the subject and/or the skills area. The scholar consistently performs academically at a level which is considerably higher than that of the typical scholar in the same program or course. The scholar has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of and an ability to utilize the content of the program effectively. An "A" scholar will have achieved and exceeded all of the instructional objectives and competencies established for the subject/course during the grading period.
- B - (80-89%) indicates that the scholar has demonstrated above average but not outstanding progress in the academic area. The scholar consistently performs at a level above that which is expected of the typical scholar in the same program or subject. The scholar has mastered content skills beyond those required for successful completion of the instructional program. The "B" scholar will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives and competencies established for the subject being graded.
- C - (70-79%) indicates average progress. The scholar performs at an average level in terms of mastery of skills/performance standards and/or content of the program. The scholar's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.
- D - (60-69%) indicates the lowest acceptable progress in the mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The scholar's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.
- F - (0-59%) indicates failure. Scholars functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program. See the Report Card section for more guidelines on "F" grades.

The weighted system calculates grade items as a percentage of a final grade worth 100%. The maximum points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them. All assignments are

categorized and weighted when inputted into the school's grading system. The table below reflects the categories and weights for assignments at the school for the 2022-2023 school year:

*Gradebook Categories and Weight Percentages*

<b>Grading Categories and Weighted Percentages - The categories and weights below are required for all courses and grade levels at the school site.</b>
<b>Summative Assessment = 40%</b>
This includes unit or chapter tests, major projects/essays, presentations, quizzes, final task per unit
<b>Formative Assessment = 30%</b>
This includes "Do nows," exit tickets, checks for understanding, practice assessments, homework assignments, quizzes, entry tasks
<b>Classwork = 20%</b>
This includes all classwork and mastery demonstrated
<b>Classroom Participation = 10%</b>
Active participation in class and completion of minimum minutes/assignments in digital programs such as Lexia and Achieve3000

**MIDDLE / HIGH SCHOOL GRADUATION CREDIT REQUIREMENTS**

**Standard Diploma Requirements**  
Academic Advisement – What Students and Parents Need to Know

**What are the diploma options?**

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL)
- Career and Technical Education (CTE) Pathway
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

**What are the state assessment requirements?**

Students must pass the following statewide assessments:

- Grade 10 English Language Arts (ELA) or a concordant score
- Algebra 1 end of course (EOC) or a comparative score

Refer to [Graduation Requirements for Florida's Statewide Assessments](#) for concordant and comparative scores.

Students enrolled in the following courses must participate in the corresponding EOC assessment, which constitutes 30 percent of the final course grade\*:

- Algebra 1
- Geometry

**24 Credit Standard Diploma**

<b>4 Credits ELA</b>
<ul style="list-style-type: none"> <li>• ELA 1, 2, 3, 4</li> <li>• ELA honors, Advanced Placement (AP), AICE, IB and dual enrollment courses may satisfy this requirement</li> </ul>
<b>4 Credits Mathematics*</b>
<ul style="list-style-type: none"> <li>• One of which must be Algebra 1 and one of which must be Geometry</li> <li>• Industry Certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry)</li> <li>• An identified computer science** credit may substitute for up to one mathematics credit (except for Algebra 1 and Geometry)</li> </ul>
<b>3 Credits Science</b>
<ul style="list-style-type: none"> <li>• One of which must be Biology 1, two of which must be equally rigorous science courses</li> <li>• Two of the three required course credits must have a laboratory component</li> <li>• Industry Certifications that lead to college credit may substitute for up to one science credit (except for Biology 1)</li> <li>• An identified computer science** credit may substitute for up to one science credit (except for Biology 1)</li> </ul>

### Scholar Diploma Designation

In addition to the requirements of section (s.) [1003.4282](#), Florida Statutes (F.S.), a student must satisfy the following requirements (per. s. [1003.4285](#), F.S.):

- Earn 1 credit in Algebra 2 or an equally rigorous course
- Pass the Geometry EOC
- Earn 1 credit in Statistics or an equally rigorous mathematics course
- Pass the Biology 1 EOC\*
- Earn 1 credit in Chemistry or Physics
- Earn 1 credit in a course equally rigorous to Chemistry or Physics
- Pass the U.S. History EOC\*
- Earn 2 credits in the same World Language
- Earn at least 1 credit in an AP, IB, AICE or a dual enrollment course

\*A student is exempt from the Biology 1 or U.S. History EOC assessment if the student is enrolled in an AP, IB or AICE Biology 1 or U.S. History course; takes the respective AP, IB or AICE assessment; and earns the minimum score to earn college credit.

### Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more [industry certifications](#) from the list established (per s. [1003.492](#), F.S.)

#### What are the additional graduation options for students with disabilities ?

Two additional options are available only to students with disabilities. Both allow students to substitute a CTE course with related content for one credit in ELA 4, mathematics, science and social studies (excluding Algebra 1, Geometry, Biology 1 and U.S. History). The two options are as follows:

- Students with significant cognitive disabilities may earn credits via access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least 0.5 credit via paid employment.

#### What is the CAP?

The CAP allows a student to earn high school credit if the student passes an AP examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Geometry
- Biology 1
- U.S. History



### State University System (SUS)

Admission into Florida's public universities is competitive. Prospective students should complete a rigorous course of study in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements (credit earned by industry certification does not count for SUS admission):

- High school graduation with a standard diploma, a minimum of a 2.5 GPA, and admission test scores meeting minimum college-ready test scores per Board of Governors (BOG) Regulation 6.008
- 16 credits of approved college preparatory academic courses per BOG Regulation 6.002
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra 1 level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language or other equivalents)
- 2 approved electives

[State University System of Florida](#)

### The Florida College System

The 28 colleges of the Florida College System serve nearly 800,000 students. Colleges offer affordable and stackable workforce credentials including certificate programs, associate in science degrees and associate in arts degrees, which transfer to a bachelor's degree program. Many colleges also offer workforce bachelor's degree programs in areas of high demand. All Florida College System institutions have open-door admissions for students who earned a standard high school diploma or an equivalent diploma or successfully earned college credit.

[Florida College System](#)

### Career and Technical Colleges and Centers

Florida also offers students 49 accredited career and technical colleges or centers throughout the state, which provide the education and certification necessary to work in a particular career or technical field. Programs are flexible for students and provide industry-specific education and training for a wide variety of occupations.

[Career and Technical Education Directors](#)

#### Where is information on financial aid located?

The Florida Department of Education's Office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships.

[Office of Student Financial Assistance](#)



## Middle School Promotion Requirements:

In order for a student to be promoted to high school from the middle grades, they must successfully complete the following courses:

- Three middle grades or higher\* courses in English language arts.
- Three middle grades or higher\* courses in mathematics.
- Three middle grades or higher\* courses in science.
- Three middle grades or higher\* courses in social studies.
  - One of these social studies courses must be Civics. There is a statewide, standardized end-of-course exam for Civics that must be taken and factored in as 30% of a student's course grade.

\*May include high school courses for high school credit.

The statutory requirements for middle grades promotion are found in [section 1003.4156, Florida Statutes](#).

The statutory requirements for physical education (one semester each year) are found in [section 1003.455, Florida Statutes](#).

## PARENT FOCUS ACCOUNT ACCESS & CREATION

Parents and students are encouraged to create an account on FOCUS to stay abreast of student attendance, grades, and academic progress. The documents linked below will provide guidance on how to create a FOCUS account:

- [Create a FOCUS Account](#)
- [Reset Your FOCUS Password](#)
- [Get Technical Assistance](#)

## ACADEMIC INTEGRITY

Students are expected to complete all assignments with honesty and integrity. Classwork should be a true reflection of the student's ability and effort. Any academic dishonesty will result in both academic and disciplinary penalties.

Forms of Academic Dishonesty include, but are not limited to:

- Plagiarism: use of another's words or ideas without proper citation, whether it be improper copying from academic sources or copying the work of another.
- Cheating: use of improper or unauthorized materials or study aids including "cheat sheets" or electronic devices to supplement academic performance. At no time are cell phones or smartwatches allowed out during an exam.
- Facilitating Dishonesty: knowingly allowing one's work to be copied by another or doing the work of another
- Inappropriate Collaboration: working together on a project or assignment without the instructor's knowledge or permission

- Academic Misconduct: tampering with grades, tests, or other class materials; stealing or tampering with the work of another student.

Violations of the Academic Integrity Policy as it pertains to homework and/or minor assignments will be handled by the individual teacher and documented by the deans. In addition, such violations may result in the following consequences.

1. First offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:

- a. Zero on the assignment
- b. Parent notification by the teacher
- c. Reported to the Deans' Office

2. Second offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:

- a. Zero on the assignment
- b. Parent notification by the teacher
- c. Reported to the Deans' Office
- d. After School Detention
- e. Parent conference with the Dean and student placed on an Academic Integrity Contract

3. Third offense of academic dishonesty on homework, the following consequences include, but are not limited to:

- a. Zero on the assignment
- b. Parent notification by the teacher
- c. Reported to the Deans' Office
- d. Suspension from school

Quizzes, tests and semester exams require an especially high level of attention to integrity. Actions that in non-testing environments would not normally be considered cheating are considered a violation in testing situations. All violations will result in a student receiving a zero on the quiz, test or semester exam and the student may also receive disciplinary consequences.

