



# VICTORY FUTURES ACADEMY

## Welcome to Victory Futures Academy



### **2025-2026** **Student / Parent Handbook**

**Principal: Jessica Pena**  
**Front Office (602) 290-7704**  
**4802 N. 59th Avenue, Phoenix, AZ 85033**  
**[frontoffice@victoryfuturesacademy.com](mailto:frontoffice@victoryfuturesacademy.com)**  
**[victoryfuturesacademy.com](http://victoryfuturesacademy.com)**



# VICTORY FUTURES ACADEMY

## Mission Statement

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Our mission is to empower our students with the skills, experience and opportunities needed to positively impact their communities and the world. VFA strives to cultivate a culture of giving and service while providing cultural exposure and life skills that will lead our students to victory in all aspects of their lives.

## Vision Statement

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Be **VICTORIOUS** in everything we do. No matter what path you choose it will lead to VICTORY.

## Core Values

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TEAM

WIN

WHATEVER IT TAKES

NO EXCUSES

100% EVERYDAY



# VICTORY FUTURES ACADEMY

## Purpose of this Handbook

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The purpose of the Student Handbook is to provide clear guidance on the expectations, policies, procedures, and resources that ensure a safe, respectful, and high-performing school environment. It serves as a roadmap to help students make responsible choices, understand their rights and responsibilities, and actively contribute to our school culture.

At our core, we believe in the values that define us: **TEAM, WIN, NO EXCUSES, GIVE 100% EVERY DAY, and WHATEVER IT TAKES.** These values are embedded throughout this handbook and reflected in every aspect of school life. By reviewing and following the guidelines in this handbook, students and families commit to upholding a shared vision of excellence, accountability, and unity.

Together, we create a school where every Spartan can thrive.



# VICTORY FUTURES ACADEMY

## Administration

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Exceptional Student Services Teacher- Lupita Banuelos  
Principal - Jessica Pena

### OFFICE

4802 N. 59th Ave  
Phoenix, AZ 85033  
602-290-7704

### VICTORY FUTURES ACADEMY SCHOOL HOURS

Monday - Thursday 8:00AM - 4:30PM

Friday at 8:00AM - 4:30PM



# VICTORY FUTURES ACADEMY

Dear Families,

Welcome to a new school year at Victory Futures Academy! I am proud to serve as your principal and to partner with you in creating a strong and innovative learning environment for every student.

At Victory Futures Academy, we believe that every student has the potential to succeed and thrive. Our mission is to provide not only academic excellence but also meaningful experiences that prepare our Spartans for bright futures filled with servitude, leadership, and opportunity.

Our school community is built on values like integrity and respect. We ask that all Spartans—students, staff, and families alike, commit to upholding these values each day.

We are excited for the year ahead and all that we will accomplish together. Please do not hesitate to reach out to me or any member of our staff if you have questions, concerns, or ideas to share. Together, we will make this a successful and memorable year.

Let's rise together because Spartans lead the way!

With Spartan Pride,

Jessica Peña

Principal



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# VICTORY FUTURES ACADEMY

## Directory Information Notice

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Throughout the school year, Victory Futures Academy (VFA) may collect and use non-confidential "directory information" about students for educational, recognition, and communication purposes. This information may include:

- Student's name
- Address
- Telephone number
- Dates of school attendance
- Grade level
- Participation in officially recognized activities and sports
- Height and weight of athletes

In accordance with state and federal law, this directory information may be shared with organizations offering educational or career opportunities, unless parents/guardians opt out in writing.

If you do not wish for any directory information to be shared, you must complete the form included in the registration packet and return it to the school office within two (2) weeks of receiving it.

Please note: If you opt out, your student may be excluded from some publications and recognitions, such as the school yearbook, honor rolls, athletic rosters, scholarship listings, or media features celebrating student achievements.

If the form is not returned within the stated time, VFA will assume permission has been granted to share your student's designated directory information as needed.

For questions or assistance, please contact the school office.



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## Closed Campus Policy

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Victory Futures Academy is a closed campus. This means students are not permitted to leave campus during the school day—including lunch—without prior approval from administration and proper check-out through the front office. Once students arrive on campus, they are expected to remain on site for the entire school day unless they are signed out by a parent/guardian or have received official permission.

However, students may earn the opportunity to participate in supervised off-campus lunch as part of our school-wide incentive program. This privilege is offered to students who consistently demonstrate positive behavior, meet academic expectations, and follow school rules. Off-campus lunches will be scheduled and supervised by staff, and participation is subject to administrative approval and ongoing eligibility.

This policy is designed to maintain a safe, secure, and structured environment for all students. Any unauthorized departure from campus may result in disciplinary action.

Thank you for supporting a safe and accountable school culture.



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## Technology & Network Use

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Victory Futures Academy provides access to its electronic network and technology resources to support education, research, and the instructional goals of our school. This includes access to the internet, shared drives, databases, email, and other digital tools.

Use of the school network is a privilege, not a right. To receive access, students and parents must read and sign the Student Technology User Agreement and Acceptable Use Policy, which is included in the registration packet.

By signing the agreement, students commit to using all technology and internet access responsibly, respectfully, and for educational purposes only.

The school's Electronic Information Services (EIS) include:

- Internet and Wi-Fi access
- Databases and research platforms
- Educational software and systems

Misuse, abuse, or violations of this policy may result in loss of access, disciplinary consequences, and, in some cases, legal action.

Victory Futures Academy and the district do not accept liability for:

- The content students may access online
- Lost or damaged work
- Technical issues that cause service interruptions

Students are expected to protect their passwords, respect digital property, and avoid any activity that disrupts learning or compromises safety.



## Procedures for Emergency Closures

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In the event of inclement weather, a power outage, safety concern, or any emergency that requires school closure or evacuation, Victory Futures Academy follows established district protocols to notify families and ensure student safety.

### **School Closure Notification**

If school is canceled for the day or released early:

- District personnel will notify local law enforcement and news media to help share the closure information.
- An automated email, text message, or phone call will be sent to all parent/guardian contacts on file.
- Updates will also be posted on the school's School Status Connect, and on official social media channels.

Please ensure your contact information is current to receive important alerts.

### **Emergency Student Pick-Up Procedures**

If an emergency requires student pick-up or evacuation:

- School staff will guide parents to the designated pick-up location.
- Students will only be released to individuals listed on their emergency contact form.
- Proper identification will be required to ensure the safety of all students.
- Updates and instructions will be communicated via text, email, and posted signs at the school site if needed.

We ask for your patience and cooperation during emergencies to ensure all students are accounted for and released safely.



## Records Information

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### **Family Education Rights and Privacy Act (FERPA)**

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education notify annually each state educational agency and each local educational agency of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). The general requirements placed on each local educational agency by law are required to notify parents and students of their rights.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school administration and clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a



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hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without parent consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Victory Futures Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



## Parental Concern & Complaint Procedures

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Victory Futures Academy is committed to resolving concerns in a respectful, timely, and appropriate manner. To ensure consistency and transparency, we follow a clear step-by-step process for addressing concerns related to staff, teachers, and administration.

### 1. Concern About a Teacher or School Employee

If a parent/guardian has a concern regarding a teacher, support staff, or other school employee, the following steps should be followed:

1. Speak with the Employee Directly
  - Begin by addressing the concern with the individual involved. Most issues can be resolved through open communication.
2. If Unresolved, Contact the School Principal
  - If the concern is not resolved, request a meeting with the school Principal.
  - The Principal will aim to schedule the meeting within 24 hours of the request, if possible.
3. If Still Unresolved, Contact the Director of Schools
  - If the concern remains after meeting with the Principal, you may request to escalate it to the Director of Schools.
  - The Director's office will work to schedule the meeting within 48 hours of the request, if possible.

