

VICTORY FUTURES ACADEMY
HOME OF THE SPARTANS
Student and Parent Handbook
2026-2027



Principal - Dr. Mike Amend

Front Office Phone Number 602-290-7704

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Mission Statement

Victory Futures Academy empowers students to overcome obstacles, achieve their goals, and thrive in life **through our transformative VF7 programs**, which build the academic strength, character, leadership, and real-world skills needed for lifelong success.

Vision Statement

Be **VICTORIOUS** in everything we do.

Core Values

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

Administration Team

CEO/Executive Director/Founder - Nick Schuerman

Vice President of ESS - Krystal Lowe

Director of General Education - Adam Morales

School Address

4802 N. 59th Ave. Phoenix, AZ 85033

Victory Futures Academy Hours

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

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



Letter from the Principal

Welcome to Victory Futures Academy! My name is **Dr. Mike Amend**, and I am honored and excited to begin my journey with the Spartan Family. My family and I recently moved from Washington to become part of the Victory Schools community, and as I begin my 11th year in school administration, I am grateful for the opportunity to serve as your principal. I look forward to meeting each of you, building strong relationships, and working together to make VFA the best place to learn, grow, and succeed.

To our returning students and families, thank you for continuing to build a strong culture of togetherness, support, and Spartan pride. I have heard incredible things about this community and look forward to building upon the foundation you have created. To those joining the Spartan Family for the first time, welcome! Get involved, try new things, make connections, and take advantage of every opportunity available to you. The more you invest in your school experience, the more you will grow and the more successful you will become.

At Victory Futures Academy, we believe high school is about more than earning credits—it is about discovering your purpose, developing your character, and preparing for your future. Through our **Healthy Body. Healthy Mind. Whole Child.** philosophy, we focus on developing the complete student by combining rigorous academics with opportunities that prepare students for life beyond high school. Through our **VF7 Whole Child Program**, Future Funds, athletics, internships, leadership opportunities, and career-focused experiences, we help students build the skills, confidence, and character needed to succeed in college, careers, and life.

Every Spartan has an important role in creating the culture we want at VFA. We expect students to lead with integrity, support one another, make positive choices, and embrace challenges. Together, we will celebrate successes, learn from setbacks, and continue to grow stronger as a community. Some victories may be big, and others may seem small, but every step forward matters.

This handbook provides important information about our expectations, policies, and procedures to help our school community thrive. We encourage students and families to review it together and use it as a resource throughout the year. Thank you for trusting Victory Futures Academy with your education. Together, we will make this a year of growth, achievement, and success as we help every Spartan become **victorious in everything they do.**

With gratitude,

Dr. Mike Amend

Table of Contents

Mission Statement	2
Vision Statement	2
Core Values	2
Administration Team	2
School Address	2
Operation Hours	2
Letter from the Principal	3
Arrival	7
Dismissal	7
Attendance	7
Legal Requirement	7
Absence	7
Excused Absences	8
Unexcused Absences	8
Unverified Absences	8
Tardiness and Parent Expectations	8
Extenuating Circumstances	9
Acceptable Documentation	9
Make Up Work	9
Illness Policy	10
Allergies	10
Student Pick Up Authorization	10
Release of Students from School	10
Parent Contact Information	10
Visitor Procedures	11
Parent Involvement	11
Volunteers	11
Staff Boundaries and Outside Employment Policy	11
Dress Code and Grooming Policy	12
Class Celebrations	12
Student Records	12
Withdrawing from School	13
Academics and Grading	13
Student Report Cards	14
Credits and Graduation	15
Post Secondary Pathways and Expectations	16
ACT Testing	17
Assessment and Measurement	17
VF7 Programs Overview	18
Future Funds Information	19
Student or Parent Concerns/Complaints	19
Character Education	20
Technology Use Policy	20
Student Fees	21
School Fundraising	21
Internet Use Policy	21
Responsibility of School Technology	22
Sports	22
Pest Control Information	23

Vandalism	23
Emergency Drills	23
Safety	24
School Facilities Use by Student Before and After School	24
Music	25
School Materials	25
Student, Non-School Materials	25
Non-Student, Non-School Materials	26
Administration of Medicine	26
Administration of Medicine Prescribed by a Physician	26
Administration of Non-Prescription Medications	27
Communicable Diseases	27
Head Lice, Bed Bugs, and Other Parasites	28
Early Dismissal of Students Due to Illness or Injury	28
Emergency Information Update	28
Immunizations	29
Child Find	29
Multidisciplinary Evaluation Process	30
Individual Service Plans	30
Family Education Rights and Privacy Act (FERPA)	30
Notification of Rights Under FERPA	30
Personal Modes of Transportation	31
Bus and Van Safety Education	32
Cameras on Buses and Vans	32
Bus and Van Consequences	33
Student Code of Conduct Philosophy	33
Student Code of Conduct Student Responsibilities	34
Schoolwide Expectations #1	34
Schoolwide Expectations #2	34
Schoolwide Expectations #3	35
Schoolwide Expectations #4	35
Discipline Procedure	35
Behavior System	35
Student Searches	36
Contraband	36
Fighting vs Rough/Inappropriate Play	36
Student Violence/Harassment/Intimidation/Bullying	37
Definitions of Bullying, Cyberbullying and Harassment	37
Prohibitions and Discipline	38
Possession and Use of Drugs, Alcohol and Inhalants	38
Distribution of Selling, Alcohol and Inhalants	39
Gang Related Activity	39
Negative Group Affiliation	40
Possession of Weapons, Knives, Loaded/Unloaded Firearms, Explosive Devices, or Other	
Dangerous Instruments	40
Weapons	40
Firearms	40
Explosive Devices	41
School Premises	41
Student Violations	41
School Relationships	42

Social Media	42
Suspensions	42
Conferences	43
Parent Involvement	43
Loss of Privileges	43
Behavior Contract	43
On Campus Suspension (short-term)	43
Off Campus Suspension (short-term)	44
Off Campus Suspension (long-term)	44
Expulsion	44
Restitution	44
Consequences for Student Misconduct	45
Interrogations	51
Prohibited Sexual Harassment	52
Non-Discrimination	52
Prohibited Tobacco Use on School Premises and at any School Sponsored Functions	52
Important Notice to Parents Concerning Student Injuries	53
Mandatory Reporting of Criminal Activity to Law Enforcement	53
Due Process	53
Searches of Student Property	53
Abuse of a Staff Member	54
Law Enforcement Agencies	54
Handbook Amendments	54
Student Media Release Form	55
Technology Release Form	56
ESA Information and Acknowledgement	57
Student and Parent Acknowledgement	58

Arrival

Students are expected to arrive on campus prepared and ready to learn.

- Students should arrive with enough time to be in class by the scheduled start time.
 - Students must follow all campus expectations upon arrival.
 - Early arrival procedures may be established for students participating in programs or activities.
-

Dismissal

Victory Futures Academy maintains structured dismissal procedures to ensure student safety and accountability.

- Students must follow all dismissal expectations established by the school.
 - Students may only leave campus through approved procedures.
 - Students participating in athletics, clubs, or activities must follow designated supervision expectations.
-

Attendance

Regular attendance is essential for academic success. At Victory Futures Academy, students are expected to attend school consistently, arrive on time, and actively participate in their education.

- Attendance directly impacts academic progress and student success.
 - Students are responsible for completing missed learning due to absences.
 - Families should communicate attendance concerns promptly with the school.
 - Excessive absences may result in interventions, meetings, and additional academic supports.
-

Legal Requirement

Attendance at school is a critical component of student success and is governed by applicable Arizona laws and school policies. Victory Futures Academy expects students to attend school regularly and families to support consistent attendance habits.