Academic dishonesty on quizzes, tests, and/or semester exams includes, but is not limited to:

- Communication (without teacher permission) to any student for any reason during the testing period. Borrowing a pen or asking about time, etc. are not acceptable explanations and will be considered violations.
- Accessing/viewing a cell phone, smart watch, or similar device during the testing period. To check time or view a test message, etc. are not acceptable explanations and will be considered violations.
- Using a calculator or other electronic device that has stored information, even if pertinent information is not accessed.
- Taking a picture of a quiz, test, or semester exam, even if the picture was not sent to anyone.

## REPORT CARDS/PROGRESS REPORTS

### ***Progress Reports***

Progress reports will be disseminated to all scholars at the mid-grading period that will reflect earned grade/performance evaluation to this point. It is the teacher's responsibility to award a grade commensurate with the scholar's performance. Additionally, the teacher shall send a progress report to the parents of scholars whose performance shows a decline prior to the end of each grading period to inform the parents of their child's status.

### ***Parent Progress Report Check-In***

Parent-Teacher check-ins provide the opportunity to discuss and highlight each scholar's progress along with sharing their individual strengths and needs. Each quarter, students receive a progress report outlining their progress to-date for that quarter. The school designates a Parent-Teacher Progress Report Check-In week after progress reports are distributed each quarter. The dates for the 2022-2023 Progress Report Parent-Teacher Check-Ins are indicated below:

- 1st Quarter:** Monday, September 19th through Thursday, September 22nd
- 2nd Quarter:** Monday, November 14th through Thursday, November 17th
- 3rd Quarter:** Monday, February 13th through Thursday, February 16th
- 4th Quarter:** Available upon request

Parents will be provided with the Calendly link for each teacher and will have the opportunity to schedule themselves in for their quarterly check-in during the designated Parent-Teacher Check-In Week during the allotted meeting times. Parents may also email their teacher to help with scheduling.

While this is for all parents, it is particularly important for scholars not performing well so that the teacher and parent may collaborate to help the scholar change the trajectory of a struggling grade. Teachers will contact home if a scholar has a "D" or lower on a progress report to schedule the progress report parent-teacher check-in; however, all parents are welcome to schedule their Progress Report Parent-Teacher Check-Ins regardless of students grade.

### ***Report Cards***

Report cards will be distributed at the end of the grading period.

### ***Action Plans for Scholar Academic Performance***

If ANY teacher sees that a scholar is struggling to succeed in their class, then a conference will be scheduled and an action plan will be created for parent review at the conference. This action plan is meant to avoid a scholar failing for the school year and should include: the teacher, the scholar, the parent, instructional coach(es), and the assistant principal. If a scholar is failing or is in danger of failing close to report card time, the parent will be contacted BEFORE report cards go home.

## TEXTBOOKS

The school is a 1-to-1 school for scholars in grades 6-12, therefore most of the curriculum textbooks will be available to the students via their devices. However there are some courses that require physical textbooks.

Textbooks are issued and used to facilitate knowledge transfer of our curriculum. Some normal wear and tear is to be expected. However, if the average yearly wear and tear of a textbook is exceeded, replacement cost will be assessed to be paid for by the scholar's parents - please help us ensure all books are treated with care.

## TECHNOLOGY USE

The school information systems are operated for the mutual benefit of all users. The use of technology at the school is a privilege, not a right. Users should not do nor attempt to do anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other scholars or work. The school's network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers.

The school reserves the right to restrict or terminate any user's access, without prior notice, if the user is suspected to be in violation of the acceptable use policy. The primary goal of any such action shall be to maintain computing availability and security for other users of the systems. Other disciplinary action may be imposed as stated in the SDOC Student Code of Conduct.

### **Government Laws**

By using school technology and/or the internet, the scholar agrees to use computers in conformity with the laws of the United States and the State of Florida. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, and/or unauthorized tampering with computer systems. Libel Laws – Publicly defaming people through the published material on the internet, email, etc...
2. Copyright Violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher.

## STUDENT DEVICE USE AND REQUIREMENTS AND CELL PHONE POLICY

### **CUSTOMIZE BY SCHOOL SITES**

The school is a 1-to-1 school for scholars in grades 6-12. Upon signing the technology agreement, each scholar in the aforementioned grade levels will be issued a school device to utilize throughout the school year while enrolled at the school.