### 2. Concern About a School Administrator

If the concern involves a school administrator, including the Principal:

1. Contact the Director of Schools Directly



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- The Director of Schools serves as the first point of contact for any concerns related to school administration.
- The Director will aim to schedule an appointment within 48 hours of the request, if possible.

Victory Futures Academy values strong partnerships with families and believes that respectful communication and shared problem-solving are key to student success. Please contact the front office with any questions about this process.

## Student Concerns & Complaints

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Victory Futures Academy is committed to maintaining a safe, respectful, and equitable learning environment for all students. Students have the right to express concerns or file a complaint related to:

- A violation of their constitutional rights
- Discrimination or lack of equal access to programs
- Harassment or bullying
- Concerns related to personal safety

### Conditions for Filing a Complaint

A student may submit a complaint provided that:

- The issue is not already being addressed through a disciplinary process or another district policy.
- The matter is not governed by legal procedures or outside the authority of the school or district to resolve



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## **Filing Timeline and Process**

- Complaints must be reported to an administrator or professional staff member within 30 calendar days from the time the student knew, or reasonably should have known, about the concern.
- A timely investigation and appropriate action will follow, aligned with district policies and student rights.

Victory Futures Academy encourages students to speak up when they feel something is wrong. Every concern will be taken seriously and addressed respectfully and confidentially to the greatest extent possible.



## Graduation Requirements

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To earn a high school diploma from Victory Futures Academy, students must successfully complete both state-mandated and locally prescribed requirements. These requirements ensure that all graduates are college, career, and community ready.

Victory Futures Academy follows the graduation credit guidelines established by the Arizona State Board of Education (R7-2-302) which include subject-specific credit completion, testing, and competency requirements.

### Minimum Graduation Requirements

Subject Area	Credits Required	Details
English	4	Must meet Arizona English Language Arts standards
Mathematics	4	Includes Algebra I, Geometry, and Algebra II or approved equivalent; 3 of 4 credits must align to state math standards
Science	3	Must prepare students for proficiency on the state science assessment
History & Social Science	3	Must include: <ul style="list-style-type: none"><li>• 1.0 credit in American/Arizona History</li><li>• 1.0 credit in World History/Geography</li><li>• 0.5 credit in American Government</li><li>• 0.5 credit in Economics</li></ul>



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Career & Technical Education / Fine Arts	1	Any combination of CTE or Fine Arts courses
Physical Education	1	Physical Education
Electives (Locally Prescribed Courses)	7.0	May include additional core or elective courses per student's ECAP
Foreign Language (for college admissions)	2.0	Any combination of foreign language courses
Total Credits Required for Graduation	24	Victory Futures Academy's block schedule supports earning these credits over four years

## Credit Recovery

Victory Futures Academy offers a variety of credit recovery, online, dual enrollment, and competency-based options to support students in meeting graduation requirements:

- Credits may be earned through approved online or college courses, or summer school, as long as they meet district and state standards.

## Class Enrollment Requirements

The principal will help students schedule their classes.

- All students (except graduating seniors) must enroll in four (4) block classes per semester that count toward graduation.



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- Graduating seniors are required to take a minimum of three (3) block classes per semester that count toward graduation.
- The Director of Schools may approve changes to student schedules or course loads if proper documentation is provided.

## **Definition of a Unit of Credit**

A unit of credit requires:

- A class to meet at least 55 minutes per day
- For a minimum of 180 days (or the equivalent in instructional hours).

## **Incomplete Grades**

No semester grades may be marked as “Incomplete” unless prior approval is obtained from the principal.

- If approved, the incomplete grade must be resolved within one week unless the principal allows an extension.

## **Transfer Credits Toward Graduation**

### **Transfer Credit Evaluation**

Students transferring from another public, charter, or private school will have their transcripts evaluated based on a consistent district-wide process.

Per Arizona law (A.R.S. §15-701.01):



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- The district will review transfer credits and provide students with a list of accepted core and elective credits.
- If a core credit is denied, students have 10 school days to request an exam in that subject.
  - If the student passes the exam, the course will be accepted as a core credit.
  - Exams must align with state standards and are evaluated by a qualified district teacher.

## **Credit Acceptance Standards**

- Core credit courses must meet State Board of Education standards (if they exist).
- If no state standards are in place, courses must meet the academic standards of our district.



## Classes / Grading

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### **SCHEDULE CHANGES**

Requests for schedule changes after the first day of school must meet at least one of the following criteria:

1. student was erroneously placed in a class
3. student does not meet course prerequisite
4. a physician precludes a student from a course (due to health conditions)
5. principal discretion (due to master schedule concerns)

No schedule changes after the second week of school are allowed without administrative approval. A change in a student's schedule may require written parental approval.

### **MARKING PERIODS AND PROGRESS REPORTS**

Grades are posted to the Official Transcript after each semester: fall, spring, and summer. Parents have access to view students' progress real-time through Parent Portal. Parents who do not have Parent Portal access may contact the school for progress updates throughout the semester and printed grade reports at the end of each semester.



## School Communication & Academic Updates

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### What Parents Can Expect

#### 1. Communication About Grades

- If a student earns a C or lower:  
Parents will receive a message from the teacher via School Status Connect or the Parent Portal, which includes:
  - The student's current grade
  - Any missing or incomplete assignments
  - Guidance on how to raise the grade
  
- If a student earns a D or F:  
The teacher will contact the parent/guardian via:
  - Message through School Status Connect or Parent Portal
  - Phone call to discuss academic performance
  - Notification to the principal  
This communication will include:
    - Current grade status
    - Academic concerns
    - Clear steps for improvement
  
- If a student is failing (F) for 2 or more consecutive weeks:  
A parent-teacher conference will be scheduled with the principal present.



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The front office will contact families within 24 business hours to arrange the meeting. A record of the meeting will be documented in the student's file.

## 2. Access to Grades

- Teachers input grades weekly by Fridays at 4:30 PM.
- Grades are viewable through the Parent Portal or other school-approved platforms.
- Regular monitoring is encouraged to support academic success.

## 3. Weekly School Communication

- Families will receive weekly updates from teachers via School Status Connect with:
  - Upcoming classroom or school events
  - Academic deadlines or reminders
  - Club or sports information if applicable

## 4. Monthly School Newsletter

- A monthly newsletter is sent to families featuring:
  - Classroom highlights and successes
  - Student achievements
  - School-wide updates and events
  - Club and sports team news



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## Who to Contact

Topic	Contact
Grades or class assignments	Contact the teacher directly first. If no response is received within a reasonable time, contact the principal
Community supports, attendance, or discipline	Contact the front office at 602-290-7704 or visit during school hours.
Sports or extracurricular clubs	Contact the coach or advisor directly. Contact information is shared through School Status Connect or the main office.

## Parent Responsibilities

To support your child's success, families are expected to:

- Check School Status Connect and Parent Portal regularly
- Respond to teacher and school communications promptly
- Participate in conferences and meetings
- Reinforce academic habits and encourage students to advocate for themselves.