- Parents/guardians are responsible for ensuring their student attends school regularly and on time.
 - Victory Futures Academy will monitor attendance and communicate concerns when patterns of excessive absences or tardiness occur.
 - Failure to meet attendance expectations may impact academic progress, credit attainment, and graduation planning.
 - The school may implement attendance interventions and support plans when necessary.
-

Absence

Consistent attendance is a critical component of student achievement. Missing instructional time may impact academic progress, credit attainment, and graduation readiness.

- Families should notify the school when a student will be absent.
- Students are responsible for completing missed assignments and learning.
- The school will monitor attendance and provide support when concerns arise.

Excused Absences

An excused absence is an absence that has been verified and approved according to school policy. While absences may occasionally be necessary, students are expected to minimize missed instructional time.

Examples of excused absences may include:

- Student illness or medical appointments.
- Family emergencies or extenuating circumstances approved by administration.
- Required legal appointments.
- School-sponsored activities or events.
- Other circumstances approved by school administration.

Families are responsible for providing appropriate notification and documentation when required.

Unexcused Absences

An unexcused absence occurs when a student misses school without an approved reason or when required verification is not provided.

Examples may include:

- Oversleeping or transportation issues.
- Non-school-related activities.
- Failure to provide required documentation.
- Absences not approved by school administration.

Unexcused absences may result in attendance interventions and may impact academic progress due to missed instructional time.

Unverified Absences

An unverified absence occurs when the school has not received communication or documentation regarding the reason for a student's absence.

- Parents/guardians should notify the school as soon as possible when a student is absent.
 - Absences may remain unverified until appropriate communication or documentation is received.
 - Repeated unverified absences may result in parent communication and attendance interventions.
-

Tardiness and Parent Expectations

Being on time is an important life skill connected to responsibility, professionalism, and success. Victory Futures Academy expects students to arrive on time and prepared for learning each day.

- Students are expected to be in class and ready to learn when instruction begins.
- Parents/guardians are expected to support consistent attendance habits and timely arrival.
- Excessive tardiness may result in parent communication, attendance interventions, and additional support plans.
- Students are responsible for missed instruction and assignments due to tardiness.

Extenuating Circumstances

Victory Futures Academy recognizes that unexpected circumstances may occasionally impact a student's ability to attend school. The school may consider extenuating circumstances when reviewing attendance concerns.

- Families should communicate significant circumstances with school administration as soon as possible.
 - Documentation may be requested to verify circumstances.
 - Administration will review situations individually and determine appropriate supports or next steps.
 - Extenuating circumstances do not automatically excuse missed instructional time or eliminate attendance expectations.
-

Acceptable Documentation

Victory Futures Academy participates in Arizona's educational funding opportunities, including the Empowerment Scholarship Account (ESA) program. Families utilizing ESA funds are responsible for maintaining required documentation and complying with applicable ESA guidelines.

Acceptable documentation may include:

- Enrollment documentation and required ESA forms.
- Receipts, invoices, or proof of approved educational expenses when required.
- Course documentation, instructional records, or other verification materials required by the ESA program.
- Additional documentation requested by Victory Futures Academy or applicable ESA authorities.

Families are responsible for maintaining accurate records and meeting all ESA requirements. Victory Futures Academy will provide reasonable support and guidance but is not responsible for individual ESA account management or approval decisions.

Make Up Work

Victory Futures Academy believes students should have opportunities to recover missed learning due to approved absences. Students are responsible for taking ownership of missed assignments, assessments, and instructional content.

- Students should communicate with teachers regarding missed work after an absence.
 - Teachers will provide reasonable opportunities for students to complete missed assignments.
 - Students are expected to complete make-up work within the timeline established by teachers.
 - Long-term assignments and projects should be completed according to original deadlines unless otherwise approved.
 - Failure to complete make-up work may impact student grades and academic progress.
-

Illness Policy

Students should remain home when illness prevents them from safely participating in school activities or creates a risk to others.

- Parents/guardians should notify the school when a student is absent due to illness.

- Students who become ill during the school day may be evaluated and may need to be picked up.
 - Families should follow medical guidance and school procedures regarding returning after illness.
 - The school may require additional documentation when appropriate.
-

Allergies

Victory Futures Academy is committed to maintaining a safe environment for students with allergies and medical needs.

- Families must notify the school of known allergies or medical concerns.
 - Required medical documentation should be submitted to the school.
 - Students are expected to follow safety procedures related to their medical needs.
 - The school will work with families to establish appropriate supports when necessary.
-

Student Pick Up Authorization

Students will only be released to individuals authorized by a parent/guardian or designated through school records.

- Families must maintain accurate authorized pickup information.
 - Changes to pickup authorization must be submitted through approved school procedures.
 - Students may not be released to unauthorized individuals.
 - The school may require identification before releasing a student.
-

Release of Students from School

Victory Futures Academy prioritizes student safety and accountability. Students may only be released according to approved school procedures.

- Students may only leave campus with authorized individuals.
 - Identification may be required before a student is released.
 - Students may not leave campus without appropriate authorization.
 - Unauthorized departures may result in disciplinary action.
-

Parent Contact Information

Accurate parent and guardian contact information is essential for student safety, communication, and emergency response.

- Families must maintain current phone numbers, email addresses, emergency contacts, and residency information.
 - Any changes to contact information should be reported to the school promptly.
 - Victory Futures Academy is not responsible for missed communication resulting from outdated information.
-

Visitor Procedures

For the safety of all students and staff, Victory Futures Academy requires all visitors to follow established campus procedures.

- All visitors must check in through the main office upon arrival.
 - Visitors must provide identification when required and receive authorization before entering campus areas.
 - Visitors must wear required visitor identification while on campus.
 - Visitors may not disrupt instruction or student activities.
 - Administration reserves the right to limit or deny access when necessary to maintain safety and school operations.
-

Parent Involvement

Victory Futures Academy believes families are essential partners in student success. Strong communication and collaboration between families and the school create the foundation for student achievement.

- Parents/guardians are encouraged to maintain regular communication with teachers and school staff.
 - Families should support attendance, academic progress, behavior expectations, and school commitments.
 - Parents/guardians are encouraged to participate in school events, activities, and opportunities for involvement.
 - Concerns should be communicated respectfully through appropriate school channels.
-

Volunteers

Victory Futures Academy values the support of volunteers who contribute to student success and school programs. Volunteers strengthen our community by sharing their time, talents, and experiences.

- Volunteers must complete required school approval processes before serving.
 - Volunteers must follow all school policies, confidentiality expectations, and safety procedures.
 - Volunteers must maintain professional boundaries with students.
 - School administration reserves the right to approve, assign, or discontinue volunteer opportunities.
-

Staff Boundaries and Outside Employment Policy

Victory Futures Academy is committed to maintaining professional relationships between students, families, and staff members. Appropriate boundaries protect students, staff, and the integrity of the school community.

- Staff members are expected to maintain professional relationships with students at all times.
 - Communication between staff and students should occur through approved school communication platforms.
 - Staff members should avoid situations that may create conflicts of interest or the appearance of inappropriate relationships.
 - Outside employment, tutoring, coaching, or business relationships involving current students must be approved by school administration.
 - Staff members may not use their position to promote personal business opportunities to students or families.
-

Dress Code and Grooming Policy

Victory Futures Academy believes that how students present themselves communicates respect for themselves, others, and the learning environment. Students are expected to maintain a professional appearance that supports focus, safety, and pride in being part of the VFA community.

- Student attire must be appropriate for a professional learning environment.
 - Clothing, accessories, and grooming choices must not disrupt the educational environment or create safety concerns.
 - Students may not wear clothing or accessories that promote inappropriate, offensive, unsafe, or disruptive messages.
 - Students participating in athletics, internships, presentations, or special events may have additional dress expectations.
 - Administration reserves the right to determine whether attire meets school expectations.
-

Class Celebrations

Victory Futures Academy values opportunities for students and staff to celebrate accomplishments, milestones, and positive moments throughout the school year. Celebrations should reinforce our culture of excellence, respect, responsibility, and community.

