



VICTORYACADEMY
of Toledo

Victory Academy of Toledo Parent/Student Handbook 2022-2023

This handbook belongs to:

A Message from the School Leader

This handbook is published so that all students and families enrolled at Victory Academy of Toledo (VAT) have easy access to information that will allow for a successful school year. It is essential that parents and students read the handbook, and we are more than happy to answer any questions or concerns that you may have. We strive to develop a partnership between your home and the school, and we look forward to working with you and your child(ren) throughout the school year.

The policies and procedures included in this document comply with state laws and have been approved by the Victory Academy of Toledo Board of Directors. If you would like further information on anything within this handbook, please submit a written request to the school office including the specific information you are seeking.

Thank you for entrusting us with your child(ren), and welcome to Victory Academy of Toledo!

Sincerely yours,

Andrea Foote

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

SCHOOL CONTACT INFORMATION

Administration

Andrea Foote, School Leader

Building Addresses

Victory Academy of Toledo
Grades K – 8
3648 Victory Avenue
Toledo, Ohio 43607

E-mail

E-mail addresses are formatted as follows for all Victory Academy of Toledo employees: `firstname.lastname@leonagroup.com` for all staff members. E-mail addresses of individual staff members will also be listed on the school's main website.

School Office Phone

(419) 442-8455

Web addresses:

www.VictoryToledo.com
www.Facebook.com/VictoryToledo
www.Twitter.com/VictoryToledo

This handbook is divided into six sections. Each section is arranged in alphabetical order by topic.

HANDBOOK SECTIONS

1. District Information and Policies
2. Student Code of Conduct and Discipline
3. Attendance
4. Academics
5. Rights and Responsibilities
6. Student Services

Appendix

[Anti-Harassment, Intimidation, and Bullying Policy](#)

Please sign and return the copy on the last page.

This copy is for your records.

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read/listened to, and agree to uphold the policies outlined in the Parent and Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy. Additionally, I agree to abide by the policies and procedures as listed in the Board Policy Manual.

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

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____

Homeroom Teacher _____

COMPUTER USAGE AGREEMENT

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

Please check the appropriate response:

My student may use the Internet while at school pursuant to the board policy and agrees to abide by the rules of the policy.

My student may not use the Internet while at school.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____

Homeroom Teacher _____

FIELD TRIP PERMISSION

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

Parent's Signature _____ Date: _____

STUDENT DIRECTORY

I DO want my child included in the VAT school directory.

Phone Number to be included in the directory:

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

SECTION 1 - DISTRICT INFORMATION & POLICIES

Admissions

Students transferring from another school will normally be placed in the grade level recommended by the previous school based on records received. For elementary and middle school students, a request will be made that official records are sent to us within fourteen days. Parents are asked to notify the school at the time of enrollment if their student has an IEP or 504 plan so that Victory Academy of Toledo can provide services and a smooth academic transition.

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

The Academy works with the student, transition team, probation, family members, and other outside agencies as necessary to transition students back into the school from the juvenile justice center. Once the student has transitioned to school, The Academy continues working with the transition team to ensure the success of the student. The "You Got This" document provided by the U.S. Department of Education is used as a resource. The Academy accepts full and partial credit(s) for academic work and graduation requirements that a student may earn while in a juvenile justice center.

Enrollment:

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- Custody paperwork, if applicable
- **Proof of Residency/Address Verification** - one (1) of the following in the parent/guardian/student name, showing the complete address, and date:
 - A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
 - A utility bill or receipt of utility installation issued within ninety days of enrollment;
 - A paycheck or pay stub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
 - The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;
 - Notifications from Social Security and/or Job and Family Services dated within thirty days.
 - Notarized affirmation from parent(s) of current resident address.
- When a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. 11434a, or when a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of section 3313.64 of the Revised Code and the McKinney-Vento Homeless Assistance Act," 42 U.S.C. 11431 et seq. For additional information, see the Homeless Student Policy in the Board Policy Manual.

Immunizations

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio department of health which may be accessed at <https://www.odh.ohio.gov>.

Capacity & Lottery:

The School will not exceed the capacity of the School's programs, classes, grade levels, or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants. Preference shall be given to students attending the school the previous year, to students who reside in the district in which the school is located, and to siblings of students attending the school the previous year.

Sponsor/Authorizer

Buckeye Community Hope Foundation

Board of Directors

Rachel Hannon, President
Vincent Riccardi, Treasurer
Rebecca Strand, Secretary
Carol Schwartz – Vice President
Diana Bush, Board Member
Karen Giffin, Board Member
Jacqueline Banks, Board Member

Compulsory School Age Kindergarten Admissions

In accordance with the State Law, Victory Academy of Toledo requires a child to be 5 years old by September 30th of the year of admission. The School follows the Ohio Model Acceleration Policy as included in the Board Policy Manual.

Technology and Internet Safety Policy

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

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

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

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

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

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' email addresses and passwords.

2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law. This behavior is punishable both on and off campus.
3. Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
8. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belong to other users.
9. Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks.
10. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

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

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

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

User Acknowledgment

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

The user must also know and further agrees that:

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

In accordance with the Children’s Internet Protection Act (“CIPA”), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate, including visual depictions that are obscene, child pornography, and harmful to minors. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

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

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

Communication Policy

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

Teachers can be reached in several ways. It is expected that all communication be respectful, constructive and relevant to the student.

E-mail addresses are formatted as follows: firstname.lastname@leonagroup.com for all staff members. E-mail addresses of individual staff members will also be listed on the school’s website.

Teachers will not be available to take phone calls during teaching hours. Telephone messages can be left in the office either with staff members or on the answering machine at any time. Messages will be returned in a timely manner.

Face-to-face conversations should only be held outside of class hours and never during dismissal. For the most effective communication, we strongly encourage parents to call and set up a time to speak to the staff. If you stop in to speak to a staff member, please go to the office and the staff member will be located for you.

Please respect the privacy of meeting rooms and the staff lounge at all times.

Complaint Policy

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

The staff will work with the complainant to resolve the issue in a timely, professional, and courteous manner.

The following steps must be followed for all complaints:

Step 1: Classroom Teacher	Always start with the classroom teacher when there is a problem with your student's education. Teachers are available before and after school and can be reached by calling the school office, or by email.
Step 2: Office Manager	If you are not satisfied with the outcome from the classroom teacher, you may submit your written complaint to the Office Manager. The Office Manager will follow up and respond to the complaint.
Step 3: School Leader	If you are not satisfied with the outcome from the Office Manager, you may submit your written complaint to the School Leader. The School Leader will follow up and respond to the complaint.
Step 4: Leona Group Representative	If you are not satisfied with the outcome from the School Leader, you may submit your written complaint to the Leona Group Representative. The Representative will follow up and respond to the complaint.
Step 5: Leona Group HQ	If you are not satisfied with the outcome from the Leona Group Representative, you may submit your written complaint to the Leona Group Ohio Headquarters Office. The Leona Group Headquarters will follow up and respond to the complaint.
Step 6: ODE	If you are not satisfied with the outcome from the Leona Group Headquarters you may submit your written complaint to the Ohio Department of Education.

Educational Service Provider

The Leona Group, LLC
2125 University Park Dr.
Okemos, MI 48864
517-333-9030

Emergencies and Drills

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

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

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

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

Victory Academy of Toledo has developed an Emergency/Crisis Management Plan, which will be implemented in the event of a crisis. The Emergency/Crisis Team will be responsible for directing all activities during the

emergency/crisis situation. Parents are encouraged to refrain from calling the school during an emergency and to listen to local media for updated reports. During weather related emergencies, parents are asked to refrain from picking up their students and are encouraged to allow the staff to follow the safety procedures that are in place to ensure the safety of your student.