## Class Rankings / Grade Point Averages

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### Class Rankings

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. Class rank shall be determined as follows:

- Class ranking will be determined each semester beginning with the first semester of the ninth (9th) grade school year.
- Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
- Total grade points begin accumulating with the ninth (9th) grade. These grade points are divided by the total units attempted to produce the accumulative grade point average. Students are then ranked according to the weighted grade point average.
- Fifth (5th) year students will be incorporated into the existing senior class rank.
- Class rank after the seventh (7th) semester will be used for recognition at commencement ceremonies, including graduation and senior awards.
- Class rank after the eighth (8th) semester will be posted on the final transcript as the official graduation class rank.

### Non-Honors Courses Grade Points

These values are used to calculate GPA and class rank for standard (non-weighted) coursework:

A = 4, B = 3, C=2, D=1, F=0



## Commencement Participation

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Graduation exercises will be held for students who have met all state and local requirements for graduation from Victory Schools. Participation in the graduation ceremony is a privilege, not a right.

Students shall graduate from the Victory Schools campus at which they are enrolled during their final credit-earning period.

While participation in commencement is encouraged, it is not mandatory. Because these ceremonies require significant planning and rehearsal, the following rules will apply:

- **Rehearsal Attendance:** Students who wish to participate in the graduation ceremony must attend all scheduled rehearsals. Absence from rehearsal without prior approval for a legitimate reason may result in exclusion from the ceremony.
- **Graduation Requirements:** Students will not be permitted to participate in commencement unless they have successfully completed all graduation requirements.
- **Commencement Agreement:** Students must submit a signed Commencement Participation Agreement to the principal in order to participate in the ceremony.
- **Graduation Campus:** Students shall graduate from the Victory Schools campus at which they are enrolled for their final credit-earning period.



## Attendance

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### **ATTENDANCE REQUIREMENTS**

The regular school attendance of a child of school age is required by Arizona state law. At Victory Futures Academy (VFA), consistent attendance is critical to academic success. Students are expected to be in class every day unless a legitimate reason prevents them from doing so. Absences should only occur for necessary and important reasons.

#### **Student Responsibilities**

1. Attend all classes as scheduled, arrive on time, and avoid tardies.
2. Always report to class first before requesting a pass from the teacher if it is necessary to leave.
3. Check out with the attendance office before leaving campus.
4. Ensure that parents or guardians excuse all absences before returning to class.

#### **Parent Responsibilities**

1. Ensure the student maintains consistent school attendance in compliance with state law.
2. Notify the school by phone or note for each absence, stating the reason.
3. Request a conference if the student accumulates more than ten (10) absences in a semester to review and discuss the situation.



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## **School Responsibilities**

1. Notify parents via phone call if a student is absent and the absence has not been excused.
2. Notify parents by email & letter at the 3rd and 5th absences in a semester.
3. Notify parents by phone of a Mandatory Attendance Review Meeting at the 5th absence in a semester.
4. Notify Parents by phone and email of conference for attendance contract at the 8th absence in a semester.
5. Email and call on the day of the 10th absence that the student may lose credit.

## **PROCEDURE TO CHECK A STUDENT OUT OF SCHOOL OR AUTHORIZE ANOTHER TO REMOVE A STUDENT**

No student will be removed from school grounds, a school building, or a school function during school hours unless authorized by a parent/guardian or a legally responsible party. Anyone attempting to remove a student must present acceptable identification and documentation.

- Parents may authorize student release over the phone after providing appropriate identification.
- Students may not be checked out of school during the last 30 minutes of the school day, except in emergency situations.



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## CLASSIFICATION OF ABSENCES

### Excused Absences

Students may be excused for:

- Personal illness
- Illness in the family
- Court appointments (with documentation)
- Quarantine as directed by health officials
- Death of a relative
- Religious holidays

Any other reason requires advance approval from school administration and may not exceed the ten (10) absence limit per semester. Parents must verify all absences within 24 hours. The school may require documentation for medical or dental appointments if not previously reported.

**Make-up Work:** Students will receive full credit for work completed during excused absences. One make-up day is granted for each day missed. All work must be submitted by the end of the grading period.



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## Truancy

A **truant** is a student with an unexcused absence from any class without parent approval. This includes:

- Absence from any scheduled period
- Unverified absences within 24 hours
- Being on or near campus during a day of unexcused absence
- Showing up to extracurricular activities while marked absent that day

**Habitual truancy** is defined as five (5) unexcused absences in a school year. Continued truancy may result in disciplinary action or referral to a court of jurisdiction.

## Tardies

Tardies are not excusable. For every three (3) tardies, consequences escalate per Victory Schools' policy:

- **3rd Tardy:** Referral; Conference with Principal
- **6th Tardy:** Referral; 1-day In-School Suspension (ISS)
- **9th Tardy:** Referral; 2-day ISS
- **12th Tardy:** Referral; 3-day ISS; Parent meeting; Tardy Agreement

Tardy records reset quarterly.



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## **Ditching Class**

- **1st Referral:** 1-day ISS
- **2nd Referral:** 2-day ISS
- **3rd Referral:** 3-day ISS

## **Leaving School Grounds Without Permission**

- **1st Referral:** 3-day ISS
- **2nd Referral:** 5-day ISS
- **3rd Referral:** 5-day Out-of-School Suspension (OSS)

## **Chronic Health Conditions**

Victory Schools will support students with certified chronic health conditions as verified by licensed health professionals (e.g., MDs, DOs, NPs, PAs). Forms for medical exemption from attendance may be obtained from the principal's office.

## **Students with Communicable/Infectious Diseases (Including Lice)**

Students with communicable diseases will be excluded from school until no longer contagious or cleared by a physician.

- **Lice:** Excluded until treatment begins and the student is symptom-free.



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- HIV/AIDS: Students with HIV/AIDS are entitled to receive public education per district policy and applicable law.

## PROCEDURE TO FOLLOW WHEN A STUDENT IS ABSENT

1. A parent or guardian must contact the attendance office within 24 hours of the student's absence. Absences not verified within this timeframe will remain unexcused.
2. Attendance personnel will determine whether an absence is excused or unexcused.
3. School staff will monitor attendance closely. Parents will be contacted when issues arise.
4. Homework requests may be made when a student is absent for two (2) or more days due to illness or five (5) days due to disciplinary action. Exceptions may be made by administration.

## EXCESSIVE ABSENCES

Although some absences may be valid, excessive absences can impact credit eligibility. Arizona requires a **minimum of 78 days of attendance per semester**.

- Parents will be notified at the 3rd, 5th, 8th, & 10th absence.
- At the 10th absence, a conference with the parent/guardian, student, and principal (or designee) will be requested to determine credit eligibility.
- If the student or parent fails to attend the hearing, or if it is determined credit should be denied, the student will remain enrolled but receive an "F" due to excessive absences.



## Health Services and Medication

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### Health Procedures

Students who feel ill during the school day must report to class first, obtain a pass from the teacher, and then go to the office. If it is determined the student is too ill to remain at school, they must check out through the Attendance Office. Students may not walk home due to illness or injury. A parent, legal guardian, or emergency contact must sign them out.

### Communicable Illness Guidelines

To maintain a safe and healthy school environment, students must stay home if they exhibit any of the following symptoms:

- Fever over 100°F
- Discolored nasal drainage
- Persistent or severe coughing
- Sore throat with fever
- Nausea, vomiting, or diarrhea
- Rash accompanied by fever
- Red, watery eyes
- Swelling of face or glands



# VICTORY FUTURES ACADEMY

**Re-entry requirement:** Students must remain home for at least 24 hours after a fever, vomiting, or diarrhea has subsided *without medication*. Upon return, they may be screened by health personnel to ensure they are well enough to attend.