- Classroom celebrations must support the academic mission and values of Victory Futures Academy.
 - Celebrations must be approved and coordinated with school staff.
 - Activities must maintain appropriate safety, supervision, and school expectations.
 - Food, treats, and activities must follow school health guidelines and allergy procedures.
-

Student Records

Victory Futures Academy maintains student records to support academic planning, compliance requirements, and student success. Student records are maintained securely and handled in accordance with applicable federal and state laws.

- Student records may include enrollment information, academic records, attendance, assessments, discipline records, health information, and other educational documentation.
 - Parents/guardians and eligible students have rights regarding access to student records as provided by law.
 - Requests for student records must be submitted through the appropriate school process.
 - Families are responsible for ensuring student information remains accurate and up to date.
-

Withdrawing from School

Victory Futures Academy understands that circumstances may require a student to withdraw from enrollment. The school is committed to supporting students and families through a smooth transition while ensuring that all academic, attendance, and records requirements are properly completed.

Students and parents/guardians must follow the official withdrawal process established by the school.

- A parent/guardian must notify the school office of the intent to withdraw a student.
- Required withdrawal documentation must be completed before records can be finalized or transferred.

- Students are responsible for returning all school-owned materials, technology, equipment, and other resources.
- Outstanding obligations, including financial responsibilities or missing materials, must be addressed prior to withdrawal.
- Official academic records will be transferred according to applicable laws and school procedures.

Academics and Grading

Academic excellence is a core expectation at Victory Futures Academy. Students are expected to take ownership of their learning by attending class consistently, completing assignments on time, actively participating in instruction, and demonstrating mastery of course standards. Grades are intended to accurately reflect each student's level of achievement and progress toward meeting course objectives.

Students earn high school credit by successfully completing course requirements and earning a **passing grade of D (60%) or higher** in a course, unless a higher grade is required for a specific program, college admission, scholarship, or postsecondary pathway.

Victory Futures Academy utilizes a cumulative **Grade Point Average (GPA)** to measure overall academic performance. GPA is an important indicator of student achievement and may be considered for graduation recognition, scholarships, college admissions, athletic eligibility, and other academic opportunities. GPA is calculated by assigning quality points to each final course grade, multiplying those points by the credit value of each course, and dividing the total quality points earned by the total number of GPA-bearing credits attempted.

Grading Scale

Letter Grade	Percentage	Grade Points (GPA)
A	90–100%	4.0
B	80–89%	3.0
C	70–79%	2.0
D	60–69%	1.0
F	0–59%	0.0

Academic Expectations

- Students earn high school credit by successfully completing course requirements and earning a final grade of **D (60%) or higher**, unless otherwise specified.
- Final course grades become part of the student's permanent academic transcript.
- GPA is calculated using final course grades and is updated as official grades are posted.
- Students are encouraged to maintain the highest GPA possible, as academic performance may impact graduation honors, scholarships, college admissions, athletic eligibility, internships, and other postsecondary opportunities.
- Students are responsible for monitoring their academic progress and seeking assistance from teachers, counselors, or school staff when additional support is needed.
- Parents and guardians are encouraged to regularly review student grades and maintain communication with teachers regarding academic performance.
- Victory Futures Academy may establish additional academic eligibility requirements for participation in extracurricular activities, athletics, leadership opportunities, and other school-sponsored programs.

Victory Futures Academy believes that consistent effort, personal responsibility, and a commitment to continuous improvement are the foundation of academic success. Students are encouraged to challenge themselves, seek support when needed, and strive for excellence in every course.

Student Report Cards

Report cards provide an official summary of a student's academic performance, progress, and earned grades for each grading period.

Students and parents/guardians are encouraged to regularly monitor academic progress and communicate with teachers whenever questions or concerns arise. Academic success is a shared responsibility, and timely communication helps ensure students receive the support they need to achieve their full potential.

Student report cards are administered according to the following guidelines:

- Report cards are issued at the conclusion of each grading period in accordance with the school calendar.
- Report cards reflect student performance based on course assignments, assessments, projects, participation, and other grading criteria established by the teacher and school.
- Students and parents/guardians are expected to review report cards promptly and discuss academic progress, strengths, and areas for improvement.
- Questions regarding grades or report card information should be directed to the student's teacher within a reasonable timeframe after report cards are issued.
- Report cards become part of the student's official academic record and are used to monitor progress toward graduation requirements.

Victory Futures Academy encourages students to take ownership of their academic performance by setting goals, seeking assistance when needed, and consistently striving for academic excellence throughout the school year.

Credits and Graduation

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: • 1.0 credit in American/Arizona History • 1.0 credit in World History/Geography • 0.5 credit in American Government • 0.5 credit in Economics

Career & Technical Education / Fine Arts	1	Any combination of CTE or Fine Arts courses
Physical Education	1	Physical Education
Electives (Locally Prescribed Courses)	7	May include additional core or elective courses per student's ECAP
Foreign Language (for college admissions)	2	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

Credits represent mastery of academic standards through consistent attendance, participation, coursework, and demonstrated proficiency.

A **high school credit** is generally defined as the successful completion of a scheduled course meeting for one full class period (approximately **45–55 minutes per instructional day**) over the course of a full academic year, consisting of **a minimum of 180 instructional days**. Credit is awarded upon successful completion of the course requirements and any applicable state or school expectations.

Students are expected to:

- Successfully complete all required coursework and demonstrate mastery of course standards.
- Maintain regular attendance and active participation in each course.
- Earn the required number of credits to satisfy Victory Futures Academy and Arizona graduation requirements.
- Meet all graduation requirements established by the school.

Victory Futures Academy is committed to helping students remain on track for graduation by providing opportunities to recover credits that have not been successfully earned. Credit recovery is designed to support students in mastering course content while maintaining progress toward graduation.

Credit recovery opportunities may include:

- School-approved online credit recovery courses.
- Summer Credit Recovery Program.
- Credit recovery courses offered during the regular school year.
- Other school-approved instructional options as determined by administration.

Students who require credit recovery will work with school administration, counselors, and teachers to develop an individualized graduation plan. Participation in credit recovery may be required for students who have failed a course, fallen behind in credits, or are otherwise identified as needing additional support to remain on track for graduation.

Victory Futures Academy reserves the right to determine student eligibility, course availability, timelines, pacing expectations, grading requirements, and successful completion criteria for all credit recovery opportunities.

Post Secondary Pathways and Expectations

Victory Futures Academy is committed to ensuring that every graduate leaves high school with a clear and purposeful plan for life after graduation. We believe success looks different for every student, and our goal is for every graduate to be prepared for a meaningful postsecondary pathway that aligns with their interests, talents, goals, and aspirations.

Beginning in high school and continuing through graduation, students receive guidance, career exploration, academic advising, and real-world experiences designed to help them make informed decisions about their future. By graduation, every student is expected to have identified and actively pursued a postsecondary pathway.

Postsecondary pathways may include, but are not limited to:

- Four-year college or university degree programs.
- Two-year community college or associate degree programs.
- Career and Technical Education (CTE) programs, industry certifications, or prerequisite coursework for specialized careers.
- Trade schools, apprenticeships, and skilled workforce training programs.
- Military service and military career pathways.
- Junior college opportunities, including academic and athletic programs.
- Direct entry into the workforce with a verified employment or career plan.
- Other approved postsecondary education, training, or career opportunities aligned with the student's individual goals.

Victory Futures Academy partners with students and families throughout high school to support postsecondary planning through academic advising, college and career exploration, ACT preparation, financial literacy, VF7 programming, and individualized guidance. Our expectation is that every graduate leaves VFA not only with a diploma, but with a well-developed plan and the confidence, knowledge, and skills to become **VICTORIOUS in everything they do**.