Emergency Information

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

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

Updated phone numbers are crucial to the safety of your child. Please make sure the people we have been asked to contact in case of emergency are willing and able to accept responsibility for your child in case you cannot be reached. Identified persons should be able to be reached during the school day at the numbers you have provided. In the event VAT is not able to contact you or any of your emergency contacts, the School Leader is authorized to proceed with any action deemed in the best interest of the child. This includes contacting the police and/or children services, if warranted.

Federal/State/Local Compliance/Title IX

VAT complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

Title IX Non-Discrimination

The School shall not discriminate on the basis of sex, race, color, national origin, disability or age in its programs and activities and will provide equal access to all individuals.

Pursuant to Title IX of the Education Amendment Acts of 1972, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, activity, or employment on the basis of sex.

Complaints of sexual harassment will be addressed in compliance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's regulations related thereto.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct. (quid pro quo)
2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.
3. Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(10), domestic violence 34 U.S.C. 12291(a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 12291(a)(30).

Title IX Coordinator

The School's Title IX Coordinator shall coordinate the School's efforts to comply with Title IX responsibilities. For any reports or inquiries regarding Title IX concerns, contact the designated Title IX Coordinator as follows:

Michelle Thomas
General Counsel, The Leona Group, LLC
2125 University Park Dr.
Okemos, Michigan 48864
517-203-3774

Notification

The School shall provide notification of non-discrimination and the name and contact information of the Title IX Coordinator on the School website and in handbooks and shall make the same available to all applicants for admission and/or employment, students, parents/guardians of students, employees and any unions, if applicable.

Section 504 Notice

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Americans with Disabilities Act ("ADA") prohibits discrimination on the basis of disability in public accommodations and employment. Additional information can be found in the Board Policy Manual Section 504 ADA policy or by contacting the Section 504 Coordinator.

Section 504 Coordinator

Andrea Foote
School Leader, Victory Academy of Toledo
3648 Victory Avenue
Toledo, Ohio 43607
419-442-8455

Inclusive Education

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

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

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

Mission Statement

We, the staff of Victory Academy of Toledo, are committed to

- Engaging students, parents, and the community in a unified effort to accomplish educational excellence.
- Fostering a growth mindset within our learners and helping them to recognize their worth and the potential they have to make a positive impact.
- Embracing diversity in a safe environment that is conducive to learning.

Multi-Cultural Awareness

Victory Academy of Toledo is committed to an increasing awareness of and sensitivity to cultural diversity in our school community.

Notice to all Parents – Child Find

Victory Academy of Toledo is participating in an effort to identify, locate and educate all children who may have disabilities. For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the School Leader.

Parent/Student Rights Regarding Surveys (PPRA)

Under the Protection of Pupil Rights Amendment (PPRA) a, parents have the right to prohibit their child from participating in surveys. Rights afforded to parents include:

To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;

To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions outlined in PPRA and NCLB; and,

To receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

The school, in advance of any survey being distributed to their student, will contact parents.

Release of Student Photos/Media Interviews

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

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

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

Parents will be asked to sign the photo/media release at the end of this handbook.

Release of Student Records (FERPA)

VAT also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the School Leader.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's educational records; of which include:

- The right to inspect and review the student's educational records.

- The right to request the amendment of the student’s educational records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student’s records, unless the law otherwise authorizes disclosure or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Parents have the right to submit a written request (to examine their children's official school records) to the school office, within two weeks after the first day the student is enrolled in a school year. Public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures.

Safe Schools Helpline

1-800-4-1-VOICE, extension 359 (1-800-418-6423)

Keep our school a safe place to learn.

School Closings

On occasion, school may be delayed or closed due to inclement weather. Please tune into WTOL 11, 13 ABC, NBC 24, or Fox News Toledo in the morning and look for Victory Academy of Toledo on the scrolling message at the bottom of the screen. We will also post this information on social media and Class Dojo. In addition, we will use our auto-dialer system to make calls to all parents, notifying them of any delays or closings. Please make sure you have an updated number on file with the office.

School Emergency Communications

In the event of an emergency closure, safety lockdown, catastrophe or other occurrence that poses a threat to the school, parents will be notified by the automated phone system, email, Facebook, newsletters and the school’s website.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Intervention and Supports are methods used to identify and support desired behaviors in the school setting. PBIS focuses on teaching, modeling and providing practice time for desired behaviors in all school settings. It is a proactive approach to behavior management. PBIS provides a structure for earning rewards through accumulating and spending points.

Seclusion and Restraint

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

The Nonviolent Crisis Intervention program is a safe, non-harmful behavior management system designed to help human service professionals provide for the best possible Care, Welfare, Safety, and Security© of disruptive, assaultive, and out-of-control individuals-even during their most violent moments. This program was developed by CPI, a training organization devoted to training staff in the safe management of potentially violent individuals. This program taught the staff and is utilized at the last resort to maintain safety. Please feel free to contact the school

office with any questions or comments regarding this training and the use of these methods of providing for the Care, Welfare, Safety, and Security© of all those who are involved in a crisis situation.

For additional information, refer to the Model PBIS policy as adopted by the Board of Directors.

Title I Part A

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

Wellness Policy

Victory Academy of Toledo works toward helping our students, staff, and families become more aware of their healthy habits and healthy choices. A Wellness Committee is active and meets regularly to discuss our policies and ways to improve the awareness of healthy living in our school and community. For additional information, refer to the Wellness Policy included in the Board Policy Manual.

Withdrawal from School

In order to withdraw from Victory Academy of Toledo, the School requests a withdrawal form be completed by a parent and returned to the school office. Failure to attend school without office notification for 10 consecutive days will trigger a review and possible notification of juvenile services. Any student missing 17 or more consecutive days will be automatically withdrawn from school and reported to the child's district of residence.

SECTION 2 - STUDENT CODE OF CONDUCT AND DISCIPLINE

(Information in this section is in order by severity, not in alphabetical order.)

VAT School Expectations

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

	RESPECTFUL	RESPONSIBLE	HONEST	SAFE
CLASSROOM	Speak kindly Take care of materials Use appropriate voice level	Come prepared on time Be on task Follow directions Complete/turn in assignments on time	Always be honest and truthful with yourself and others	Stay in personal space Use materials/space appropriately
HALL	Always walk Be polite/kind Use appropriate voice level	Have permission/hall pass Be aware of others Go directly to/from destination	Always be honest and truthful with yourself and others	Walk correctly on the right Keep halls clear and clean
RESTROOM	Keep facility clean Respect the privacy of others Wait patiently Use appropriate voice level	Have permission Do your business and leave Flush the toilet Throw trash away Report any issues Wash hands	Always be honest and truthful with yourself and others	Stay in personal space Use materials/space appropriately Keep it clean
CAFETERIA	Wait patiently Use good manners Use appropriate voice level	Follow directions Stay in a designated seat Clean up your area Use time wisely	Always be honest and truthful with yourself and others	Stay in personal space Keep area clean Be aware of surroundings
SCHOOL GROUNDS (Playground, Greenspace, Field Trips, Bus)	Follow directions Respect others' space Respect nature Use appropriate voice level	Follow directions Use equipment appropriately Dispose of any trash Stay in the approved area	Always be honest and truthful with yourself and others	Always be accompanied by staff Use equipment appropriately Be aware of surroundings

Student Code of Conduct

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

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

All school rules apply while on school property, school buses, or at any school activity at or away from school. Students shall be given due process before any disciplinary action is taken.