## **Parasitic Infestations**

Students infested with live lice, scabies, bed bugs, or other parasites will not be permitted to return to class until treatment has been administered and they are free of live pests. Office staff will verify before classroom reentry.

## **Administration of Medication**

In accordance with state law and Victory Futures Academy procedures, medication may only be administered at school under the following conditions:

### **Parent/Guardian Responsibilities**

- Deliver all medication (prescription or over-the-counter) to the Health Office; students may not transport medications.
- Complete and sign the **Medication Authorization Form** (available from the school office).
- Pick up unused medication at the end of the prescribed period or school year.

### **Prescription Medications**

- Must be in the original prescription container, properly labeled with the student's name, dosage, date, and instructions.
- Expired medication will not be administered.
- Inhalers and epinephrine auto-injectors must also be labeled appropriately.
- A 30-day supply is the maximum to be stored at school.
- Medications labeled for once, twice, or three times daily should be given at home unless otherwise required in writing by a physician.



# VICTORY FUTURES ACADEMY

- With written consent, school staff may contact a physician for clarification or follow-up on prescriptions.

## **Over-the-Counter Medications**

- Must be in unopened, original manufacturer packaging with all labeling intact.
- Must include written parental permission specifying what medication can be administered.
- Dosages must align with age/weight directions on the label.

At the discretion of school staff, acetaminophen or ibuprofen may be administered to students if prior written parental consent is on file.

## **Field Trip Medications**

Parents should request an extra labeled container from the pharmacy for use during field trips. Medications will only be taken on field trips if required during school hours and properly documented.

## **Immunization Requirements**

Students must meet state immunization requirements to attend school. Acceptable documentation includes:

- Official immunization records, or
- Personal Belief Exemption: A signed statement by the parent indicating receipt of DHS immunization information and opting out due to personal beliefs.
- Medical Exemption: A written certification from a physician explaining the medical condition preventing immunization.

In the event of an outbreak of a vaccine-preventable disease, students without verified immunity may be excluded from school during the outbreak period as determined by the Department of Health Services.



# VICTORY FUTURES ACADEMY

## **Emergency Contact Information**

At the start of each school year, parents/guardians must submit an Emergency Contact Update Form. Accurate, up-to-date contact information is essential in case of illness or injury. Notify the school immediately of any changes.



## Student Fees, Participation, and Activities Policies

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### Tuition & ESA Funding

Whatever a student receives in ESA funding becomes their tuition rate—no more, no less. Most importantly, this means no out-of-pocket expenses for families when it comes to tuition.

#### Tuition & ESA Funding for Special Education Students

We are proud to be one of the very few private high schools in Arizona that offers a fully certified special education program—complete with highly qualified special education teachers, related service providers, and the full range of support our students need to thrive.

Because our program is certified and provides the “whole nine yards” of services, we bill through the Empowerment Scholarship Account (ESA) at the rate each special education student qualifies for and receives based on their funding level. This allows families to maximize their ESA benefits while ensuring their child receives individualized, high-quality special education and related services in a private school setting.

### Student I.D. Cards

All students are required to purchase and carry a Victory Futures Academy identification card AT ALL TIMES while on campus or attending school-sponsored events and presented upon request by any staff member. I.D.'s can be purchased for \$5.



# VICTORY FUTURES ACADEMY

Failure to display or produce the I.D. card when requested is a violation of school policy and may result in disciplinary action. Lost or damaged I.D. cards must be replaced for an additional **\$5.00** fee.

## **Parking Fees**

Student parking permits are available for **\$50.00** per school year. Permits must be displayed clearly in the front window of the vehicle at all times while parked on campus. Permits:

- May not be transferred, sold, or shared.
- Must be replaced for **\$10.00** if lost, damaged, stolen, or altered.
- Require completion of a vehicle registration form available in the Principal's Office.

## **Participation Fees**

Students participating in any extracurricular sports will be charged a **\$50.00 fee** per year. Families with multiple students participating may qualify for a **\$150.00** family cap.

## **Textbooks and Supplies**

Victory Futures Academy provides all required textbooks and printed materials free of charge. Students are expected to:

- Keep books clean, undamaged, and free from writing or marks.
- Report any damage at the time of issue.
- Return books in good condition.

Families will be charged replacement costs for any lost or damaged materials. Cost information is available through the front office.

## **Eligibility for Class and Club Offices**



# VICTORY FUTURES ACADEMY

To hold any leadership or honorary position (e.g., officer, editor, team captain), students must:

1. Have a minimum **2.0 GPA** at the time of election and maintain it each semester.
2. Be in good standing as a citizen both on and off campus.

The principal reserves the right to remove a student from any leadership position without removing them from the activity altogether.

## **Fundraising Activities**

All student-led fundraising must:

- Be approved by the District Office Executive Team
- Be connected to a school-sponsored activity and supervised by a staff member.
- Follow school and district guidelines.

Students may not fundraise in the name of the school without prior written approval.

## **Field Trips and Student Travel**

All field trips require:

- Written permission from a parent or legal guardian.
- School-provided transportation, driven by authorized personnel.

Students must ride school transportation to and from the event.

If a student is not returning with the group, they must:

- Obtain written permission from the Principal's Office at least 24 hours in advance.



# VICTORY FUTURES ACADEMY

## **Student Social Events & Behavioral Expectations**

### **Eligibility to Participate**

Participation in school events—such as dances, rallies, assemblies, spirit weeks, senior activities, and other social functions—is a privilege, not a right. To remain eligible:

- Students must demonstrate good citizenship, regular attendance, and academic engagement.
- Students must adhere to all school rules.
- Students must not be on suspension or in violation of any disciplinary contract at the time of the event.

### **Behavior Expectations**

All students attending social events are expected to:

- Follow all Victory Futures Academy and district policies, even when off campus.
- Show respect, accountability, and professionalism in all interactions.
- Abide by any dress code guidelines established for the event.
- Refrain from bringing illegal substances, vaping devices, or engaging in inappropriate conduct.
- Understand that all school events are supervised by staff and administration and subject to search and monitoring.

### **Guest Passes (If Applicable)**

If an event permits outside guests (e.g., dances), all guests must:

- Be pre-approved through a Guest Pass Application submitted by the deadline.
- Present valid photo ID at the door.
- Be under the age of 18 and meet all behavioral expectations while on campus.
- Be accompanied by a currently enrolled student who will be held accountable for their conduct.



# VICTORY FUTURES ACADEMY

## **Administrative Discretion**

The school reserves the right to deny participation in any event for behavior, safety concerns, or failure to meet school expectations. Participation in senior events and graduation ceremonies may be revoked for serious behavioral violations.

## **Student Conduct Code**

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Victory Schools is committed to providing a safe, respectful, and supportive learning environment for all students. To promote responsible behavior and ensure student success, the district has established a clear set of expectations and consequences.

### **Expectations for Behavior**

Students are expected to:

- Respect the rights and property of others.
- Comply with all school and classroom rules.
- Follow directions from staff and administration.
- Maintain academic integrity and honesty.



# VICTORY FUTURES ACADEMY

- Behave in a safe and responsible manner.

## **Personal Searches**

District/school officials may conduct personal searches when there is reasonable suspicion that a student possesses contraband, illegal substances, or items that pose an immediate threat to the safety or health of the school community. All searches will:

- Be conducted in a private setting and out of view of other students.
- Be limited to pockets, shoes, socks, backpacks, purses, or other personal items.
- Be performed with the aid of metal-detecting wands when appropriate.

In cases requiring a more intrusive search, local law enforcement will be contacted.