ACT Testing

At Victory Futures Academy, we believe every student deserves access to opportunities beyond high school. The ACT is more than a college entrance exam—it is a nationally recognized measure of college and career readiness that can open doors to college admissions, scholarships, career pathways, military opportunities, and other postsecondary options. As part of our commitment to preparing students for success after graduation, ACT readiness is an integral component of the Victory Futures Academy educational experience.

ACT preparation is embedded throughout our academic program. Teachers receive professional development in ACT instructional strategies and intentionally incorporate ACT-aligned content, questioning techniques, and rigor into daily instruction across all core academic subjects. In addition, Victory Futures Academy provides students with access to ACT preparation resources, practice opportunities, and **free ACT test preparation tutoring** to help every student achieve their highest potential.

To support student success, Victory Futures Academy has established the following expectations:

- All students are expected to participate in the ACT preparation program and complete required ACT assessments as directed by the school.
- Every student is required to take the ACT no later than their senior year, with opportunities to begin testing during grades 9–11 as part of the school's college and career readiness plan.
- Victory Futures Academy covers the cost of **one (1) ACT exam per school year** for students in grades 9–11 and **up to two (2) ACT exams during the senior year**, provided students meet school registration requirements and testing deadlines.

- Students are expected to actively participate in ACT preparation activities, practice assessments, tutoring opportunities, and other school-sponsored readiness initiatives.
- ACT performance data may be used to guide academic planning, targeted interventions, and individualized college and career advising.

Victory Futures Academy believes that every student has the potential to succeed on the ACT with consistent preparation, purposeful instruction, and a commitment to academic growth. Through intentional support and high expectations, we strive to ensure every graduate leaves VFA prepared for the opportunities that await beyond high school.

Assessment and Measurement

Victory Futures Academy is committed to using meaningful assessment data to improve student learning and prepare every student for success in college, careers, and life. Assessment is an ongoing process that helps students, teachers, and families understand academic progress, identify areas of strength and growth, and make informed decisions that support student achievement.

Victory Futures Academy utilizes the **NWEA Measures of Academic Progress (MAP) Growth Assessment** as its primary benchmark assessment. MAP Growth provides nationally normed, adaptive data that measures individual student growth over time and is aligned with college and career readiness expectations, including the skills and rigor associated with the ACT. As part of our commitment to postsecondary success, Victory Futures Academy strives to prepare every student to achieve their highest potential on the ACT and other college and career readiness assessments.

Assessment data is used to:

- Monitor individual student growth through benchmark assessments administered throughout the school year.
- Inform instructional planning and ensure lessons are responsive to individual student needs.
- Identify students who may benefit from intervention, enrichment, or additional academic support.
- Measure progress toward college and career readiness, including ACT-aligned academic expectations.
- Guide curriculum decisions, instructional strategies, and school improvement efforts.
- Foster collaborative data discussions among teachers, students, families, and school leadership to support continuous academic growth.

Students are encouraged to approach all assessments with effort, integrity, and a growth mindset, recognizing that assessment results are valuable tools for measuring progress and identifying opportunities for continued success.

VF7 Programs Overview

At Victory Futures Academy, we believe that preparing students for success means developing the whole person—not just the student. **VF7** is our signature Whole Child program designed to equip every student with the knowledge, experiences, character, and life skills needed to thrive in college, careers, leadership, and everyday life.

Through hands-on learning, real-world experiences, community engagement, and intentional skill development, VF7 extends learning beyond the classroom and helps students become confident, capable, and well-rounded individuals prepared for success after graduation.

The Seven Components of VF7

- **Life Skills**

Students develop practical life skills through hands-on experiences, guest speakers, industry experts, and school staff. Topics may include home economics, personal wellness, cooking, budgeting, DIY projects, automotive maintenance, professional etiquette, and other essential skills for independent living.

- **Culture Exposure**

Students participate in field trips, guest presentations, community experiences, and educational travel opportunities designed to broaden their perspectives. Experiences may include exposure to different cultures, communities, careers, industries, climates, museums, performing arts, festivals, colleges, and cities to prepare students for an increasingly diverse and connected world.

- **Get More Out of Giving**

Grounded in servant leadership, this program encourages students to make a positive impact through meaningful service. Students participate in school-sponsored service opportunities while also completing independent volunteer hours that foster leadership, civic responsibility, and community engagement.

- **Future Funds**

Students have the opportunity to earn up to **\$2,500 per school year**, with the potential to accumulate **up to \$10,000** during their high school career by demonstrating excellence in academics, attendance, behavior, and community service. Eligible funds may be applied toward approved postsecondary education, career training, or workforce-related expenses following graduation.

- **Financial Literacy**

Using the Dave Ramsey financial literacy curriculum and other real-world learning experiences, students develop essential financial skills, including budgeting, saving, investing, credit management, debt avoidance, and long-term financial planning.

- **College and Career Pathways**

Students explore career interests, develop postsecondary plans, and prepare for life after high school through college and career exploration, workforce readiness, internships, career-focused experiences, resume development, interview preparation, and guidance in identifying pathways aligned with their goals and aspirations.

- **Public Speaking**

Effective communication is an essential life skill. Public speaking is intentionally integrated throughout the curriculum and school experience, providing students with frequent opportunities to build confidence, communicate effectively, present ideas, collaborate with others, and develop leadership skills in both formal and informal settings.

VF7 reflects Victory Futures Academy's commitment to preparing students not only to graduate, but to become responsible citizens, confident leaders, lifelong learners, and individuals who are equipped to become **VICTORIOUS in everything they do.**

Future Funds Information

The **Future Funds Program** is a unique opportunity available to Victory Futures Academy students that rewards consistent achievement, responsibility, and positive contributions to the school community. Through this program, students may earn **up to \$2,500 per school year**, with the potential to accumulate **up to \$10,000** over four years of enrollment at Victory Futures Academy.

Future Funds are earned each school year using a performance-based formula that includes:

- **Academic Achievement** (Grade Point Average)
- **Attendance**
- **Behavior and Citizenship**

- **Participation in the VF7 Program**, including documented service hours through **Get More Out of Giving**

Students and parents/guardians will meet with a Victory Futures Academy staff member each quarter to review the student's Future Funds progress, celebrate successes, and identify opportunities for continued growth.

Future Funds are maintained and administered by Victory Futures Academy and are **not distributed directly to students or families**. Funds become available only upon a student's graduation from Victory Futures Academy and may be applied by school leadership toward approved postsecondary expenses, including:

- Tuition, fees, or other costs associated with an accredited college, university, trade school, certification program, apprenticeship, or other approved postsecondary education or training.
- Required tools, equipment, materials, uniforms, or supplies for verified employment or career pathways.
- Other educational or career-related expenses approved by Victory Futures Academy leadership.

Victory Futures Academy reserves the right to establish, interpret, modify, or discontinue Future Funds eligibility requirements, award calculations, approved expenditures, and program guidelines at its discretion.

Student or Parent Concerns/Complaints

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

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

Character Education

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

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

- **The goal of the Victory Futures Academy Character Education Program is to develop students who are not only academically prepared, but who also possess the habits, values, and leadership skills necessary to become successful members of their communities and the world.**
-

Technology Use Policy

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

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

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

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

Student Fees

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

The following expectations apply regarding student fees and expenses:

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

- Voluntarily purchased items such as school pictures, publications, yearbooks, spirit wear, or similar items.
 - Student parking fees
-

School Fundraising

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

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

Internet Use Policy

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

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

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

- **Students are responsible for properly caring for and appropriately using all school-owned technology assigned to them, including but not limited to computers, tablets, chargers,**

headphones, and other digital equipment. Students are expected to follow all teacher directions, technology procedures, and school expectations while using these resources.