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

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

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

All students at Victory Academy of Toledo will be held accountable for the following expectations:

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

Minor infractions will be handled in the classroom following the classroom teacher's policy. Infractions that warrant an administrative decision will result in parent notification and may include a disciplinary action as defined below.

Lunchtime Detention

Occasionally, it becomes necessary to discipline a student for violating the established school rules or Code of Conduct during the lunch period. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students will report to the assigned room or table for the entire lunch period. Teachers will be expected to notify parents that the detention was served. Recess privileges may also be lost as part of this discipline. A student may be required to assist in sweeping the cafeteria as a natural consequence if their actions took place during the lunch period.

Before/After-School Detention

Some student offenses will result in detention held before or after school hours. Students are notified of the infraction and are to serve the detention on the date assigned. Parents will be notified that the detention was issued and/or served.

Failure to serve the first detention will result in the assignment of a second detention. Failure to serve the two detentions at the arranged times may result in other disciplinary actions. Students who have served multiple detentions and continue to exhibit negative behaviors may be assigned additional consequences, including suspensions. Detentions are assigned by the School Leader or designee. Transportation to/from detention is the responsibility of the student/parent.

The following rules must be followed in detention:

- No talking or moving from the assigned seat.
- No electronic devices
- Students need to bring schoolwork and complete assigned work.
- Work may be assigned to the student to complete during the detention based on the violation.
- No sleeping.

Saturday School

Some student offenses will result in Saturday School. Students are notified of the infraction and are to serve the discipline on the date listed on the notice. Parents will be notified that the discipline has been issued and when it is to be served.

Saturday School is served from 8:30 a.m. until noon on a Saturday. The building will be open at 8:20 a.m. and will close at 12:10 p.m. A \$1.00 per minute charge will be assessed after 12:10 p.m. and is due that day. Absence from an assigned Saturday School, without prior approval of an administrator, may result in a suspension. Transportation to and from Saturday School is the responsibility of the student/parent.

Saturday School guidelines:

- Students are to sign the Saturday School sign-in sheet.
- Students are to bring schoolwork.
- Talking, eating, and drinking are not permitted.
- Appropriate breaks will be determined by the monitor.
- Students will be dismissed at 12:00 p.m.
- No sleeping will be permitted during Saturday School.
- Work may be assigned to the student to complete during the detention based on the violation.

In-School Suspension (ISS)

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

Guidelines for ISS will be issued and discussed upon assignment of ISS and may include special projects related to the infraction. Students are to bring schoolwork and complete assigned tasks.

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

Emergency Removal

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process. Parents will be notified and further discipline may be assigned.

During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school related activities.

Out-Of-School Suspension (OSS)

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

- Suspensions may cross semester lines and may be carried from one school year to the next.
- Students may not attend any school functions, home or away, while serving an OSS.
- Students are not permitted on school grounds while serving an OSS.
- Work that is missed during an OSS will be accepted at the teacher's discretion.

During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school related activities.

Court Referral

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

Expulsion

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

For an Intent to Expel, a formal hearing is scheduled to be conducted not sooner than three days nor later than five school days from the date of the notice to expel.

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

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

During a period of suspension, expulsion, or removal the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school related activities.

Permanent Exclusion

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing,

when he/she was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

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

Appeal Process

Students are afforded the right to explain a situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., If a teacher assigns a detention you do not agree with, discuss it with the teacher. If the School Leader recommends expulsion, discuss it with the School Leader.) Further appeal information will be provided with any suspension or expulsion and can be found in the Suspension and Expulsion Policy included in the Board Policy Manual.

Behavior Plan and Code of Conduct

The following Behavior Plan is a list of hypothetical infractions and the possible consequences. This table is meant to serve as a guideline, is not all inclusive, and is subject to the School Leader’s discretion.

<i>Victory Academy of Toledo Behavior Plan</i>			
Level 1: Behaviors that impact only the individual student	Level 2: Behaviors that interfere with the learning of others	Level 3: Behaviors that affect an orderly environment	Level 4: Harmful/Illegal Behaviors
<p style="text-align: center;"><i>Student actions:</i></p> <ul style="list-style-type: none"> - Not prepared for class - No homework - Out of seat w/o permission - Breaking pencils intentionally - Not following directions - Playing in desk - Refusing to do assignments - Not in line - Sleeping - Not listening - Leaning back in chair - Not sitting in SLANT - Not taking responsibility for own actions 	<p style="text-align: center;"><i>Student actions:</i></p> <ul style="list-style-type: none"> - Talking out - Visiting/talking - Inappropriate noises - Standing on furniture - Out of seat and interfering with others - Crawling on floor and interfering with others - Consistently not following directions, causing teacher to stop instruction - Banging/slamming things or making excessive noise - Touching other students 	<p style="text-align: center;"><i>Student actions:</i></p> <ul style="list-style-type: none"> - Lying - Forgery or cheating - Tantrums - Leaving room w/o permission - Inappropriate hallway, restroom, or cafeteria behaviors - Profanity - Inappropriate hand gestures - Spitting on others - Bullying or teasing - Pushing - Throwing things - Inappropriate language - Disrespect to adults or peers - Cell phone or unapproved device use during school day 	<p style="text-align: center;"><i>Student actions:</i></p> <ul style="list-style-type: none"> - Actions that can cause harm - Vandalizing school property - Stealing - Fighting - Drug or alcohol use - Smoking - Weapons - Punching/Hitting - Biting - Bullying - Throwing furniture or items that could cause serious harm - Threats to injure or harm others - Sexual harassment - Sexual behaviors

Victory Academy of Toledo Behavior Plan cont.

Level 1: Behaviors that impact only the individual student	Level 2: Behaviors that interfere with the learning of others	Level 3: Behaviors that affect an orderly environment	Level 4: Harmful/Illegal Behaviors
<p>Teacher actions:</p> <ul style="list-style-type: none"> - Addressing issue privately - Redirect to a positive behavior - Eye contact - Proximity - Increased supervision - Verbal warnings - Reinforcing of school rules/class expectations - Link rewards to appropriate behaviors 	<p>Teacher actions:</p> <p>All actions in previous level with the addition of:</p> <ul style="list-style-type: none"> - Consultation with grade level teams/SPED team for behavior management ideas - Contact parents - Individual behavior chart - Seat change - Fidgets 	<p>Teacher actions:</p> <p>All actions in previous levels with the addition of:</p> <ul style="list-style-type: none"> - Consultation with school administration/SPED supervisor - Refer parents to school counselor if needed 	<p>Teacher actions:</p> <ul style="list-style-type: none"> - Gather information for detailed referral of the situation or incident. - Contact parents <p>Administration actions:</p> <ul style="list-style-type: none"> - Consultation with school TLG representative - Set up meeting with parents
<p>Consequences may include:</p> <ul style="list-style-type: none"> - Timeout in room - Parent contact - Lunch/recess detention - Loss of privileges - Moving seat <p>*Students should not receive office referrals for Level 1 behaviors. Incident reports can be written for repeated infractions after the full behavior system has been used.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> - Timeout in room - Think sheet in buddy room - Parent contact - Lunch/recess detention - Loss of privileges - Individual behavior chart - Conference with parents <p>*Students should only receive referrals at Level 2 AFTER re-teaching opportunities have occurred unsuccessfully and parent contact has been attempted.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> - Timeout in room - Think sheet in buddy room -Parent contact - Lunch/recess detention - Loss of privileges - Individual behavior chart - Conference with parents - Office referral - Suspension (ISS or OSS) <p>*Students will be referred to the office at the teacher's discretion depending on the severity and frequency of the infraction, but at least three re-teaching opportunities and parent contact should first be attempted.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> - Suspension (ISS or OSS) - Expulsion <p>*These behaviors can constitute an immediate office referral depending on the severity of the infraction. Please note on the OR whether or not parents have been contacted, or if the IST needs to initiate contact.</p>