### **Items discovered during a search may be:**

- Returned to the parent/guardian,
- Submitted as evidence in disciplinary hearings (if properly documented),
- Turned over to law enforcement, or
- Destroyed if appropriate.

## **Student Bullying, Harassment, and Intimidation**

Victory Schools believes that every student has the right to be educated in a positive, safe, caring, and respectful learning environment. A school culture grounded in these values maximizes student achievement, encourages personal growth, and fosters a strong sense of community and civic responsibility.

Bullying, harassment, and intimidation are strictly prohibited. These behaviors will not be tolerated in any form and are considered serious violations of school policy and student conduct expectations.

### **Definition of Bullying**



# VICTORY FUTURES ACADEMY

Bullying occurs when a student or group of students engages in any form of behavior, including intimidation or harassment, that:

- Physically harms a student, damages a student’s property, or places a student in reasonable fear of harm or property damage;
- Is severe, persistent, or pervasive enough to create an intimidating, threatening, hostile, or abusive educational environment;
- Involves a real or perceived imbalance of power;
- May violate state or federal law.

Bullying may occur in many forms, including:

- Verbal or written abuse, such as name-calling, threats, derogatory comments, extortion, or rumor spreading—whether directly, indirectly, or through digital platforms
- Social bullying, such as exclusion, humiliation, or ostracism;
- Physical bullying, such as pushing, hitting, kicking, spitting, or other unwanted physical contact;
- Property damage or theft associated with bullying or intimidation.

## **Definition of Harassment**

Harassment is intentional behavior by a student or group of students that is disturbing, unwanted, or threatening to another student or group of students. Harassment includes, but is not limited to, targeting someone based on race, religious orientation, sexual preference, cultural background, economic status, size, or personal appearance.

Behaviors that constitute harassment may include:

- Name-calling, stalking, hazing, or social exclusion;
- Unwanted physical contact or verbal abuse;



# VICTORY FUTURES ACADEMY

- Sending or sharing unwelcome comments, images, or media;
- Direct or indirect actions through in-person conduct or social media platforms.

## **Definition of Intimidation**

Intimidation is intentional behavior by a student or group of students that places another student or group in fear of harm to person or property. It may be:

- Direct or indirect
- Emotional or physical
- In person or through electronic means, including social media

## **Jurisdiction and Disciplinary Action**

Students are prohibited from engaging in bullying, harassment, or intimidation:

- On school grounds or property
- On school buses or at bus stops
- At any school-sponsored event or activity
- Using electronic devices or technology on school networks, computers, forums, or mailing lists

Off-campus behavior may also be subject to disciplinary action if it causes substantial negative physical, mental, or emotional effects on a student while at school or school events, or if it interferes with the school's ability to maintain a safe and orderly environment. All suspected violations of law will be reported to local law enforcement.

## **Hazing**



# VICTORY FUTURES ACADEMY

Victory Schools is committed to providing a safe and respectful learning environment for all students. Hazing is strictly prohibited and will not be tolerated under any circumstances.

There shall be no hazing, no solicitation to engage in hazing, and no aiding or abetting another person who is engaged in hazing of any student enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to any district school within twelve (12) calendar months.

## **Definition of Hazing**

Hazing means any intentional, knowing, or reckless act committed by a student—alone or with others—against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization affiliated with an educational institution.
- The act contributes to a substantial risk of physical injury, mental harm, or personal degradation or causes actual physical injury, mental harm, or personal degradation.

Examples of hazing may include, but are not limited to:

- Forced physical activity or restraint
- Verbal abuse or humiliation
- Sleep deprivation
- Coerced consumption of food, alcohol, or substances
- Exposure to extreme embarrassment or discomfort
- Degrading or abusive tasks

## **Reporting Hazing**



# VICTORY FUTURES ACADEMY

Students, staff, and other individuals may report incidents of hazing to any professional staff member. All staff members are required to report incidents of hazing to the school administrator or the next higher-level supervisor in writing, detailing the information they received.

If the reported or observed hazing incident includes potential child abuse or violations of criminal law, the staff member must report it immediately to local law enforcement as required by law.

## **Prevention and Responsibility**

All students, teachers, and staff members are expected to take reasonable action within the scope of their authority to prevent hazing. Staff should intervene, report, and support students involved in hazing situations.

Important:

It is not a defense to a violation of this policy that the victim consented or acquiesced to participation in the hazing activity.

## **Sexual Harassment**

Victory Schools is committed to maintaining a learning and working environment that is free from all forms of sexual harassment. All individuals associated with the District—students, staff, and visitors—are expected to conduct themselves in a manner that promotes respect and safety for all members of the school community.

## **Definition**



# VICTORY FUTURES ACADEMY

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic status;
- Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment.

## Examples of Sexual Harassment

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, gestures, leering, or unwanted touching
- Display of sexually suggestive materials such as posters, cartoons, or drawings
- Continuing to express sexual interest after being informed that the interest is unwelcome
- Impeding or blocking movement in a sexualized or intimidating manner
- Making sexual gestures or innuendos
- Coercive behavior that influences grading, job status, assignments, promotions, or other educational/employment benefits in exchange for sexual favors
- Offering or granting workplace or academic advantages in return for sexual attention or compliance

**Note:** Reciprocal attraction between peers is not considered sexual harassment unless it becomes unwelcome or coercive.



# VICTORY FUTURES ACADEMY

## **Reporting Sexual Harassment**

Anyone who believes they are being sexually harassed—or is aware of an incident of sexual harassment—should report the behavior immediately to the school principal.

All complaints will be taken seriously and handled promptly and confidentially to the extent possible. Retaliation against any individual for reporting sexual harassment or participating in an investigation is strictly prohibited.

## **Gang Activity**

### **Corrective and Disciplinary Actions**

Victory Schools is committed to maintaining a safe, secure, and supportive learning environment. Gang activity of any kind is strictly prohibited on school grounds, at school-sponsored events, or during any school-related activity.

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of individuals or property, or that disrupt the educational environment, undermine the mission of the school and endanger the broader community.

### **Prohibited behaviors include but are not limited to:**

- The use of hand signals, graffiti, or gang-related drawings
- The presence of any apparel, jewelry, accessory (e.g., permanent markers), or grooming style that by color, design, or symbol implies gang affiliation
- Initiation rituals, hazing, intimidation, or assault related to group affiliation
- Any behavior—verbal, written, or physical—that suggests gang membership or disrupts the safety and order of the school environment

These activities and displays are not only disruptive but may also pose a clear and present danger to other students and staff members.



# VICTORY FUTURES ACADEMY

Any student wearing, carrying, or displaying gang paraphernalia, exhibiting gestures or behavior associated with gang membership, or participating in group-affiliated activities that threaten, intimidate, or disrupt school operations will be subject to immediate disciplinary action as outlined in the Permissible Penalties section.

## **Gang Definition**

For the purposes of this policy, a gang is defined as:

A group of three (3) or more individuals who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a group name or identity;
- Have known rivals or enemies; and
- Exhibit antisocial behavior—often associated with crime or threats to the community.

## **Gang Identification**

Victory Schools utilizes the State of Arizona’s Gang Membership Identification Criteria (GMIC) to determine gang involvement. A student will be considered a gang member if two or more of the following criteria are met:

1. Self-proclamation (student claims membership)
2. Witness testimony or official documentation
3. Written or electronic correspondence
4. Possession of gang-related paraphernalia, photographs, or use of gang-related nicknames
5. Visible gang-related tattoos
6. Consistent use of gang-related clothing, colors, or symbols

## **Use of Physical Force**



# VICTORY FUTURES ACADEMY

Any administrator, teacher, or other school employee entrusted with the supervision and care of students may use reasonable and appropriate physical force upon a student when necessary to:

- Maintain order and discipline;
- Defend oneself or others from harm;
- Prevent the commission of a crime such as theft or damage to property;
- Stop or prevent injury to students, staff, or others on school premises.