- **Students must use technology in a responsible manner that supports academic learning and protects the integrity of school resources.** Unauthorized access, changing device settings, damaging equipment, inappropriate use, or attempts to bypass security measures are prohibited.
 - **Students are expected to report any damaged, lost, or malfunctioning technology immediately to a teacher or school staff member.** Students should not attempt to repair, alter, or troubleshoot equipment without permission.
 - **Students and families may be held responsible for intentional damage, misuse, loss, or failure to properly care for school technology resources.** Restitution or additional consequences may apply based on the circumstances.
 - **Victory Futures Academy believes responsible technology use develops accountability, digital citizenship, and respect for shared resources.** Students who demonstrate responsibility help ensure that technology remains a valuable learning tool for the entire school community.
-

Sports

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

- **Victory Futures Academy offers a highly competitive athletics program designed to develop student-athletes through quality coaching, training, competition, and character development.** The school provides uniforms, equipment, resources, and support necessary to help students grow, improve, and compete successfully.
 - **Our athletics program is built around the belief that students are student-athletes first.** Academic achievement, positive behavior, responsibility, and strong character are required expectations for all students participating in athletics.
 - **Student-athletes are expected to maintain academic eligibility, demonstrate appropriate behavior, and complete required grade checks throughout the season.** Students must remain accountable for their classroom performance, attendance, effort, and conduct in order to participate.
 - **Victory Futures Academy athletics aligns with our VF7 model by developing students beyond the playing field.** Through athletics, students learn teamwork, perseverance, discipline, leadership, communication, resilience, and the importance of representing themselves, their families, and their school with pride.
 - **Our athletics program has a strong tradition of excellence, including state championship teams, state qualifying teams, and numerous individual student-athletes recognized for outstanding performances.** These accomplishments reflect the commitment of our coaches, students, families, and school community.
 - **All athletic expectations, procedures, eligibility requirements, team standards, and participation guidelines are outlined in the Victory Schools Athletic Handbook.** Students and families are expected to review and follow all athletic policies and expectations.
-

Pest Control Information

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

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

Vandalism

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

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

Emergency Drills

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

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

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

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

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

Safety

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

Students are expected to:

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

- **Know and follow emergency procedures, evacuation routes, and safety signals** practiced during emergency drills.
- **Follow the directions of Teachers, Bus/Van Drivers, and school employees at all times**, especially during emergency situations or safety procedures.

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

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

School Facilities Use by Student Before and After School

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

- **Students must remain in the designated area where their scheduled activity, program, or supervision is taking place unless they receive permission from the supervising Teacher, Coach, or Activity Sponsor.** Students are not permitted to move throughout the building or campus without authorization.
 - Teachers and Administrators have full authority over student conduct at, before or after-school activities on school premises and at school-sponsored events off school premises, such as play rehearsal, club meetings, athletic practice and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct.
-

Music

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

- **Victory Futures Academy reserves the right to determine whether music is appropriate for a school setting** and may require the removal or replacement of any music that does not align with school expectations, values, or the educational environment.
-

School Materials

Victory Futures Academy recognizes the value of student expression, communication, and sharing information with the school community. School publications provide opportunities to celebrate student achievements,

highlight school events, and communicate important information while ensuring all content reflects the mission, values, and standards of the school.

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

Student, Non-School Materials

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

- **Students may not post, sell, circulate, distribute, or display non-school materials** (including written materials, handbills, photographs, petitions, posters, films, recordings, or other visual or auditory materials) without prior approval from the Principal or designee.
 - **All materials submitted for approval must clearly identify the sponsoring organization or individual** responsible for the content. Approval decisions will be communicated within two (2) school days whenever possible.
 - **Materials displayed or distributed without required approval will be removed**, and students who violate this policy may be subject to disciplinary action in accordance with the Student Code of Conduct.
-

Non-Student, Non-School Materials

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

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

Administration of Medicine

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

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

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

Administration of Medicine Prescribed by a Physician

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

The following expectations apply to prescription medication administration:

- **Prescription medications must be delivered to the school office by a parent/guardian or designated adult in the original prescription container provided by the pharmacist.** School personnel will document the quantity of medication received at the time of delivery.
 - **Prescription labels must include the student's name, current date, medication name, dosage, and prescribed administration time.** Medication will only be administered according to the physician's instructions and prescribed schedule; administration times may not be adjusted based on parent/guardian request.
 - **All inhalers, EpiPens, and emergency medications must be properly labeled and approved through the school's medication procedures before they may be administered.** Expired medications will not be administered.
 - **Families are encouraged to request separate medication containers from the pharmacist** for home use, school use, and single-dose needs for field trips or school-sponsored activities.
 - **No more than a thirty (30) day supply of medication should be maintained at school** unless otherwise approved by school administration.
 - **With written parent/guardian consent, school personnel may communicate with the student's physician regarding medication instructions, health concerns, or immunization information** when necessary to support student safety and care.
-

Administration of Non-Prescription Medications

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

The following expectations apply to non-prescription medication administration:

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

Communicable Diseases

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

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

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

The following expectations apply when a student has been ill:

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

Head Lice, Bed Bugs, and Other Parasites

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

The following expectations apply:

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

Early Dismissal of Students Due to Illness or Injury

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

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

Emergency Information Update

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

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

Immunizations

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

The following expectations apply regarding student immunizations:

- **Parents/guardians must provide proof of required immunizations to the school office prior to enrollment** unless an allowable exemption is submitted in accordance with Arizona law.
- **A student may be exempt from providing immunization documentation if the parent/guardian submits the required written documentation**, including:
 - A signed statement acknowledging receipt of immunization information from the Department of Health Services, understanding the risks and benefits of immunizations and non-immunization, and requesting an exemption based on personal beliefs.
 - Written certification signed by both the parent/guardian and a licensed physician stating that one or more required immunizations may be harmful to the student's health and identifying the specific medical condition or circumstance preventing immunization.
- **In the event of an outbreak of a vaccine-preventable disease, students without proof of immunity or required immunization documentation may be excluded from attending school until the risk period has ended** as determined by the Department of Health Services or local health department.

Child Find

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

Child Find efforts apply to eligible students, including:

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

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

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

Multidisciplinary Evaluation Process

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

- **A multidisciplinary team reviews existing student information and, when needed, completes additional assessments** to determine eligibility for special education services.
 - **Evaluations are completed within sixty (60) calendar days of receiving informed written parent/guardian consent**, and the team determines whether the student meets eligibility criteria and requires specially designed instruction and related services.
-

Individual Service Plans

Victory Futures Academy is committed to supporting students with disabilities by providing individualized accommodations, supports, and services that promote student success within the school's educational program. An **Individual Service Plan (ISP)** is a written plan that outlines the accommodations, services, and supports available to meet a student's identified educational needs.

An ISP is developed in collaboration with the student's parent/guardian, appropriate school personnel, and, when applicable, the student's resident public school district or other service providers. The plan is based on the student's documented educational needs and may include accommodations, related services, instructional supports, and other appropriate provisions designed to help the student access the curriculum and make meaningful educational progress.

ISPs are reviewed periodically and may be updated as needed to reflect changes in the student's educational needs, progress, available services, or supporting documentation. Victory Futures Academy values ongoing

collaboration with families to ensure students receive appropriate support while maintaining high expectations for academic achievement, personal responsibility, and postsecondary readiness.

Family Education Rights and Privacy Act (FERPA)

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

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

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) provides parents and eligible students (students who are 18 years of age or older) with specific rights regarding the privacy and protection of student education records. Victory Futures Academy is committed to maintaining the confidentiality of student records and ensuring families understand their rights under FERPA.