- All suspensions will be issued for the following school day(s) unless paperwork cannot be sent home on the day of the offense because it is too late in the day.
- After 10 office referrals or 3 suspensions, a parent conference will be required before the student may return to class.
- Violent actions that pose danger to other students or staff can result in immediate suspension or possible expulsion. It does not matter if these actions were intended to harm others or not.
- All decisions and consequences are made at the discretion of the school administration. No two situations are exactly the same, and thus no two situations will be handled exactly the same, but rather on a case-by-case basis, with the best outcome for all parties in mind. "Fair does not always mean equal".

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

Appropriate interventions and/or discipline measures may be imposed up to and including suspensions and/or expulsion for offenses that include but are not limited to:

1. **Disruption of School/Disorderly Conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination or any other means, cause disruption or obstruction to the normal operation of this school, including classroom instruction.
2. **Harassment/Bullying:** Students shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks or actions of a race, color, creed or religious affiliation, ethnicity or national origin, disability, age, gender, sex or sexual orientation. Any student that intentionally and knowingly causes another student to feel afraid, intimidated, isolated, embarrassed or singled out will be charged with bullying. For Victory Academy of Toledo's definition of bullying, please see section 5 of this handbook.
3. **Threats:** Students shall not, through verbal, written, technological or any other means make statements stating that physical or emotional harm may come to another person or to an institution. Bomb threats and other serious threats will result in expulsion from school.
4. **Fighting:** Students shall not physically fight with another person. At the discretion of the School Leader or designee, the police may be called in to manage students who physically fight on school grounds.
5. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person. Violation of this rule will result in mandatory suspension, and may result in a permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who physically assault or harass another person on school grounds.
6. **Sexual Assault/Harassment:** A student shall not sexually assault another person. This may include any unwelcome sexual advances in oral, physical, spoken, symbolic, or written format. Violation of this rule will result in mandatory suspension and may result in a permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who sexually assault or harass another person on school grounds.
7. **Use of Obscene Language/Materials:** Students shall not, verbally or by written word use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar materials.
8. **Failure to Obey Instructions/Insubordination/Disrespect/False Information/False Identification:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, School Leaders, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested. No student shall misrepresent his or her identification.
9. **Forgery:** Students shall not misrepresent a signature on any document.
10. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
11. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar acts of affection. Students shall maintain appropriate personal space. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
12. **Damage of Property/Vandalism:** Students shall not cause or attempt to cause damage of school property. Students shall not touch or handle another person's (including any staff member's) property without their permission. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. Serious vandalism will result in mandatory suspension. (Serious vandalism is considered vandalism which causes damage to property in the value of \$150 or more.) Students must pay for damages prior to returning to school.
13. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The School Leader may exercise the prerogative of reporting thefts to local authorities.
14. **Breaking and Entering:** A student shall not forcibly enter the school building, any additional structures, or any vehicles on school grounds.
15. **Trespassing/Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised. A student shall not enter the premises while under suspension, expulsion, or other removal situation.
16. **Narcotics, Alcoholic Beverages, and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to, during, or after school or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.

17. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student or adult on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators will refer violators of the tobacco policy to Juvenile Court.
18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Explosives/False Fire Alarm/Bomb Threat:** A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance which can be used as an explosive. Violation of this rule will result in mandatory expulsion. A student shall not cause a false fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of this rule will result in mandatory expulsion.
20. **Arson:** A student shall not burn property nor cause property to be burned. Violation of this rule will result in mandatory expulsion.
21. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (O.R.C. 2923.122.)
22. **Attendance*:** No student shall fail to comply with state attendance laws including, but not limited to "skipping", truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
23. **Dress Code:** Refer to Dress Code Policy
24. **Computers:** Computers/technological devices are provided for student use for teacher-assigned work in courses or programs. (See Computer/Internet Usage Policy)
25. **Animal/Plant Harm or Mistreatment:** Any harm brought to animals or plants, on school grounds or in the field, through purposeful intent or through inappropriate behavior, will result in discipline being issued.
26. **Violation of Bus Rules:** Students must follow all bus rules as outlined. Failure to do so could result in disciplinary action or loss of bus privileges.
27. **General Misconduct:** Students shall refrain from throwing objects, being disruptive, abusive, or excessively noisy in their behavior. Students must respect the rights and feelings of others.
28. **Gross Misconduct:** Repeated violations of the Code of Conduct.
29. Any action in violation of classroom or school rules and procedures. Any action in violation of the rules and procedures of the Parent Student Handbook or Board of Directors Board Policy Manual.

* Students may not be suspended or expelled for Truancy

Anti-Gang Policy

The School prohibits students from engaging in gang activities while at School, on School property, to or from School, or at School-related functions and events.

The term “gang” is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others.

The term “gang activity” is defined as any conduct engaged in by a student:

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols;
- To recruit for membership in a gang;
- To threaten or intimidate by use of gang affiliation; or
- To represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function

Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School and may further be subject to criminal prosecution.

SECTION 3 - ATTENDANCE

Attendance Policy

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness. Parents/guardians are required to notify the school of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in writing in advance of early pick-up. Parents/guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours.

School is in session from 8:45 a.m. until 3:30 p.m.

Students are not permitted on campus before 8:00 a.m. or after 4:00 p.m. without permission from the School Leader or parental supervision. Students arriving prior to class start times are to wait in the cafeteria/designated area. Students will not be allowed in any other area of the building prior to their class start time.

The following policy is based on the Ohio Revised Code, chapter 3321 School Attendance.

If a student is absent from school, a parent or guardian must call the School office to notify the school of their child's absence by 9:00 a.m. Without this notification, then within 120 minutes after the beginning of each school day, the School shall make at least one attempt in compliance with ORC 3321.141 (A)(2) to contact the parent/guardian of any student absent without legitimate excuse. The following conditions may excuse a student from school attendance:

- Personal illness or injury - a doctor's medical verification note will be required to be given to the office.
- Family illness - an emergency situation requiring the student to be absent from school.
- Quarantine of the home by local health officials.
- Death in the immediate family, limited to three days, unless extenuating circumstances exist and are approved by the School Leader.
- Observance of a religious holiday consistent with a student's established creed or belief.
- Medical, dental, or legal appointments that cannot be made during out-of-school hours will be excused for the duration of the appointment. For example, leaving the doctor's office at 10:00 a.m. will not excuse a student for the entire day.
- Other legitimate reasons that receive prior approval from the School Leader – these are generally college visits, job interviews, legal appointments or reasons of emergency.

The School requests that students returning to school after **all absences** bring a written note from their parent or guardian stating:

- The dates of absences
- The reason for the absences
- The parent or guardian signature and phone number

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

However, just because a parent note is written, does NOT mean the absence will automatically be excused.