Use of force must be proportional and must not exceed what is necessary to address the specific situation.

Physical force is not justified:

- As a response to verbal provocation alone;
- When it is excessive or not reasonably necessary to protect safety or property;
- When it endangers the student more than the risk it seeks to prevent.

Any staff member involved in the use of physical force must report the incident immediately according to district procedures and applicable laws.

## **Threats to an Educational Institution**

Under Arizona law (A.R.S. § 13-2911), interference with or disruption of an educational institution is a criminal offense. Students will be subject to severe disciplinary action, including long-term suspension or expulsion, for any behavior that threatens the safety or normal operation of the school.

A person commits interference or disruption of an educational institution by:



# VICTORY FUTURES ACADEMY

1. Threatening to cause physical injury to an employee or any person attending the school, with the intent or reckless disregard of causing disruption.
2. Threatening to cause damage to school property, personal property of staff, or personal property of students for the purpose of causing disruption.
3. Knowingly entering or remaining on school property to interfere with the lawful use of the property.
4. Refusing to obey lawful orders related to maintaining school safety and order.

A student determined to have made a credible threat toward an educational institution shall be expelled for at least one (1) calendar year, unless the district governing board modifies this requirement based on the specific circumstances of the case.

All threats—verbal, written, digital, or symbolic—will be taken seriously and referred to law enforcement if necessary. Threat assessments and investigations will follow district safety protocols.

## Cell Phone Policy

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Victory Schools is committed to fostering an engaging, focused, and safe learning environment. To eliminate distractions and promote academic excellence and character development, student use of personal electronic devices (including cell phones, smartwatches, wireless earbuds, and tablets) is strictly limited.



# VICTORY FUTURES ACADEMY

## Policy Overview by Grade Level

### Grades 9–12

- Cell phones or other electronic devices must be powered off and stored in backpacks or lockers throughout the school day, with one exception:
  - Use is permitted during lunch period only, and only in designated areas when authorized by school administration as long as school social media and electronic device expectations are being met.
- Use of any electronic device during class time or transitions is strictly prohibited and teachers, staff, or administration may not grant any exceptions.
- Students found using devices outside of approved times or areas will face immediate disciplinary action.

### Emergency Communication

- In the case of an emergency, parents/guardians should contact the school office, not text or call students directly.
- If a student needs to reach home during the school day, they must use the designated school phone in the front office.
- Any exceptions for health-related monitoring (e.g., diabetes) must be documented and approved in advance through the health office and administration.

### Progressive Consequences for Violations

Offense	Consequence
1st Violation	Device confiscated; returned at end of school day. Parents are notified.



# VICTORY FUTURES ACADEMY

2nd Violation	Device confiscated; parents must pick it up from the front office. Behavior documentation entered.
3rd Violation	Loss of privilege to bring personal devices to school for 10 school days. Parent conference required.
4th Violation	Devices must be checked in daily at the front office or students will face school suspension.

**Note:** Recording or photographing others without permission will result in immediate referral to school administration and may include suspension or expulsion.

## Storage and Accountability

- Students are responsible for ensuring their cell phones and other electronic devices remain **off and secured in backpacks** throughout the day.
- Victory Schools is **not responsible** for lost, stolen, or damaged devices.
- Staff may conduct checks to ensure devices are not being carried or used inappropriately.

## Roles & Responsibilities

### Students

- Power off and secure cell phones and other electronic devices upon arrival.
- Refrain from any use or visibility of devices during the school day.



# VICTORY FUTURES ACADEMY

## Parents/Guardians

- Support the policy by not calling/texting students during the school day.
- Review the rules and consequences with your student.

## Staff and Administrators

- Enforce the policy consistently and without exception.
- Monitor high school student use during lunch and enforce boundaries.

## Acknowledgment

All students and families will be required to sign a **Cell Phone and Electronic Devices Policy Agreement Form** at the beginning of the school year.



# VICTORY FUTURES ACADEMY

## **Victory Schools Cell Phone and Electronic Devices Policy Agreement Form School Year: 2025–2026**

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Victory Schools believes in creating a distraction-free environment focused on learning, character development, and safety. To uphold this commitment, we have adopted a strict policy regarding the use of **cell phones and other personal electronic devices** on all school campuses.

This form confirms that both the student and parent/guardian have reviewed, understood, and agree to abide by the school’s Cell Phone and Electronic Devices Policy.

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### Grades K–8

- Students may **not use, access, or display** any personal cell phone or electronic device at any time during the school day.
- Devices must remain **powered off and inside backpacks** from arrival until dismissal.
- No staff member is permitted to authorize exceptions.

### Grades 9–12

- Students may use their cell phones and electronic devices **only during lunch and only in areas specifically authorized by administration.**
- Devices must be **off and stored away** during all instructional periods, passing periods, and non-lunch times.

**Violations will result in disciplinary action** and may include confiscation, parent pickup, loss of privilege, or suspension.

Victory Schools is **not responsible for lost, stolen, or damaged devices.**

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By signing below, we acknowledge that we:

- Have read and understand the Victory Schools Cell Phone and Electronic Devices Policy.
- Agree to fully comply with the policy throughout the 2025–2026 school year.
- Understand the consequences for violating this policy.
- Recognize that students are responsible for securing their personal devices and that the school is not liable for any loss or damage.

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**Student Name (Print):** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**School Use Only**

- Policy Reviewed with Student
- Form Returned and Filed
- Entered into Student Records



# VICTORY FUTURES ACADEMY

## Quality Point System

Each semester, students are allotted 50 Quality Points. Behavioral infractions result in point deductions, based on severity. If a student expends all points, they may be referred for long-term suspension, placement, or expulsion.

- **1st Overuse:** Referral for long-term suspension or placement.
- **2nd Overuse:** Recommendation for long-term suspension or expulsion.
- **3rd Overuse:** Recommendation for expulsion.

### Permissible Penalties

Consequences for misconduct may include:

1. Verbal/Written Warning
2. Parent Notification / Conference
3. Loss of Privileges
4. Lunch & After School Detention
5. In-School Suspension
6. Short-/Long-term Suspension
7. Behavior Contract
8. Expulsion
9. Exclusion from Events or Graduation
10. Suspension of Other Privileges (e.g., dances, field trips, parking)
11. Emergency Removal from Class or Campus
12. Exclusion from a Particular Class
13. Community Service
14. Restorative Conference or Mediation

*Victory Schools does not allow corporal punishment.*



# VICTORY FUTURES ACADEMY

## Disciplinary Categories

### STUDENT DISCIPLINE DISCIPLINE INFRACTION CATEGORIES

#### Category 1 - Points deducted for each discipline infraction: All infractions - 5

Dress code violation

Failure to come to class prepared

Failure to follow directions

Failure to produce I.D.