Scholars are required to bring their school-issued device and charger to school each day in order to participate in digital instruction. The device must be at least 80% charged or more; otherwise, the student

may receive a dropped or lower grade for participation for that day. A desktop computer may be available in each classroom in the event that a scholar has turned in their device for repair, but is NOT to be used on a regular basis as an exception to the scholar bringing their school-issued device to class.

The school will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home.

While generally discouraged, students are allowed to have cell phones, PDAs, iPods, and other electronic devices. All electronic devices shall be completely turned off during academic hours and after school instructional/detention hours. Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of the staff member until the parents retrieve them, and may be subject to search.

Scholars who decide to bring their devices to school may do so as long as they adhere to the following policies:

For scholars' personal cell phones, headphones, or other personal electronic devices:

- Scholar phones will go into a bin or designated storage system at the beginning of each class period (the system in each room will be numbered; i.e. if there are 25 scholars in the class, there will be 25 numbered pockets that correspond to students' assigned seat numbers in the classroom).
- Teachers will announce when scholars can use the device for instruction or headphones to listen to music or for digital programs.
- The use of personal electronic devices, including cell phones and headphones, during class without explicit permission from the instructor **WILL** result in disciplinary action.

Disclaimer: The school shall not be responsible for any lost or damaged item that was brought onto campus or to a school event which was in the possession of the school staff due to a violation of this policy. Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the principal. The principal's determination is final.

## STUDENT EMAILS

Each scholar is provided with a unique email address. Student emails are intended for instructional purposes only. Students are responsible for checking their email on a regular basis to ensure they are abreast of the latest information for the school and their classes. If students are having trouble accessing their email, they should contact the main office for assistance or email their teacher. The login email and username is as follows:

- Navigate on the web to [www.gmail.com](http://www.gmail.com)
- Enter your student's Student ID- studentID@victorycharterschool.org
- Click "Next"
- Enter your student's password (Default is Knights22)

## COVID-19 SAFETY AND POLICIES

In order to promote the health and safety of all students, faculty and staff, the school has implemented the following policies and protocols related to COVID-19 for the 2022-23 school year based on Center for Disease Control (CDC) guidelines. Because of the fluidity of the pandemic circumstances, the school may have to change, remove, or augment these policies. The school will continue to base its decisions on information and guidance provided by, among others, the World Health Organization, the CDC, as well as state and county health agencies.

The school will keep parents abreast of any updates to the Health and Safety Protocols as information becomes available.

### Face Masks Optional

Masks are optional for all students and staff.

### Hand Hygiene

The school will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer, tissues and disinfecting supplies. Students will be encouraged to practice hand hygiene along with respiratory etiquette, such as covering coughs and sneezes with a tissue. Frequent hand washing and use of hand sanitizer will be encouraged throughout the campus.

### Cleaning and Disinfecting

Frequently touched surfaces, such as, but not limited to door handles, tables, desks will be cleaned and disinfected within the school day at least daily or between uses as much as possible. As drinking fountains have been replaced throughout our campus, students are encouraged to bring their own water bottles to be filled.

### Reporting Requirements Exposure Response Management

The school has been designated a Director of Health Services who will be working with the school's administrative team to be responsible for responding to COVID-19 concerns. This individual has been trained in contact tracing and will coordinate documentation and tracking of possible exposures. Students and parents are expected to immediately report and COVID positive cases or exposures to the school's front office team at VCS 6-12 0155

### Positive Test Guidelines:

- People with COVID-19 should be isolated for five days.
- If they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by five days of wearing a mask when around others to minimize the risk of infecting people they encounter.

### Exposure Guidelines:

- Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is exposed to COVID-19.
  - For unvaccinated people or more than six months out from their second mRNA dose (or more than two months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for five days followed by strict guidelines, mask to use for an additional five days.

- Alternatively, if a 5-day quarantine is not feasible, an exposed person must wear a well-fitting mask at all times when around others for ten days after exposure.
- Individuals who have received their booster shot do not need to quarantine following exposure but should wear a mask ten days after the exposure.
- For all those exposed, best practice would also include a test for SARS-CoV-2 at day five after exposure. If symptoms occur, individuals should immediately be quarantined until a negative test confirms symptoms are not attributable to COVID-19.”