Parent or medical verification notes must be submitted to the school office the day the student returns to school. Absences documented with medical verification notes will be considered excused when provided the day the student returns to school. Attendance reports will be sent home every quarter. Failure to follow the attendance policy may result in the disciplinary actions included herein. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will then follow procedures to ensure the regular attendance of all students.

In accordance with Ohio law, a student will be automatically withdrawn from the school if the student without legitimate excuse fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student. The school will act in accordance with all applicable truancy laws, including but not limited to referring parents/guardians to Juvenile Court or other appropriate authorities for possible prosecution. Habitually truant is defined as being absent without legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) hours or more in one school month, or seventy-two hours (72) or more in a school year. No student shall be suspended or expelled based solely on the number of unexcused absences.

When a student is habitually truant:

1. Within seven days of the triggering absence:
 - a. The Superintendent, Principal, or Chief Administrator shall establish an absence intervention team. The team should be based on the needs of each individual student, but the team shall include at a minimum two representatives from the School, one of whom knows the student, and the student's parent/guardian/custodian/designee/guardian ad litem ("parent"). The team may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.
 - b. The School shall make three meaningful good faith attempts to secure participation on the team by the student's parent/guardian/custodian/designee/guardian ad litem ("parent"). If the student's parent responds to any of those attempts, but is unable to participate for any reason, the School shall inform the parent of the parent's right to participate through a designee. If 7 school days elapse and the student's parent, fails to respond to the attempts to secure participation, the School shall do both of the following:
 - i. Investigate whether the failure to respond triggers mandatory reporting to the public children services agency for the county in which the child resides in the manner described in section 2151.421 of the Ohio Revised Code; and
 - ii. Develop an intervention plan for the student notwithstanding the absence of the child's parent.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 days after the assignment of the team, the School will develop an absence intervention plan for that student in an effort to reduce or eliminate further absences. Within 7 days after developing the plan, the School shall make reasonable efforts to provide written notice of the plan to the student's parent/guardian.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the School will file a complaint in the juvenile court.
5. In the event that a student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the School may, in its discretion, assign one School official to work with the student's parent/guardian/custodian/designee/guardian ad litem to develop an absence intervention plan during the summer. If the School selects this method, the plan shall be implemented not later than 7 days prior to the first day of instruction of the next school year. In the alternative, the School may toll the time periods to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year.

Classroom work missed during excused absences can be made up by asking the classroom teacher for the work. Students in grades 4-6 are responsible for requesting the missed assignments. Parents of students in grades K-3 are responsible for requesting the missed assignments. The acceptance of work missed during unexcused absences is at the discretion of the teacher. Students who are habitually absent will be at risk of being retained.

Attendance to Participate in Extracurricular Activities

A student must be in attendance at school by 9:00 a.m. on the day of the event to participate in an extracurricular activity that day or evening. Such events include athletic activities, school dances, field trips, etc. The 9:00 a.m. deadline will be extended to 12:00 p.m. for any delays in the school starting time due to weather or other circumstances. A student who leaves school early due to illness may not participate in any after school activities that day. If a student is absent from school all day, he/she may not attend any after school activities that day.

Early Pick Up

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

Arrangements should be made with the classroom teacher and the school office should be notified if an early pick up is going to be necessary. Picking up students prior to the end of the school day is disruptive to the class and limits your student's instructional time. When early pick up is necessary due to a family emergency or doctor

appointments, missed work can be picked up the next day. Homework or missed work due to leaving school early without prior notice to the teacher is accepted only at the teacher's discretion.

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

Illness/Injury While at School

If a student should become ill or is injured during school, he/she should notify their teacher or supervising adult. If the student becomes physically ill (vomit/diarrhea/fever) then they must be picked up and taken home. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving school, students and the individual picking them up, must sign out in the office. Students will not be released to anyone that is not listed on the emergency medical forms on file in the school office. A parent note must be presented upon return if the child is absent the following day.

Parents are required to report all communicable diseases to the office (i.e. pink eye, head lice, ringworm, flu, etc). If a child has a communicable disease or a fever they must be immediately picked up from school and be symptom free for 24 hours before returning. The school may require a note from a doctor releasing the student to attend school.

Attendance Intervention Team

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

Tardiness

Students should be at their desks and ready to learn at the scheduled start of class. When students arrive late they interrupt classes already in session and may have difficulty catching up with lessons already in progress. **It is the parents' responsibility** to have their child at school on time for those students not utilizing Victory Academy of Toledo school transportation. Tardiness as a result of Victory Academy of Toledo bus trouble or lateness will be excused for all applicable students. Excessive tardiness is damaging to the child's learning and will be reported to the Juvenile Division of the Lucas County Prosecutor's Office.

After the school day has begun, **students and parents must report to the office** immediately upon their arrival to obtain a Tardy Slip. Parents may not drop their child off at the door. An adult must escort students to the office.

Each student will be permitted **5 tardies per quarter without consequence**. On the 5th tardy parent notification will be made. On the 6th tardy possible consequences include, but are not limited to Saturday School.

Further tardies will result in continued disciplinary action and a parent meeting. Chronic tardiness will be reported to the Truancy Officer and the Lucas County Prosecutor's office.

Tardies will be counted toward hours of absences when determining whether the student meets the threshold for habitually truant. Additional absences accrued due to tardiness are counted toward the total absences for the school year.

Unexcused Absences

Unexcused absences include, but are not limited to oversleeping, car trouble, missed bus, babysitting, suspension from class or school, truancy, birthday/other celebrations, employment, shopping, vacation, train or road closure.

Vacations

Although the school does not encourage this, occasionally it may be necessary for students to accompany parents on vacation. In anticipation of an arranged absence, it is the responsibility of the student and/or parents to request course work from the teacher(s), at least a week prior to the event. The absence is considered an unexcused absence under state law. Students will be permitted to make-up missed work if the above requirements are met.

SECTION 4 - ACADEMICS

Academic Integrity

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

Achievement Testing

The Ohio Department of Education requires that all students in Grade 3 and above be given state achievement tests. Students in grade K – 2 are given screening tests that may lead to further diagnostic measures so teachers can plan the best academic interventions for each student's success.

Cheating/Plagiarism Policy

Plagiarism and/or cheating is defined as any act wherein a student seeks to receive any level of academic credit for work which is not the student's own, unless that work is properly attributed to the actual source.

Plagiarism/Cheating includes, but is not limited to:

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

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

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

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

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

Teachers will apply the basic tenets of this policy to the nature of their course assignments and assessments. When at all possible, students should be notified of the penalties in the course syllabus.

Grading Policy

The grading policy at VAT outlines the minimum number of assignments and types of assessments necessary per grading period. Teachers may offer more opportunities for grades and assessments at their discretion. For detailed information on the grading policy please see the classroom teacher or the administrative staff.

An "incomplete" (I) is sometimes necessary in order to give students a chance to make up work missed due to illness. Work missed during excused absences may be made up. Students and/or parents must take the responsibility for contacting teachers for make-up work.

Students will be able to turn in any missing work or redo/retake assignments and assessments until the last week of each quarter. The procedure for redoing an assignment or assessment includes completing a form available from the teacher and scheduling a conference with the teacher. The student's most recent grade will be the one entered in the grade book. Points will not be taken off for late work, but consistent late work will be reflected in the student's personal behavior/work habits grade. Other items reflected in this grade include but are not limited to: a student's preparedness for class, quality of work, and classroom behavior.