Pass abuse - Tardy

Tardy - late to class

Violation of reasonable standard of right and wrong

Truancy\*

#### Category 2 - Points deducted for each discipline infraction: 1 st - 5; 2 nd - 10; 3 rd - 10; 4 th - 10; 5 th - 15 4+ infractions receive 1 day ISS

Assisting or encouraging another to engage in misconduct

Being in a restricted area

Disruption

Engaging in misconduct

Inappropriate language



# VICTORY FUTURES ACADEMY

Leaving class without permission

Littering

Loitering

Lying

Misrepresentation that activity is school- sponsored

Missed teacher's assigned detention

Parking incorrectly

Public display of affection

Use of rollerblades, skates, skateboards, or bicycles on campus

Vulgar or obscene gestures

**Category 3 - Points deducted for each discipline infraction: 1 st – 10; 2 nd – 10; 3 rd – 15; 4 th – 20 2+ infractions receive 1 day ISS**

Careless driving (vehicle privileges suspended)

Cheating/Plagiarism

Defiance

Ditching

Leaving campus without checking out

Misuse of school property

Provoking/instigating inappropriate behavior



# VICTORY FUTURES ACADEMY

Unauthorized use of parking sticker and/or parking without a sticker

Vehicle violations\* (vehicle privileges may be suspended)

**Category 4 - Points deducted for each discipline infraction: 1 st – 15; 2 nd – 15; 3 rd – 15; 4 th – 25**

Aggressive behavior toward/with another student\*

Defamation (1st time)

Destruction of school or personal property\*

Disrespectful behavior towards staff\*

Forgery/verbal misrepresentation

Gambling\*

Influencing/tampering with a witness

Leaving school grounds without permission

Obstructing an investigation

Petty theft

Possession of pornographic/indecent material\*

Possession, use, or threat to use dangerous instruments/devices\*

Possession, use, sharing, or intent to use, and sharing of tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity (1st and 2nd time)\*

Threat\*



# VICTORY FUTURES ACADEMY

Racial/ethnic slurs Serious misconduct\*

Stalking\* (1 st time)

Tampering with physical evidence

Violation of acceptable use agreement and/or student user agreement

**Category 5 Points deducted for each discipline infraction: 1 st – 25; 2nd – 25**

Assault\*

Bullying\*

Burglary\*

Confrontation with/profanity towards staff\*

Defamation (2nd or 3rd time)

Endangerment\*

Fighting\* (1st incident)

Fire alarm misuse\*

Fireworks

Gang related activity\*

Gross misbehavior

Harassment Hazing\*

Inciting a riot\*

Indecent exposure or public sexual indecency\*



# VICTORY FUTURES ACADEMY

Insubordination Intimidation\*

Major threat\*

Pornography, distribution and/or sharing of\*

Possession, use, sharing, or intent to use, and sharing of tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity (3rd time)\*

Distribution, sale or intent to distribute, sale of tobacco or tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity\*

Possession, under the influence, use and/or sharing, or intent to use, sale and/or sharing of drugs, paraphernalia, vapor releasing substances or misuse of a legal substance on campus or school activity\*

Possession, under the influence, distribution, use, sale and/or sharing, or intent to distribute, use, sale and/or sharing, of alcohol on campus or school activity\*

Robbery\*

Sexual misconduct\*

Stalking\* (2nd or 3rd time)

Technology resources misconduct\*

Theft\*

Unauthorized entry or access\*

Verbal abuse of student or school/non-school employee\*



# VICTORY FUTURES ACADEMY

**Category 6 Points deducted for each discipline infraction: 1 st – 50 POLICE MAY / WILL BE NOTIFIED FOR THE FOLLOWING:**

Aggravated assault\*

Armed robbery\*

Arson\*

Bomb threat\*

Chemical or biological threat\*

Display of, possession, use, or threatening to use a firearm or weapon(s) [or simulated weapon(s)]\*

Distribution, sale, or intent to distribute, sale of drugs, drug paraphernalia, vapor releasing substances, materials designed to look like drugs, on campus or school activity\*

Extortion\*

Extreme threat, substantial disruption or material interference with school activities\*

Homicide\*

Kidnapping\*

Sexual assault\*

Use of any instrument as a weapon\*

Vandalism\*



# VICTORY FUTURES ACADEMY

<b>INFRACTION</b>	<b>1<sup>st</sup> REFERRAL</b>	<b>2<sup>nd</sup> REFERRAL</b>	<b>3<sup>rd</sup> REFERRAL</b>
*Aggravated assault	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Aggressive behavior toward/with another student	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Alcohol, possession, under the influence, distribution, use, sale and/or sharing or intent to distribute, use sale and/or sharing on campus or school activity	Option 1: (1 <sup>st</sup> Offense): Five (5) day In-School Suspension, Option 2: Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Armed robbery	Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion Restitution (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	



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*Arson	Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion Restitution (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
Defamation	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)
Disrespect towards staff/authority <i>(Student not obeying a directive from an adult)</i>	One (1) day In-School Suspension (15 pts.)	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Destruction of school or personal property	Three (3) day In-School Suspension Restitution (15 pts.)	Five (5) day In-School Suspension Restitution (15 pts.)	Five (5) day Out-of-School Suspension, Long-Term Suspension and/or Expulsion Restitution (15 pts.)
*Ditching	One (1) day In-School Suspension (10 pts.)	Two (2) days In-School Suspension (10 pts.)	Three (3) days In-School Suspension (15 pts.)
Dress code violations  Note: Alternative consequences may be assigned in lieu of a point loss at the discretion of site administration.	Change clothes (5 pts.)	Change clothes Call to parents (5 pts.)	3 <sup>rd</sup> and subsequent: Change clothes (5 pts. each incident)



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<p>*Drugs, possession, under the influence, use, sharing, or intent to use, sharing of the following on campus or school activities:</p> <ul style="list-style-type: none"> <li>~ Drugs</li> <li>~ Drug paraphernalia</li> <li>~ Vapor-releasing substances</li> <li>~ Materials designed to look like drugs</li> <li>~ Misuse of legal substance</li> </ul>	<p>Option 1: (1<sup>st</sup> Offense): Five (5) days In-School Suspension Option 2: Nine (9) day Out-of-School Suspension/ Recommend counseling (25 pts.)</p>	<p>Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)</p>	<p>Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)</p>
<p>*Drug distribution, sale, or intent to distribute, sale of drugs, paraphernalia, vapor releasing substances, or materials designed to look like drugs</p>	<p>Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)</p>	<p>Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)</p>	
<p>*Endangerment</p>	<p>Five (5) day Out-of-School Suspension (25 pts.)</p>	<p>Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)</p>	<p>Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)</p>
<p>*Extortion</p>	<p>Nine (9) day Out-of-School Suspension, Long-term Suspension and or Expulsion (50 pts.)</p>	<p>Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)</p>	
<p>*Fighting  (During four (4) year period)</p>	<p>Five (5) day Out-of-School Suspension (25 pts.)</p>	<p>Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)</p>	<p>Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)</p>



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*Fire alarm misuse	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Fireworks	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Forgery/verbal misrepresentation	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Gambling	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Gang related activity	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Gross misbehavior	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



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*Harassment	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Hazing	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Homicide	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Inciting to riot	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Indecent exposure or public sexual indecency	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Influencing/tampering with a witness	Three (3) day In-School Suspension	Five (5) day In-School Suspension	Five (5) day Out-of-School-Suspension



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Insubordination	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Intimidation	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Kidnapping	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Leaving school grounds without permission	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
Petty theft	Three (3) day In-School Suspension, Restitution (15 pts.)	Five to nine (5-9) day In-School Suspension, Restitution (15 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion, and Restitution (15 pts.)
Pornography/Indecent material, distribution and/or sharing of	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