Parents and eligible students have the following rights:

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

FERPA complaints may be submitted to:

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

Personal Modes of Transportation

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

- **Students are strongly encouraged to follow all safety expectations**, including using marked crosswalks, riding single, and obeying all traffic rules and signals.
- **Bicycles, scooters, skateboards, and other personal transportation items must be secured with a lock or other appropriate safety measure while on campus and may not be driven, rode or played on within campus gates**
- **Students are responsible for their own personal transportation equipment and belongings.** Victory Futures Academy is not responsible for lost, stolen, or damaged bicycles, scooters, skateboards, or other personal items brought onto campus.
- Students with a legal driving license may drive their cars to school with parent permission
- Parents/Guardians will need to sign a waiver that allows that student to drive to school
- Students must have a purchased annual parking pass to park in the school parking lot and must park in the designated student parking areas
- Students must drive safe, slow and cautious when entering the school parking lot
- Students may not drive themselves to field trips and to electives or other school required events, classes or field trips during school hours
- Students who carpool with students with parking passes must notify the front office and have written permission from all parents/guardians

Bus and Van Safety and Expectations

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

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

- **Follow all directions from the bus/van driver and school staff immediately and respectfully.** The bus/van driver is responsible for maintaining a safe environment and must be treated with respect at all times.
- **Remain seated in the assigned seat while the bus/van is moving** and keep all aisles and emergency exits clear.
- **Keep all body parts and personal belongings inside the bus/van at all times** and avoid any behavior that may create a safety concern.
- **Use appropriate voice levels, keep hands and objects to themselves, and demonstrate respectful behavior** toward other students and the bus/van driver.
- **Refrain from eating, drinking, or possessing prohibited substances on the bus/van.** Water in a secure container may be permitted.
- **Use appropriate language and communication at all times.** Profane, threatening, or disrespectful language is not permitted.
- **Ride only the assigned bus/van unless prior approval has been provided by the school.** Students will not be permitted to board a bus/van other than their assigned route without authorization.
- Students and staff are responsible for cleaning up after themselves after every bus/van trip, failure to help maintain a clean environment may result in consequences that could relay

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

Cameras on Buses and Vans

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

The following expectations apply regarding video monitoring:

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

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

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

Bus and Van Consequences

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

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

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

Severe Bus/van Violations

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

- **Disrespectful, threatening, or inappropriate behavior toward the bus driver or others.**

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

Student Code of Conduct Philosophy

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

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

Student Code of Conduct Student Responsibilities

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

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

Schoolwide Expectations #1

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

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

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

Schoolwide Expectations #2

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

- **Students are expected to respect and protect all property belonging to the school, classmates, staff, and community members.** Theft, vandalism, destruction, misuse, or any other inappropriate treatment of property is prohibited.
 - **Students responsible for damaging, stealing, or misusing property may be required to provide restitution for stolen or damaged items and may face additional consequences, including an informal conference, parent/guardian involvement, suspension, expulsion, or referral to law enforcement when appropriate.**
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Schoolwide Expectations #3

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

- **Students are expected to communicate respectfully, resolve conflicts appropriately, and treat peers, staff, and community members with dignity.** Behaviors such as verbal abuse, intimidation, harassment, discrimination, disrespect toward authority, fighting, profanity, obscene behavior, extortion, gang-related activity, or provoking, instigating, or creating conflict are not permitted.
 - **Violations of this expectation may result in consequences ranging from an informal conference, parent/guardian communication, restorative actions, loss of privileges, suspension, or other disciplinary action up to and including expulsion, depending on the severity of the behavior, student response, and prior disciplinary history.**
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Schoolwide Expectations #4

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

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

Discipline Procedure

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

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

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

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

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

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

Contraband

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

- **Students are prohibited from possessing, using, distributing, or bringing contraband items to school.** Prohibited items include, but are not limited to, knives, weapons or replicas of weapons, fireworks, lighters, matches, cigarettes, tobacco products, vapor products, drugs, alcohol, pornography, laser pointers, water guns, hardballs/baseballs, roller blades, Go-Peds, hoverboards, shoes with wheels, unapproved motorized devices, and any other item that may create a disruption or safety concern.
 - **Any prohibited item may be confiscated and returned only in accordance with school procedures.** Students in possession of contraband may be subject to disciplinary action based on the type of item, circumstances involved, and impact on school safety and operations.
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Fighting vs Rough/Inappropriate Play

Victory Futures Academy is committed to maintaining a safe, respectful, and orderly learning environment. Students are expected to demonstrate maturity, self-control, and respect for the safety and personal boundaries of others at all times.

- Fighting is defined as intentional physical aggression or contact with another person for the purpose of causing harm, intimidating, or provoking another individual. Fighting is strictly prohibited on school property, during school-sponsored activities, on school transportation, and while traveling to or from school-sponsored events. Students who engage in fighting may be subject to disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement.
 - Horseplay, roughhousing, and other inappropriate physical conduct are also prohibited, even when there is no intent to cause harm. These behaviors create unnecessary safety risks, may escalate into physical altercations, and disrupt the learning environment.
 - When determining the appropriate response, school administration will consider the intent of those involved, the severity of the behavior, whether injuries occurred, the level of disruption caused, and the overall circumstances of the incident.
 - Students are expected to exercise good judgment, maintain appropriate physical boundaries, and resolve conflicts peacefully. Victory Futures Academy reserves the right to determine whether an incident constitutes fighting, horseplay, or another violation of the Student Code of Conduct and to assign disciplinary consequences accordingly.
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Student Violence/Harassment/Intimidation/Bullying

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

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

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

- **Bullying** is intentional behavior by an individual student or group of students that involves intimidation, harassment, or harmful actions toward another student. Bullying may occur when behavior:
 - Causes physical harm, damages property, or places a student in reasonable fear of harm or damage to personal property.
 - Creates an intimidating, threatening, or abusive environment through behavior that is severe, persistent, or pervasive.
 - Involves a real or perceived imbalance of power, strength, or influence between individuals.
 - Bullying may occur through written, verbal, physical, emotional, or digital means and may include, but is not limited to:
 - Derogatory comments, name-calling, threats, extortion, exploitation, or rumor spreading.
 - Social exclusion, isolation, or ostracism intended to harm another student.
 - Physical actions such as pushing, hitting, kicking, shoving, or spitting.
 - Damage to or theft of another person's property.
 - **Cyberbullying** is bullying that occurs through electronic technology or communication devices. Cyberbullying may include, but is not limited to, harmful, threatening, intimidating, or harassing communication through:
 - Social media platforms, text messages, email, websites, online platforms, or other digital communication tools.
 - School computers, networks, forums, mailing lists, or other school-owned technology.
 - Personal electronic devices when the behavior impacts the safety, well-being, or learning environment of students.
 - **Harassment** is intentional behavior by a student or group of students that is disturbing, threatening, or harmful toward another student or group of students. Harassment may include, but is not limited to:
 - Stalking, hazing, social exclusion, name-calling, unwanted physical contact, or unwelcome verbal, written, photographic, or graphic communication.
 - Conduct based on characteristics such as race, religion, cultural background, sexual orientation, economic status, size, appearance, or other personal characteristics protected by law.
 - Direct or indirect actions, including behaviors conducted through social media or electronic communication.
 - **Intimidation** is intentional behavior by a student or group of students that causes another student or group of students to fear harm to themselves, others, or their property. Intimidation may occur through:
 - Physical, verbal, emotional, or psychological actions.
 - Direct or indirect behaviors, including threats, gestures, or actions communicated through social media or electronic platforms.
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Prohibitions and Discipline

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

- **Students are prohibited from engaging in bullying behaviors on school grounds, school property, school transportation, bus stops, school-sponsored activities, or through electronic technology and communication systems, including school computers, networks, forums, or other digital platforms.**
- **Bullying that occurs outside of the school day or off school property may still result in disciplinary action when the behavior causes a substantial physical, mental, or emotional impact on a student at school or disrupts the school's ability to maintain a safe and orderly learning environment.**

- **Students, parents/guardians, and staff are encouraged to report suspected bullying, harassment, or intimidation immediately to a school administrator or designated school official.** All reports will be reviewed, investigated, and addressed in accordance with school procedures.
 - **Students found to have engaged in bullying behavior may be subject to disciplinary consequences in accordance with the Student Code of Conduct.** Suspected violations of law will be reported to appropriate law enforcement authorities as required.
 - **Parents/guardians who believe their child may be experiencing bullying or harassment are encouraged to notify school officials and submit a report so the school can investigate and provide appropriate support and intervention.**
-

Possession and Use of Drugs, Alcohol and Inhalants

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

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

Distribution of Selling Drugs, Alcohol and Inhalants

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

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

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

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

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

Negative Group Affiliation

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

- **Student involvement in negative group or gang-related behavior, including affiliation, recruitment, association, apparel, symbols, gestures, paraphernalia, or activities that disrupt the school environment or promote intimidation, violence, or unlawful conduct, is prohibited.** Violations may result in disciplinary action in accordance with the Student Code of Conduct.