Grading Scale

Victory Academy of Toledo embraces standards-based grading practices. Grades are determined based on mastery of content using the following scale:

Scale	Mastery Level	Description
4	Advanced	Exceeds standard
3	Proficient	Meets standard
2	Developing	Approaching standard
1	Beginning	Below standard

Grading Breakdown

Assessment Type	Description and Weight	Categories of Assignments
Summative	<ul style="list-style-type: none">● Final assessment of student learning● 80% of overall grade	<ul style="list-style-type: none">● Tests● Projects● Performance Tasks
Formative	<ul style="list-style-type: none">● Checks of student progress toward mastery● 20% of overall grade	<ul style="list-style-type: none">● Quizzes● Classwork● Homework

Homework Policy

Homework may be assigned by teacher discretion. These assignments will be designed to provide students with further opportunities to practice applying learned content and NOT as an introduction of new learning. Assigned homework not only directly affects grades, but indirectly as well, by better preparing students to participate in class and to pass quizzes and tests.

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

Grade Completion Determination

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

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

Retention

Students who fail two or more yearlong academic subjects and have missed 10% of the required attendance days will be retained unless, in the judgment of the Response to Intervention Team, they should be “placed” in the next grade level. This policy is based on the O.R.C. 3313.609.

Response to Intervention Team

Concerns about academic performance or emotional, social or behavioral problems will be discussed by the Response to Intervention (RTI) team. The RTI team may include regular educators, parents, school administrators, a psychologist, special educator, speech/language therapist or other appropriate school personnel. Parents or school personnel may make referrals to the RTI team. All referrals for special education services must be made through the RTI process. The focus of the team is to assist students who are struggling in any area through a collaborative effort including parents and educators. This team is designed to welcome the involvement of parents and encourage the student through accommodations and supports in the classroom. In addition, all retention/promotion decisions will be made as a cooperative effort between the classroom teacher, instructional coach, school leader, and the RTI team.

Test Security for Standardized Testing

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

Textbooks

Victory Academy of Toledo furnishes all necessary textbooks. For identification, each book will be labeled. Each student is responsible for all textbooks loaned to him or her, and is expected to return each book at the end of participation in the course. Students will be responsible to pay for any book that is lost, damaged, destroyed, stolen or mutilated. Report cards, records, or transcripts may be held until all textbooks, library books, or borrowed materials are turned in and/or fees paid. These books are to be taken off school premises only with the permission of the classroom teacher or School Leader.

Third Grade Reading Guarantee

The Third Grade Reading Guarantee requires that third-graders must show a level of proficiency on a state-mandated assessment in order to be promoted. Law requires the State Board of Education to raise the cut score for promotion each year the third grade English Language Arts assessment is given until it reaches the proficient level. To learn more about the Third Grade Reading Guarantee go to <http://education.ohio.gov/Topics/Early-Learning/Third-Grade-Reading-Guarantee/Third-Grade-Reading-Guarantee-Family-Resources>.

The following information was taken from the Ohio Department of Education and allows for a student to be promoted to 4th grade under specific conditions regardless of not meeting the established promotion score. <http://education.ohio.gov/Topics/Reset-and-Restart/Third-Grade-Reading-Guarantee-Reading-Achievement>

Parent's Right to Know Teacher Qualifications

Parents/guardians with a student attending a school that receives Title I funds, have the right to know the qualifications of the student's classroom teacher. Parent who ask about the professional qualifications of their child's classroom teacher are entitled to the following information:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides the student instruction.
- Whether the teacher is teaching under an emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether the student is provided services by instructional paraprofessionals and, if so, their qualifications.

In addition to the information parents may request as listed above, the school shall provide:

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state assessments required; and
- Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

SECTION 5 - RIGHTS AND RESPONSIBILITIES

Anti-Harassment, Intimidation and Bullying Policy

See appendix

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

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

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

A copy of the Student Handbook containing the Alcohol, Tobacco, and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory.

Victory Academy of Toledo is smoke free and we expect that parents refrain from smoking while on school grounds, including the parking lot and while chaperoning field trips.

It is the primary objective of VAT to ensure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction.

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

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

Definitions

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

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

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

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

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

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

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

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

Jurisdiction - This policy extends to use of the above:

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

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

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

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

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

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

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

Bathroom Accidents

All students must be able to toilet themselves while at VAT. If an accident occurs, the student will be required to clean up/change himself or herself and/or a parent will be called to assist. VAT staff is unable to provide personal sanitary assistance. Elementary students may be given donated clothing items and a pull-up type undergarment to

change into if no one can be reached to bring the student a change of clothes. Students in grades K-1 are highly encouraged to keep a change of clothes in their backpacks.

Cafeteria Conduct

All money for lunch items must be paid to the classroom teacher or the school office. No money will be collected in the cafeteria. Students who fail to pay after the 5th violation will not be permitted to charge a lunch until the remaining balance has been paid in full. Please see the Office Manager set up an online payment system. The following guidelines must be followed in order to avoid disciplinary action. Violation of the cafeteria expectations may result in detention, loss of the privilege to mingle with classmates during lunch, or suspension.

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

Cell Phones/Electronic Equipment

Cell phone usage is prohibited on school grounds except at the specific request and under direct supervision of a teaching staff member. Electronic games, iPods, MP3 players, cameras, etc. are not to be brought to school except with specific permission from the office staff and/or classroom teacher. Electronic equipment that is brought to school must be turned off and submitted to the office for safekeeping until the end of the day. These items will be confiscated if they are not turned in. If confiscated, a parent or guardian must pick the item up at the end of the day. Repeat violations of this policy will result in disciplinary action including, but not limited to, suspension. VAT is not responsible for the cost or replacement of lost, damaged, or stolen cell phones that are brought to the school whether confiscated by VAT or in the student’s possession.

Conceal and Carry

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

Dismissal

Students will not be dismissed to/with ANY adult other than the specified person(s) noted on the emergency contact form without parents' written permission or a phone call noting the change. **All phone calls noting dismissal changes should be made BEFORE 2:00 p.m.** Students will not be released until all classes are ready and an administrator releases them. Please wait outside, as the teachers will release the students to you.

Students are not to remain at school after dismissal without prior approval of the administration or participation in an approved after-school activity. Any Student remaining at school after dismissal must stay out of hallways and classrooms and must stay with their adult supervisor. Students who must remain on school grounds for a late pick up (due to after-school club/activity or parent need) are to remain in compliance with all school rules while waiting. Students will be instructed where to wait. Students may not be anywhere else in the building unless they are with a teacher or parent. Students remaining on school grounds after 3:45 p.m. will be charged \$1.00 per minute, per student, due that day.

Elementary students riding the YMCA or other after school day care provider buses, as well as students riding Victory Academy of Toledo buses will be met by a staff member when their respective buses arrive at the school.

Dress Code

At Victory Academy of Toledo, we are committed to providing a safe, friendly learning environment for its students, and we want to "dress for success". Attire is not only a reflection of the individual student but also of the general learning environment. Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community. Unless otherwise stated, or previous arrangements have been made, every Victory Academy of Toledo student should be dressed in the proper uniform attire daily.

Student dress code guidelines are as follows:

Items	Allowable Dress	Color	Note
TOPS:	Traditional polo shirts with collars, or button up shirts with collars; all shirts must have short or long sleeves.	Any solid color is acceptable, but no logos or writing of any kind unless smaller than a quarter.	No hooded clothing of ANY kind. All tops must be long enough to tuck into pants.
UNDERSHIRTS:	Plain t-shirt or turtleneck. Must be worn underneath and tucked in with a uniform shirt.	Solid Color: White or Black.	Short or long-sleeve undershirts can be worn under a uniform shirt for warmth or comfort.
** All students in grades 2-8 must have shirts tucked in at ALL TIMES **			
BOTTOMS:	Dress pants or knee length shorts of uniform material.	Dress Pants must be solid colors: Navy Blue, Black, or Khaki/Tan.	No sweat, athletic, yoga, denim or cargo pants for any student. All pants must be worn at the waist level. Belts should be worn if it is needed to keep the pants up.