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*Pornography/Indecent material, possession	Refer to counseling Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (15 pts.)
Racial/ethnic slurs	Three (3) day In-School Suspension	Five (5) day In-School Suspension	Five (5) day Out-of-School-Suspension
*Robbery	Five (5) day Out-of-School Suspension Restitution (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Serious misconduct	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Sexual abuse, sexual conduct with a minor, child molestation	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Sexual Assault	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	



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*Sexual misconduct	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Stalking	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Tampering with physical evidence	Three (3) day In-School Suspension	Five (5) day In-School Suspension	Five (5) day Out-of-School Suspension
Tardy [for every three (3) tardies]  Note: At 4 <sup>th</sup> & subsequent referral(s), alternative consequences may be assigned in lieu of In-School Suspension at discretion of site administration.  <b>Tardies reset the first of every quarter</b>	3 <sup>rd</sup> Tardy: (5 pts.)	6 <sup>th</sup> Tardy: One (1) day In-School Suspension (10 pts.)	9 <sup>th</sup> Tardy: Two (2) day In-School Suspension (15 pts.)  4 <sup>th</sup> Referral - 12 <sup>th</sup> & Subsequent Incidents: Three (3) day In-School Suspension, tardy agreement on the 12 <sup>th</sup> tardy (15 pts.)
Technology resources, misconduct in violation of student user agreement	Five (5) day Out-of-School Suspension, Possible loss of privileges of technology use, Restitution, if applicable (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion, Restitution, if applicable (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



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*Theft	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Threat	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)	Nine (9) day Out-of-School Suspension (15 pts.)
*Extreme threat, substantial disruption or material interference with school activities	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Major threat	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Tobacco or tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products - possession, use, and/or sharing, or intent to, use, and/or sharing of tobacco products	Two (2) day In-School Suspension (15 pts.)	Four (4) In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (25 pts.)
*Distribution, sale, or intent to distribute, sale of tobacco or tobacco products, tobacco substitutes, electronic cigarettes, or other	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



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chemical inhalation devices, or vapor products on campus or school activity			
<p>Truancy</p> <p>*Student 16 years old or younger may be issued citation(s) when truant at least 5 days for one school-year period.</p>	<b>Notify parents (Warning)</b>	<b>Notify parents (5 pts.)</b>	<p><b>Notify parents (5 pts.)</b></p> <p><b>4<sup>th</sup> Incident: Notify parents (5 pts.)</b></p> <p><b>5<sup>th</sup> &amp; Subsequent: Notify parents (5 pts.)</b></p>
*Unauthorized entry or access	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Vandalism	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion Restitution (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Vehicle violations	Suspension of parking privileges (10 pts.)	Suspension of parking privileges (10 pts.)	<p>Suspension of parking privileges (15 pts.)</p> <p>4<sup>th</sup> Incident: Revocation of parking privileges (20 pts.)</p>
*Verbal abuse - student or school/non-school employee	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



*Weapon, possession, display of, or threatening to use firearm or weapon(s), simulated weapon, or use of any instrument as a weapon	Nine (9) day Out-of-School Suspension, Long-term Suspension, and/or Expulsion (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
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*\*Police may/will be notified*

School District administrators will categorize any behavior(s) that is/are not listed. Any serious or continued infraction may be cause for point loss and suspension. If not specifically noted, parents, guidance counselors, and/or police will be notified as defined in the Buckeye Union High School District disciplinary procedures.



# VICTORY FUTURES ACADEMY

## Dress Code

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Victory Futures Academy encourages students to take pride in their attire as it relates to the school setting. Standards for decency and common sense prevail. Items that create an atmosphere of threat, intimidation, or undue pressure may not be worn on campus or at any school activity. If a student fails to meet these standards s/he will be sent to a school administrator to change into the proper clothing or until the proper clothing is brought. Dress Code violations are a Category 1 offense and thus, are subject to disciplinary action.

The following applies to all students:

- Students must wear clothing that fits – no sagging or over-sized clothing.
- Torso, bras, and bra straps are not to be exposed.
- Halter tops and spaghetti straps are not allowed.
- No half-shirts, see-through, mesh shirts, undershirts, or muscle shirts will be allowed without a school-appropriate shirt underneath.
- Tank tops and sleeveless shirts are allowed but must be non-revealing.



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- Strapless dresses, blouses, and shirts are not allowed.
- Shorts, skirts, leggings, yoga pants, and dresses should be non-revealing, and appropriate for a school setting. No spandex shorts are allowed except during after-school sports.

Exposed genital areas or buttocks are not acceptable. Undergarments should not be exposed. Items of clothing or other personal items shall not:

- Have symbols or logos that depict/suggest the use of any controlled substance. This shall include, but not be limited to, alcohol, tobacco products, or marijuana.
- Have gang-related personalization. No bandanas or other representation of colors is permitted on district campuses or at school sponsored activities.
- Have obscene language or symbols of sex or weapons.
- Carry messages referring to death, violence, or hate speech that substantially disrupts or materially interferes with school activities or is vulgar, indecent, profane, offensive, or lewd.
- Shoes must be worn at all times. Closed-toed shoes are required for physical education, shop classes, and laboratories. Please note, tattoos depicting items not allowed on clothing must be covered during the school day and during school events.
- Belts must be of an appropriate length and may not hang down. Hanging straps on bibs and chains hanging from articles of clothing shall not be allowed.



# VICTORY FUTURES ACADEMY

## Appeals Process

Parents/guardians may request a conference within 2 working days of disciplinary referral. A decision will be made by the principal and may be appealed to the Director of Schools. The student may be placed in in-school detention while appeals are pending.

## **STUDENT HANDBOOK & POLICIES ACKNOWLEDGEMENT FORM**

The Victory Futures Academy Student Handbook outlines the policies, procedures, rights, and responsibilities that support a safe, respectful, and academically focused learning environment. It is essential that all students and their parents/guardians review the handbook in its entirety to understand the expectations and standards of the school.

By signing below, we acknowledge that we have received, read, and understand the contents of the Victory Futures Academy Student Handbook for the current academic year. We understand that the policies outlined apply to all students enrolled at Victory Futures Academy and that adherence to these policies is expected at all times, both on and off campus when representing the school.

We also understand that violations of the policies within this handbook may result in consequences including suspension, expulsion, loss of privileges, or other disciplinary actions as deemed appropriate by school administration.

Our signatures below indicate that we have reviewed the full Student Handbook and agree to support and comply with the expectations and procedures established by Victory Futures Academy.

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## STUDENT INFORMATION

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PARENT/GUARDIAN INFORMATION**

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Media Release Form



I, \_\_\_\_\_ [Parent/Guardian], hereby grant to Victory Futures Academy, their successors, and their assignees the right to record the image and/or voice and use the artwork and/ or written work of my child, \_\_\_\_\_ [Student Name], on videotape, on film, on photographs, in digital media and in any other form of electronic or print medium and to edit such recording at their discretion.

I understand that my child’s full name, address and biographical information will not be made public. I further grant Victory Futures Academy, their successors, and their assignees the right to use, and to allow others to use, my child’s image and/or voice on the internet, in brochures, and in any other medium and hereby consent to such use.

I hereby release Victory Futures Academy, their successors, and their assignees and any using my child’s image and/or voice, artwork, and/or written work pursuant to this media release form any and all claims, damages, liabilities, costs and expenses which I or my child now have or may hereafter have by reason of any use thereof.

I understand that the provisions of this release are legally binding. Please check one:

I consent.

I do not consent.

Print Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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



Student' Name: \_\_\_\_\_

Student's School: \_\_\_\_\_