Possession of Weapons, Knives, Loaded/Unloaded Firearms, Explosive Devices, or Other Dangerous Instruments

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

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

Weapons

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

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

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

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

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

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

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

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

Student Violations

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

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

School Relationships

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

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

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

- **Student use of social media during instructional hours, on campus, during after-school activities, or at school-sponsored events is prohibited unless specifically authorized by school personnel for an approved educational purpose.** Violations may result in disciplinary action in accordance with the Student Code of Conduct.

- **Staff members and students are prohibited from communicating through personal or outside social media platforms or other non-school-approved communication channels.** Inappropriate or unauthorized associations or communications between students and staff may result in disciplinary action and further investigation as appropriate.
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Suspensions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Consequences for Student Misconduct			
Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.			
Infraction	Definition	Minimum Action	Maximum Action
Absences and/or Tardies	A student must be in attendance a minimum of ninety (90) percent of each semester per class period.	Conference	Receive an 'F' in the course
Academic Misconduct/ Cheating/Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Conference/Zero on Assignment/ Detention	Short Term Suspension
Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation	Short Term Suspension	Expulsion

Alcohol (sale or distribution)	The sale or distribution of alcohol on school grounds or during a school event.	Long Term Suspension	Expulsion
Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	Suspension	Expulsion
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Suspension	Expulsion
Assault (aggravated)	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Suspension	Expulsion
Bus/Transportation Misconduct	All students who ride the bus are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers, the driver, and others. Riding the bus or van is a privilege, not a right, and the consequences of misconduct could result in the student being denied transportation. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.	Conference/Detention/Loss of Bus Privileges	Short Term Suspension
Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Suspension	Expulsion
Bullying/Cyber Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.	Mediation/Conference	Expulsion

Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft of any felony therein. (A.R.S. §131507)	Restitution/ Conference/ Detention	Expulsion
Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft of any felony. (A.R.S. §13-1508)	Short Term Suspension	Expulsion
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the teacher.	Detention	Short Term Suspension
Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Suspension	Expulsion
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	Confiscation/ Conference	Suspension
Contract Violation	Failure to comply with the guidance of an agreed upon contract.	Conference/Short Term Suspension	Long Term Suspension
Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short Term Suspension	Expulsion
Detention Violation	Failure to serve an assigned detention.	Detention/Short Term Suspension	Long Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. §132904)	Demerit/ Suspension	Long Term Suspension
Disrespect	Treating personnel or any others with contempt or rudeness	Conference/ Demerit	Long Term Suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.A. § 13-2911)	Conference/ Demerit	Long Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school and/or Network policy.	Change of Clothes/Demerit	Short Term Suspension
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Short Term Suspension	Expulsion

Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.	Short Term Suspension	Expulsion
Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such medication. The term "drugs" includes anything that looks like drugs.	Short Term Suspension	Expulsion
Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long Term Suspension	Expulsion
Electronic Devices	Misuse of cell phones, media players or other electronic items, whether operational or non-operational.	Confiscation	Short Term Suspension
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Detention/Short Term Suspension	Expulsion
Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	Detention/Short Term Suspension	Long Term Suspension
Failure to Follow School Rules	Students are responsible for following all school policies, rules, and procedures as outlined by the school.	Conference/Detention	Short Term Suspension
Failure to Follow Test Taking Procedures	Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.	Detention/Short Term Suspension	Long Term Suspension
Failure to Return School Documents	Failure to return requested school documents.	Demerit/Detention	Short Term Suspension
Fighting/Mutual Combat	Students shall not fight, push, intimidate or otherwise abuse other students.	Short Term Suspension	Expulsion
Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	Short Term Suspension	Expulsion
Firearm	Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)	Long Term Suspension	Expulsion

Fireworks	Students are prohibited from possessing or using fireworks or explosive devices on school property.	Short Term Suspension	Long Term Suspension
Forgery/Falsification	The act of falsely or fraudulently making or altering a document or verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).	Detention/Short Term Suspension	Long Term Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Detention/Short Term Suspension	Long Term Suspension
Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.	Detention/Short Term Suspension	Long Term Suspension
Good Neighbor Policy	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905.A.5)	Detention	Long Term Suspension
Harassment/Hazing/Threat/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (A.R.A. §15-2301)	Mediation/Demerit	Expulsion
Inappropriate Language/Gestures	The use of profanity or any derogatory language stated publicly.	Detention/Short Term Suspension	Long Term Suspension
Inappropriate Language to an Adult	The use of profanity or any derogatory language towards a staff member.	Detention/Short Term Suspension	Expulsion
Insubordination/Defiance/Non-Compliance	Intentionally resisting or disregarding the authority of school personnel. Failure to comply with the reasonable request of a staff member.	Conference/Demerit	Expulsion
Leaving Campus without Authorization	Leaving school grounds or being in an "out-of-bounds" area during regular	Detention	Short Term Suspension

	school hours without permission of the principal or principal designee.		
Loitering	Remaining in a location for no obvious reason.	Detention	Short Term Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Detention/Short Term Suspension	Long Term Suspension
Other School Threat	An incident that cannot be coded in one of the other categories, but did involve a school threat.	Mediation	Expulsion
Pass Violation	Use of a pass for reasons other than specified.	Detention	Short Term Suspension
Physical Abuse of Staff Member	Students shall not intimidate or physically abuse staff. (A.R.S. §15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (A.R.S. §15-843)	Long Term Suspension	Expulsion
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Detention	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning/Demerit	Short Term Suspension
Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his/her will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Long Term Suspension	Expulsion
Sexual Abuse	For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Short Term Suspension	Expulsion
Sexual Assault	For definition, refer to A.R.S. §13-1406	Long Term Suspension	Expulsion
Sexual Harassment	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)	Short Term Suspension	Expulsion

Sexual Harassment with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	Short Term Suspension	Expulsion
Sexual Misconduct	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.	Short Term Suspension	Expulsion
Simulated Weapon	An instrument displayed or represented as a weapon.	Short Term Suspension	Long Term Suspension
Social Media Use	Use of social media on campus or during school events	Conference/Detention	Short Term Suspension
Tardy	Failure to be at a designated location at a specified time.	Demerit/Detention	Short Term Suspension
Technology Misuse/Computer Tampering	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any Network facility. This includes the unauthorized access of any computer, computer system, or network.	Conference/Detention	Long Term Suspension
Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc. are not covered by network insurance.	Short Term Suspension/Restitution	Long Term Suspension/Restitution
Tobacco	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarette and smokeless cigarette, or twist). NOTE: Possession of tobacco products on a K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. §36-798)	Short Term Suspension	Long Term Suspension
Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are	Short Term Suspension	Long Term Suspension

	not limited to, rolling papers, matches, and lighters.		
Trespassing	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. §15-841)	Short Term Suspension	Long Term Suspension
Truancy/Unexcused Absence	The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.	Detention	Short Term Suspension
Vandalism/ Destruction of School Property	Willful destruction or defacement of school or personal property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school property without permission, and/or parking in prohibited areas.	Revocation of Parking Privileges	Long Term Suspension
Weapons	Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese starts, or any incendiary devices. (A.R.S. §13-3102(11))	Long Term Suspension	Expulsion
Weapons (sale or distribution)	Sale of the above weapons.	Long Term Suspension	Expulsion