SWEATERS/ FLEECES:	Solid color cardigans, pullovers or vest of sweater fabric.	Solid Colors	No hoods of any kind. Must fit and be worn properly. Uniform polo shirts or solid white/black undershirts must be worn under sweaters.
SOCKS:	Matching socks.	Socks and shoes of any color may be worn, so long as they are appropriate, and not distracting to other students.	
FOOTWEAR:	Shoes must have an enclosed toe and heel. Must fit, fasten and be worn properly.	Any color of shoe is welcome! Athletic shoes are encouraged, as we plan to provide plenty of opportunities for our students to use our playground and gym.	
** For safety purposes, all students must be able to securely fasten their shoes **			

Additional Dress Code Requirements

All jewelry must be appropriate and must stay in the possession of the owner. The school will not be responsible for any lost or missing items. Facial piercing and visible tattoos (temporary or other) are not permitted at school. No facial piercings are acceptable at VAT. Pierced ears are allowed as long as the jewelry is modest and not distracting. No ear gauges, plugs or other similar jewelry will be permitted.

Failure to comply with Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues.

Following are the procedures for violations of the Dress Code:

- First Offense: Students will be issued a verbal warning and a parent will be notified.
- Second Offense: Parents will be required to bring a change of clothes. Students may also be required to change into generic donated items if available at that time. All inappropriate accessories will be removed and/or confiscated from the student.
- Third Offense: Same as first and second offense. In addition, the student will be assigned a detention and a parent meeting will be required.
- Fourth & Further Offenses: The student may be suspended from school.

Dress Down Day

Occasionally Victory Academy of Toledo will offer a dress down day to its students, usually as a reward or for a small fee as a fundraiser. With proper notification from the teachers, newsletters, or notes from the office, students will be allowed to come to school dressed in comfortable and respectable clothing of their choice. All fees collected for these days will be used to help fund end-of-year field trips and keep costs for parents to a minimum.

Other Special Dress Days

With proper notification from the teachers, newsletters, or notes from the office, students will also on occasion be allowed to come to school dressed as directed to celebrate special days such as:

- School Spirit Day
- 100th Day of School
- PJ Day
- Dress Up/Fancy Dress Day
- Sports Team Day
- Hat Day
- Favorite Book Character Day
- Other Days TBD

Fees, Fee Waivers/Free and Reduced Lunch

Parents will be notified of all fees when applicable. The parents are to send the total amount to the school office.

If financially unable to pay student breakfast and lunch fees, please obtain a fee waiver application in the school office. The number of adult wage earners in the family and their combined income determines eligibility for the fee waiver. This information, along with adult family members' social security numbers, must be given in writing to the School office in order to be considered for fee waiver.

The school can withhold grades and credits for non-payment of fees. In the event of unpaid fees, participation in field experiences/extracurricular activities may be revoked. If special circumstances exist and you are unable to pay the fees, contact the School Leader in writing to put a payment plan in place.

Fees and charges for non-classroom purposes, such as extracurricular activities, school pictures, lunch charges and fines cannot be waived.

Milk/juice is not available at a free/reduced rate.

Medication

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

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

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

For additional information, refer to the Medication Policy as included in the Board Policy Manual.

Gum/Candy/Cough Drops/Drinks

NO GUM is allowed. Students are not permitted to chew gum at school or on the school bus at any time. Candy will only be permitted in the cafeteria, or at appropriate times in the classroom as rewards. Cough drops will be considered medication and the proper procedures listed above must be followed. Water is the only beverage allowed in classrooms. Repeated offenses will be treated as insubordination.

Parental Contact with Students (Non-Emergency)

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

School's Right to Search

Desks, lockers, or storage places provided for student uses are, and remain at all times, property of Victory Academy of Toledo. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. School officials may search the person or property, including vehicles, of students, visitors, and others on School property and at or during a School sponsored event, whenever they reasonably suspect a violation of law or of School policies. VAT reserves the right to search all areas, as necessary, for the maintenance of the educational process or to protect the health, safety and welfare of other students.

Reporting Child Abuse/Neglect

When any staff member suspects abuse or neglect, he/she will first notify the building administrator. The staff member will then call the local reporting agency in the presence of the administrator. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, refer to the Board of Director's Board Policy Manual

Separated/Divorced Parent Involvement Policy

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

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

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

School documentation including progress reports will be sent to the custodial parent with the expectation that he/she will share the documentation with the non-custodial parent. VAT will send copies of the progress report to the non-custodial parent only if that parent submits a written request to do so.

Any request to review the student's records must comply with the Family Educational Rights and Privacy Act and the Student Records Policy included in the Board Policy Manual.

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

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

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

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

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

Unauthorized use of the Building

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

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

Valuable Personal Property

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

SECTION 6 - STUDENT SERVICES

Busing/Transportation

Transportation to and from school is available through Trinity Transportation. If you would like to request busing for your child, please complete a transportation request form. These are available in the main office. Students granted the opportunity to ride the school buses may do so as long as they display behavior that is responsible and safe. Choosing to engage in unacceptable behavior may result in loss of bus privileges.

Field Trip/Field Experiences

Field trips are an important extension of our school curriculum. In order for students to participate in these activities they must display appropriate behavior and acceptable academic performance. Poor behavior and/or excessive tardiness/attendance may result in the loss of field trip privileges. Parental permission will be required for all field trips, and in some cases, parents will be required to assume some of the cost of these trips. Students who do not obtain parental consent or pay the required fees will not be able to participate in the field trip. Students will travel by school vehicle to and from events. Any other arrangements must be made in advance with the School Leader prior to the day of the trip.

Please note that field trips will be taken in all weather conditions and some will include outside activities. Be sure your student is dressed appropriately. In some cases, students will be permitted to dress down for field trips, however, that should not be assumed unless notification is sent home. Please note that VAT will not apply/provide bug spray or sunscreen to any student. When necessary, please apply these items at home.

The School Leader reserves the right to deny participation if a student's behavior is not aligned with school policy.

Fundraising Activities

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

Health Screenings

In compliance with state laws, students will be screened for vision and hearing in specific grades dictated by the Department of Health. From time to time, students will be screened for other serious health concerns or a contagious condition. A permission slip will not be sent home for parent permission in advance of the screening. If a child is suspected of having a contagious condition (pink eye, ringworm, head lice, flu etc.) parents must pick up the child from school as soon as possible. A doctor's note may be required for re-admittance. If a doctor confirms a contagious condition, students must remain home/out of school, until they are free from symptoms for 24 hours and have a doctor's note.

Lost and Found

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

Parent Involvement and Chaperone Expectations

Parent volunteers are welcomed and encouraged at Victory Academy of Toledo. We believe a key component to building a trusting partnership between home and school, is to allow parents to take part in the day-to-day academics

of the school day. All parent volunteer opportunities will need to be approved by the main office prior to the designated day.

Parents involved in school activities and chaperones will be expected to be aware of and remain in compliance with the school rules and represent the school in a positive and professional manner. This includes the no smoking policy.