## HEALTH PROBLEMS

Should your scholars suffer from asthma, allergies, a heart condition, or any other potentially serious health condition, please be sure to indicate this on the health form distributed and collected at the beginning of the year. In addition, please make it a point to give your scholar’s teachers a note describing the condition and the appropriate steps to take in an emergency involving the condition. Please be sure to complete the Health Information Card during registration and keep the school informed of any **changes of address or phone numbers, either at work or home.**

## MEDICATIONS, ILLNESSES, & ACCIDENTS

The school shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program

Medications will only be dispensed to scholars when the proper documents have been completed and the medication submitted by a parent or guardian. Guidelines for medication will be given as the need arises per a doctor’s request. **Medication may not be sent to school with scholars at any time.** This includes pain relievers, inhalers, eye drops, ointments, and any prescription medications.

Parents must bring in the medication in the original bottle, clearly labeled with your scholar’s first and last name along with the Medication Administration Form. Absolutely no medication will be given to scholars without this completed and signed form.

If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately and if you cannot be contacted, we will contact the person you have listed on your child’s emergency contact card. Please make sure that your emergency contact card information is updated.

In the event of a serious or life-threatening emergency, the school will call 911 in addition to contacting the parent or an emergency contact. If your child contracts a contagious disease/illness (*i.e. flu, measles, COVID, etc.*) or head lice, please call the office so we may alert other persons that may have been exposed. A doctor’s clearance note is required prior to readmitting to class any scholar who has contracted a contagious disease/illness.

## MONEY/PAYMENT

All payments to the school (i.e. activities, clubs, events, fees, etc.) must be submitted via our digital payment system through our website.

<https://victorycharterschoolshop.com/>

In the event that money is sent to school with your scholar, please put it in an envelope with your scholar's name, teacher's name, and purpose. When paying by cashier's check or money order, separate by purpose (i.e fundraisers, field trips, pictures, etc). Each one has a separate account for our auditing and accounting purposes.

If a scholar brings money to school, the school is **NOT** responsible for any lost or stolen cash/change.

## PARENT ENGAGEMENT

Parents and family members of students are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are to be kept informed of the academic progress their children make as a result of participation in these programs, for it is through mutual understanding and close cooperation between the school and home that a student's academic success improves. Two-way communication between the school and home, both verbal and written, provides a sound base for a good partnership to provide an effective educational program for all students. We encourage parents to become involved in their scholar's education. Below are ways that parents and families can engage at with the school and our academic program:

### ***Entering the School***

The following guidelines have been established to provide a safe, secure environment for parents, students, and staff. Visitors and volunteers are expected to review and honor these guidelines while on school grounds or volunteering for activities.

All parents, visitors, and volunteers must be processed through the office. A state identification or driver's license is needed for this process.

- All parents, visitors, and volunteers must sign in at the school office immediately upon entering the building and receive a "Visitor's Pass". Prior to leaving the building, they must sign out at the office. Parents may **not** walk directly to a student's classroom unless given permission by the office staff.
- Visitors must be escorted through the building by office personnel.

### ***Conferences***

All parents are required to attend two parent-teacher conferences within the school year (at least one parent-teacher conference per semester), as part of their school commitment. Conferences with teachers or the principal must be scheduled in advance so that there is no conflict with the teacher's instruction of scholars. If you call the school to request a conference, the office staff or teacher will call back as soon as possible to confirm a time that will be convenient to all parties.



Teachers will make contact before winter break about the scholar's academic standing if the scholar is struggling in any academic areas. This will ensure that an action plan is in place to get the scholar back on track for promotion or graduation.

### **Visitors (Parents & Family by appointment only)**

Parents are invited to visit the school during Open House, School Advisory Council (SAC) Meetings, ShowCase Nights, and Special Events (see school calendar for updates). There are many volunteer opportunities available for you in your scholar's classroom and on campus.

To maintain the best learning conditions and make maximum use of instructional time, all parents and visitors **must have an appointment scheduled in order to meet with an administrator or teacher.**

Parents may call or come into the front office to make an appointment. ***If the administrator or teacher is unavailable, then they will get back with you within 48 hours to schedule an appointment unless there is a health or safety emergency.*** Teachers and administrators have specific times they can meet throughout the day. We value your concerns; therefore, we will strive to set an appointment where communication is effective and productive.

### **Volunteers**

School parents are encouraged to volunteer at least 10 hours each school year. Parents, grandparents and guardians may earn these hours. There will be many volunteer opportunities for parents. Please contact the office staff to schedule volunteer times. NOTE: All volunteers must be cleared by the OASIS Volunteer Program. Below please find the link that will allow you to register to be an approved volunteer:

LINK:

<https://www.volunteer.schoolcheckin.net/Views/VolunteerLogin.aspx?did=E8F38695-9F3E-4087-9A95-7E581B981CBF&formno=346&userrole=DA>

There are two different levels of volunteerism.