Interrogations

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

- **School administrators may question students regarding matters involving school operations, student safety, or potential violations of school rules.** Parents/guardians will be notified when appropriate, particularly when a student may be subject to disciplinary action for a serious offense.
 - **When law enforcement officers or Child Protective Services (Department of Child Safety) personnel request to interview a student, Victory Futures Academy will comply with all applicable federal and state laws.** Parent/guardian notification will occur when required by law; however, notification may be prohibited in cases involving suspected child abuse, neglect, or criminal investigations involving a parent or guardian.
 - **School administration will verify the identity and legal authority of investigating officials and maintain appropriate documentation** when students are interviewed, taken into protective custody, or arrested on campus.
 - **Victory Futures Academy will cooperate with law enforcement officials acting under lawful authority, including warrants, subpoenas, or other legal processes,** while making reasonable efforts to communicate with parents/guardians as permitted by law and consistent with student safety.
-

Prohibited Sexual Harassment

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

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

Non-Discrimination

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

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

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

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

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

Important Notice to Parents Concerning Student Injuries

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

- **Victory Futures Academy does not provide student medical insurance for injuries that occur at school or during school-sponsored activities.** Parents and legal guardians are responsible for any medical expenses incurred as a result of student injuries. The school maintains liability insurance as required but does not provide accident or health insurance coverage for students.
-

Mandatory Reporting of Criminal Activity to Law Enforcement

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

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

Due Process

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

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

Searches of Student Property

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

- Student property, including backpacks, lockers, personal belongings, and vehicles on school property, may be searched when reasonable suspicion exists. Refusal to cooperate with a lawful search may result in disciplinary action, including suspension, expulsion, and/or referral to law enforcement when appropriate.
 - The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reasonable suspicion that the student has some item or material detrimental to the health, safety, or welfare of the student or other students, such as drugs or a weapon on school grounds or at school functions. The Administration may call in Law Enforcement Authorities to conduct the search at their discretion.
 - The student has no expectation of privacy in items provided by school for storage, such as desks, storage areas, etc. These items may be inspected at any time with or without reason, with or without notice, by school personnel.
-

Abuse of a Staff Member

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

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

Law Enforcement Agencies

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

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

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

Handbook Amendments

Victory Futures Academy is committed to maintaining policies and procedures that support student success, safety, and effective school operations. As circumstances, laws, regulations, or school needs change, VFA reserves the right to amend, update, or revise the Student and Parent Handbook throughout the school year.

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

Student Media Release Form

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

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

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

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

I consent. ☐ I do not consent. ☐

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date: _____

Student' Name: _____

Student's School: Victory Futures Academy

Student's Grade: _____

Technology Release Form

Victory Futures Academy (VFA) provides students with technology to support learning both at school and at home. Students are permitted to take their assigned school-issued device home to complete coursework and educational activities. Access to school technology is a privilege, and students are expected to use all devices responsibly, safely, and in accordance with school expectations.

Student Responsibilities

By signing below, I understand and agree that I will:

- Use my school-issued device, internet access, and digital resources primarily for educational purposes.
- Follow all school rules and staff directions regarding technology use.
- Take my assigned device home only for school-related purposes and return it to school fully charged each day.
- Keep my device in a safe, secure location and protect it from damage, theft, loss, food, liquids, extreme temperatures, and unauthorized use.
- Keep my usernames and passwords confidential and never use another person's account.
- Respect the privacy and rights of others and communicate appropriately online.
- Never use technology to bully, harass, threaten, cheat, plagiarize, access inappropriate or illegal content, install unauthorized software, or attempt to bypass school security settings.
- Immediately report any lost, stolen, damaged, or malfunctioning device to a teacher or school administrator.

Parent/Guardian Acknowledgement

As the parent/guardian, I understand that my student is being entrusted with a school-issued device that may be used both on and off campus. I agree to help ensure the device is properly cared for and used responsibly.

I understand that the student and parent/guardian are financially responsible for damage caused by negligence, intentional misuse, loss, theft resulting from negligence, or failure to return the device and its accessories. I understand that Victory Futures Academy may assess repair or replacement costs when appropriate in accordance with school policies.

I also understand that all activity conducted on school-issued devices, school accounts, and school networks may be monitored by the school and should not be considered private.

Agreement

By signing below, we acknowledge that we have read, understand, and agree to comply with the Victory Futures Academy Student Technology Acceptable Use & Device Agreement.

Student Name: _____

Grade: _____ **Student ID:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

ESA (Empowerment Scholarship Account) Information and Acknowledgement

I authorize Supreme Education Services to serve as my designated ESA support advocate and to assist me with the administrative management of my student's ESA participation. This authorization includes establishing and maintaining necessary account-related communications, accessing applicable ESA platforms, preparing and submitting documentation, facilitating approved educational payments and transactions, communicating with ESA administrators and service providers, and completing related administrative actions on my behalf. I understand that I remain responsible for my student's ESA account and may revoke this authorization in writing at any time.

☐ I authorize Supreme Education Services to access and administer ESA-related platforms on my behalf.

☐ I authorize Supreme Education Services to initiate and facilitate approved payments and transactions related to my student's education.

Parent/Guardian Signature: _____ Date: _____

Student and Parent Acknowledgement

At Victory Futures Academy, we believe that student success is built upon a strong partnership between students, parents/guardians, and the school. This partnership is grounded in shared responsibility, open communication, mutual respect, and a commitment to academic excellence, character development, and college and career readiness.

The Student and Parent Handbook has been developed to provide important information regarding the school's mission, expectations, policies, procedures, student rights and responsibilities, academic requirements, disciplinary practices, safety protocols, extracurricular activities, and other operational guidelines. Every student and parent/guardian is expected to become familiar with the contents of this handbook and to support the standards established by Victory Futures Academy.

By signing below, we acknowledge and affirm that:

- We have received access to the current Victory Futures Academy Student and Parent Handbook.
- We understand that it is our responsibility to read, review, and become familiar with the policies, procedures, expectations, and standards outlined in the handbook.
- We understand that students are expected to conduct themselves in a manner that reflects the mission, vision, values, and expectations of Victory Futures Academy, both on and off campus when representing the school.
- We understand that parents/guardians play an essential role in supporting student attendance, academic progress, behavior, communication, and overall success.
- We understand that compliance with the policies and expectations outlined in this handbook is a condition of enrollment and participation in school-sponsored programs and activities.
- We understand that violations of school policies may result in disciplinary action consistent with school policy and applicable state and federal laws.
- We understand that this handbook is intended to serve as a guide and does not constitute a contractual agreement between Victory Futures Academy and any student or parent/guardian.
- We acknowledge that Victory Futures Academy reserves the right to revise, amend, interpret, or modify the policies, procedures, and expectations contained in this handbook at any time in order to comply with changes in law, District Leadership policy, or the operational needs of the school. Families will be notified of significant changes whenever practical.

By signing below, we acknowledge that we have read, understand, and agree to support the expectations outlined in the Victory Futures Academy Student and Parent Handbook. Together, we commit to fostering a culture of integrity, responsibility, respect, perseverance, and excellence that prepares every student for success in college, career, leadership, and life.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Relationship to Student: _____

Date: _____

Date Received: _____

Received By: _____