- Level 1 - complete a database background check
  - Day chaperones for field trips
  - Classroom assistants
  - Math and/or reading tutors.
- Level 2 - complete a fingerprint background check
  - Certified Volunteers
  - Mentors/Listeners
  - Athletic/Physical Education assistants
  - Overnight chaperones

Any individual interested in volunteering in VCS must:

- Show a current valid government-issued identification with a picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school

### **Fundraising at the School**

The school, athletic teams, and the community partners will have several fundraisers. The success of these fundraising efforts is tied directly to family participation; therefore, your support and active participation are greatly appreciated.

### ***School Advisory Council***

The School Community Council (SAC) is a forum for exchanging ideas about how to improve scholar achievement among the school's stakeholders: principals, teachers, school staff, parents, scholars, and community members. This group meets once a month to address issues and create solutions, plan events and hold fundraisers. All parents are encouraged to participate in all SAC meetings.

### ***Parent Teacher Scholar Organization***

Our school is proud to have its own Parent Teacher Scholar Organization (PTSO) chapter. This venue provides a forum for the exchange of ideas, discussion of issues, and formulation of solutions related to the school program. This gives parents an opportunity to support the scholars and programs and to have a voice in our school! The school joined the national parent teacher organization to provide the framework (bylaws, offices, and organization) necessary for successful implementation. The School Leadership Team members will be responsible for completing the PTA application and organizing the PTA startup.

The goal of such an assembly is a meeting of minds and hearts to uplift the school environment and to improve the categorical conditions that our scholars are experiencing. It is only in this opportune venue where parents and teachers freely sketch common goals and unite to conduct school-related activities, to initiate projects, and to aid in the implementation of school policies. The board for this group consists of a president, vice-president, secretary, and treasurer.

### ***Parent Academy***

A Parent Academy is proudly conducted by our school to provide parents with important life and study skills as well as how to assist their children at home. The Parent Academy will focus on the delivery of thematic units (below) as the core instruction of this Academy. The ultimate goal of this academy is to develop the parents as active participants in their children's education and provide them with fun and engaging opportunities to learn how to do so. A parent academy event will take once a quarter minimally, focusing on one or more of the thematic units, and may take place on the same day as the School Advisory Council meeting to maximize participation and engagement of the Parent Council members. Themes may include but not be limited to:

- Parent Involvement = Scholar Success
- How to Make Parent-Teacher Conferences Work for Your Child
- Help Your Scholar Get the Most Out of Homework
- 10 Tips for a Successful Parent-Teacher Conference
- A Grade-By-Grade Guide to What Your Child Should Be Learning in School
- Understanding the Importance and Relevance of Scholar Assessment
- Coping With High-Stakes Tests
- Education World's Tips for Involved Parents
- As a Parent, "I Can Help By..."

For non-English speaking families, especially those new to the country, a Spanish-language academy may also be made available. This academy will have a similar focus as the targets within the academy above; however, other items, such as basic language skills and interaction tips and strategies that parents new to the country may not have will also be explored.

## PETS

In order to minimize disruptions and to ensure sanitary conditions on our campus, please leave pets at home. Special permission may be granted for particular classroom lessons. Please do not bring your pet with you in the building to pick up your scholar.

## SAFETY AND SECURITY

Emergency Operations Plan Scholar and employee safety is a primary concern at all times. The school's emergency plan was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. Our school has a site-specific plan to address all types of critical incidents. These plans address the individual needs of our school and provide guidelines for devising methods for communicating with the staff, scholars, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include emergency drills/active shooter drills, the evacuation of scholars/staff from the building(s), evacuation of the disabled and if necessary the relocation of scholars/staff from the school campus, lockdown procedures and holding/dismissing scholars during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from school;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

### ***Fire Drills***

Ten fire drills will take place during the school year according to our school policies. At the sound of the emergency bell, scholars must stop what they are doing and follow the teacher's instructions. Scholars must clear the building promptly by the prescribed route. Any scholar who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Scholars, teachers and staff must remain outside the building until permission is given to re-enter.

### ***Lockdown Procedures***

Lockdowns are utilized in response to an immediate threat posed to scholars and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Scholars, faculty and staff will comply with all the procedures outlined in the school's plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

### ***Threat Assessments***

The school has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with scholars who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a scholar poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Scholars determined to be at-risk for violence will be referred for mental health services.

Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Scholar Conduct.

### ***Visitors***

Due to legal regulations, scholars are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome with a pre-arranged appointment, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

### ***FortifyFL***

In 2008, the Osceola County School Board adopted Osceola County School Board Rule 5.321-- Prohibiting Bullying and Harassment. According to the board policy, all School District personnel shall report any incident of bullying to the school designee. The School District of Osceola County, FL, uses the "Stop Bullying Now" campaign for bullying prevention. Information about the "Stop Bullying Now" campaign may be found at [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov).

To enhance the campaign, each school (K-12) has been given resources to instruct school employees and students about bullying and how to prevent it thus all bullying guidelines released by the school, school district, or the state of Florida must be adhered to by all school employees. Suspicious Activity Reporting App FortifyFL is a suspicious activity reporting tool that allows school employees to instantly relay information to appropriate law enforcement agencies and school officials. School employees must report suspicious activity via the Fortify FL app or the link here:

<https://getfortifyfl.com/Tip.html>



# FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.



#FORTIFYFL  
GETFORTIFYFL.COM



DOWNLOAD  
NOW



## SCHOOL CLOSINGS

A school calendar for the school year will be included on our school website, emailed to students/families, and provided as a physical copy to all students upon starting school. Emergency dismissals during adverse weather will be announced on local radio and television stations. You may also call the district, as we follow the district's policies in school closures. As a school, we utilize a REMIND and emails as our notification system. If you receive a REMIND message or email regarding school closures, it is not necessary to call the school. The message or email will contain all necessary details about any early dismissals regarding inclement weather. Please ensure that all current telephone numbers and email addresses are provided to the office and you are registered to receive our school wide REMIND notifications. Please see the "Communication" section for the school's REMIND code.

## **SCHOOL EMERGENCIES**

In the event of a power or phone outage, important announcements will be posted on the school's Facebook page, Instagram Page, and website. If there is an unexpected early dismissal, a REMIND message, phone call, and email may go out with details on dismissal. It is very important that you maintain updated contact information with the school at all times.

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

## **SCHOOL TELEPHONE USE**

The school telephone is a business phone for use by the school staff. Scholars are not permitted to use the phone without consent of the teacher and the office staff. If a scholar needs to make arrangements to go home with a friend or an alternate means, the scholar must have a signed note from a parent, or the parent must email the Principal or Principal Designee a written request and attach a picture or a valid drivers license. Scholars will not be allowed to phone home to get permission to travel on field trips or ride home with other scholars.

## **SPECIAL EDUCATION/SECTION 504**

The school ensures that all scholars suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the scholar meets the state's eligibility criteria and the parent/ guardian consents to initial placement. Scholars who are not eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973. As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's scholar service provider will help to answer your questions.

## **CELEBRATIONS**

The school will recognize students birthday's through the morning announcements. If parents are interested in making arrangements for a celebration in school or sending treats, an administrator must be notified and approval must be given.

## STUDENT AWARDS AND RECOGNITIONS

Recognizing our scholars' success is an important part of academics. The purpose is to provide an academic, motivational, and morale boost that is needed to encourage scholars to continue to try their best and strive for excellence.

An awards ceremony will be held for every grade level at the end of the 1st, 2nd, and 3rd grading quarter at a time to be designated and communicated by the school's administrative team.

### **Quarterly Awards include, but are not limited to:**

- Principal's Award (all As)
- Honor Roll (As and Bs)
- Perfect Attendance (for each quarter)
- Other awards for good citizenship and digital program usage

### **End of the Year Awards:**

- Principal's Award (all As for the entire school year)
- Honor Roll (As and Bs for the entire school year)
- Perfect Attendance (for the entire school year)
- Citizenship Award (polite, considerate, no behavior incidents) - One scholar selected from each class/grade for the entire school year
- Most Improved - One scholar per class/grade will be selected for the most improved category
- Related Arts/Electives Awards - One scholar per subject per class/grade level
- Digital Diligence Award

## SCHOOL ATHLETIC PROGRAMS

Many sports are offered through the athletic program at the school. Sport fees are required for every individual sport in which a scholar participates. Scholars must be picked up from all practices and games on time. Scholar athletes must maintain a passing grade in all classes and excellent behavior in class as a requirement for participation. Scholar athletes represent the school and should always act accordingly.

- Basketball: 6th-8th grade, 9th-12th
- Soccer: 6th-8th grade, 9th-12th
- Volleyball: 6th-8th grade girls, 9th-12th
- Baseball: 6th-8th grade, 9th-12th
- Flag Football 6th- 8th
- Cheerleading 6th-12th

***\*Sports may vary depending on interest/participation.***

## STUDENT RECORDS

The education records and personally identifiable information of scholars are protected by The Family Educational Rights and Privacy Act (FERPA) and the Florida Statutes. These laws provide that without the prior consent of the parent, guardian or eligible scholar, a scholar's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain

exceptions to the prior consent requirement to the release of scholar records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible scholars are also provided the right to challenge the accuracy of their education records in accordance with State guidelines.

## FIELD TRIPS

Field trips are an important component of our curriculum at the school, and they are extensions of the classrooms where we expect learning to continue. Teachers carefully plan field trips and select specific content to explore. Parents play an important role on field trips by facilitating learning in small groups, monitoring behavior, etc. All parent volunteers must undergo a background check as required by applicable state law in order to participate in a field trip. Scholars are required to wear their school uniform (unless otherwise stated) for all field trips.

Field trip permission slips will go home with scholars at least two weeks prior to the field trip. Parents should immediately sign and return the permission slip within 48 hours. A note will be sent home giving full details including; the destination, the method of transportation, what the scholars need to bring, and the cost associated with the trip. Payment for field trips (if required) should be made at least three school days before the day of the trip.

The school requires written permission from a legal guardian, in advance, for scholars to be permitted to attend a field trip. Teachers will send permission slips home to allow ample time for parents to sign and return them. **Scholars who do not return their signed permission slips for field trips will not be allowed to telephone home for permission to travel.**

### *Field Trip Expectations*

#### Scholars on Field Trip

- Must be in uniform or field-trip designated T-Shirt.
- Follow all school rules and to represent our school with excellence while on the field trip.
- Always walk when entering and exiting the bus.
- Fill the back seats of the bus first, and do not skip seats.
- Sit with their back against the seat, on their bottom, and face forward at all times.
- Talk only in quiet voices with the person/people on your seat, so the driver can stay focused.
- Keep hands, feet, and objects to yourself.
- Raise their hand and wait for an adult to notice you for questions.
- When exiting the bus, wait for the teacher's directions and for people in the front seats to exit first.
- Thank the bus driver when exiting.

#### Volunteers on Field Trips

- A background check must be completed prior to chaperoning on a field trip.
- If you are assigned a group of scholars, introduce yourself to the scholars.
- Stay with your group and remind them to stay with you.
- Keep a close eye on the group and count them regularly.
- Keep scholars engaged and focused on the purpose of the field trip.
- Remind the scholars of appropriate VCS behavior.
- Wear clothing appropriate for the field trip location.
- No cell phone usage on the field trip.



- Smoking is not permitted on the field trip.
- Younger siblings are not allowed on the field trip.
- Parents **MUST** provide their own transportation.

Please note that scholars must ride the school bus to and from field trips, even if a parent is accompanying the class as a chaperone and has driven their own vehicle. If properly signed out with the teacher, scholars may leave with their legal guardian from the field trip.

***Behavior Requirements to Attend Field Trips*** - Scholars must be in Good Academic Standing with teachers and administration, or must gain approval otherwise.

## FUNDRAISING

Student fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal. All approvals must be in writing using the approved forms and must be retained at the school for audit purposes.

## DELIVERY OF ITEMS TO SCHOOL

The school encourages student accountability, however we understand that there may be a time that students need items delivered to the school by their parents (i.e. projects, homework, lunchboxes, etc.). In the event that a student needs an item delivered to the school, the item must be dropped off in the main office labeled with the student's name. Please note Food deliveries from UBER Eats, GrubHub, DoorDash, or any restaurant deliveries are **NOT** permitted! **NO EXCEPTIONS**. Any food delivery to the school will be **rejected**.

# PARENT AND SCHOLAR HANDBOOK ACKNOWLEDGEMENT FORM

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

I, \_\_\_\_\_ (Parent Name), have read the contents of this Handbook, discussed the expectations with my child, and understand the responsibilities of the parent role here at Victory Charter School.

I will keep this Handbook as a reference tool throughout the school year.

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

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please date and sign this form and turn it in to the office within two weeks of receiving the parent handbook.**

**If any parent/guardian would like a physical copy of this handbook, please contact the front office and provide or email them the form below.**

# Victory Charter School 6-12 Parent and Scholar Handbook Printed Version Request Form

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

I, \_\_\_\_\_ (Parent Name), formally request a printed copy of the Parent/Scholar Handbook for Victory Charter School 6-12. I will keep this Handbook as a reference tool throughout the school year.

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

Scholar Name \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_