Chaperones are a vital part of the field experiences and are appreciated volunteers. All chaperones must be 18 years old or older, be able to ride the bus, participate in all activities and stay with and keep control of the groups assigned. No siblings or non-enrolled children are allowed, unless special permission has been obtained. Chaperone expectations are outlined in detail prior to each trip. The School Leader or his/her designee has the right to refuse chaperone participation. All volunteers and/or chaperones may be required to submit to a background check.

Volunteers

Volunteers are a valued part of Victory Academy of Toledo. There are many ways to participate and get involved in the school family and academic life at VAT. Please consider chaperoning on a field trip or checking in the office for volunteer opportunities. The office administrators facilitate the appropriate and effective use of volunteers. When volunteering, please check into the office to receive an identification pass and volunteer assignments. VAT reserves the right to refuse or restrict volunteer activities. All volunteers may be required to obtain a background check. Parents bringing students in the morning should plan to exit the classroom by the start of class in order to encourage independent learning. If a parent wishes to remain in the building, they should check-in with the office staff in order to obtain a volunteer pass and assignment. During dismissal (3:30-3:45), parents are not permitted in the hallways. They are asked to wait in the lobby for students to be brought up to the gym for dismissal.

PTO

The Parent-Teacher Organization (PTO) will meet monthly. All parents are invited to attend and participate in the PTO. Meeting dates and times will be announced in a timely manner before each meeting to all parents. Check the office for meeting information. This is an important organization that helps VAT to strengthen bonds and provide families with opportunities to be a part of their students' growth. The PTO provides funding for critical educational tools. Without parent support and participation, the PTO cannot be successful. Please consider being a part of this organization.

Telephone Use

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

Visitors

By state law, all persons who are not regular members of the school personnel must report to the main office and state their reason for being on school grounds or in the building. All visitors must enter through the main entrance of the building and immediately check in with the office staff. The office will decide if the person can remain in the building and issue them an identification pass. This law is for the protection of students and staff and will be enforced.

Disclaimer: Parent-Student Handbook is based in significant part on policies contained in the Board Policy Manual adopted by the Board of Directors. Those Board Policies are incorporated by reference into the provisions of this Handbook. With or without notice, the policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the policies provided in this Handbook since it was printed and disseminated. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy Manual shall supersede the Parent-Student Handbook. If you have questions or would like more information about a specific policy or document, contact the School principal.

Appendix

Anti-Harassment, Anti-Intimidation, Anti-Bullying Policy

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, Intimidation, and Bullying are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion. This policy details the School's prohibition of Harassment, Intimidation, and Bullying (including Cyber-Bullying).

I. Definitions:

- A. "Harassment, Intimidation, Bullying" means:
1. An intentional written, verbal, graphic, electronic, or physical act that a student or group of students has exhibited toward another student or school personnel (including volunteers or others serving the school), more than once, and the behavior:
 - a. Causes mental or physical harm to the victim; and
 - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment
 2. Violence within a dating relationship
- B. By Electronic Means/Cyber-Bullying: Harassment, Intimidation, Bullying includes electronic acts, which mean an act committed through the use of phones, PDAs, computers, electronic notebooks, game systems, or any other electronic or communication devices. (Harassment, Intimidation, Bullying conducted through electronic devices is sometimes referred to as "Cyber-Bullying".)
- C. Location: Acts constituting Harassment, Intimidation, or Bullying subject to this policy must occur to and from school, on school grounds, at school-sponsored or sanctioned activities, or in school transportation in order for the School to be reasonably able to monitor and discern the conduct pursuant to this policy. Cyber-Bullying, subject to this policy, may occur beyond those locations but is covered by this Policy and is strictly forbidden under this Policy.

II. Types of Conduct

Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited conduct may include, but is not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and Intimidation through words and/or gestures;
3. Extortion, damage or stealing of money, property or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;

6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “Cyber Bullying”), such as the following:
 - a. Posting slurs on websites or any form of social media;
 - b. Sending or posting abusive or threatening instant messages, emails, texts or communications via social media;
 - c. Using cameras or cameras on any devices to take private or embarrassing photographs of students and sending or posting them online or on any form of social media;
 - d. Using websites or other electronic communication to circulate gossip and rumors to other students;
 - e. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

III. Complaint Process – Reporting Prohibited Incidents

- A. Students, Parents/Guardians, or other individuals may report suspected Harassment, Intimidation, Bullying to any School personnel. The School Leader or his/her designee is responsible for receiving complaints alleging violations of this Policy. School personnel who receive a complaint will promptly report or forward it to the School Leader or his/her designee for review and action.
- B. Oral reports of suspected prohibited behavior are considered official complaints in the same manner as a written complaint. School personnel who receive an oral complaint will promptly document the complaint in writing, and will promptly forward it to the School Leader for review and action.
- C. Both written and oral complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation, and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witness.
- D. Anonymous Complaints: Individuals who make complaints as set forth above may request that their name be maintained in confidence by the School. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint; and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.
- E. False Complaints: It is a violation of this policy to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.
- F. School personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy

if that person reports an incident in good faith and in compliance with the procedures set forth herein.

IV. School Personnel Responsibilities

A. Teachers and Other School Personnel Responsibilities

1. Teachers and other school personnel, who witness acts of Harassment, Intimidation or Bullying, as defined above, will promptly notify the School Leader or his/her designee of the event observed by filing a written incident report concerning the events witnessed.
2. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
3. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "Harassment, Intimidation, or Bullying."

B. Administrator Responsibilities - Investigation and Documentation

1. The School Leader or his/her designee shall conduct a prompt and thorough investigation of all complaints of suspected Harassment, Intimidation, or Bullying. The School Leader or his/her designee shall prepare a written report of the investigation when the investigation is complete. Such report will include findings of fact and a determination of whether acts of Harassment, Intimidation, or Bullying were verified. When prohibited acts are verified, the School Leader or his/her designee shall also prepare a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements will be attached to the report. It is imperative that Harassment, Intimidation, and Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, a determination that misconduct does not constitute Harassment, Intimidation or Bullying under this Policy, does not restrict the right of the School Leader to impose appropriate disciplinary consequences for student misconduct.
2. When an individual reporting a complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator),

subject to receipt of further information and/or the withdrawal by the complaining individual of the condition that his/her report be anonymous.

V. Notification to Parents/Guardians

- A. Perpetrator: If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the School Leader or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline will be included in such notification to the extent permitted by law.
- B. Victim: If after investigation, acts of Bullying against a specific student are verified, the School Leader or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such Harassment, Intimidation and Bullying.
- C. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

VI. Remedial Actions

- A. Verified acts of Harassment, Intimidation or Bullying will result in action by the School Leader or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- B. The School recognizes that acts of Harassment, Intimidation, or Bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation, and Bullying. Disciplinary and appropriate remedial actions for an individual who commits an act of Harassment, Intimidation or Bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
- C. In determining appropriate action for each individual who commits an act of Harassment, Intimidation or Bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Leader will give the following factors full consideration:
 - 1. The degree of harm caused by the incident(s);
 - 2. The surrounding circumstances;
 - 3. The nature and severity of the behavior;
 - 4. The relationship between the parties involved; and
 - 5. Past incidences or continuing patterns of behavior.

- D. When verified acts of Harassment, Intimidation or Bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of Harassment, Intimidation, Bullying, its prohibition, and their duty to avoid any conduct that could be considered Harassment, Intimidation or Bullying. Peer mediation may also be used, when appropriate.
- E. When acts of Harassment, Intimidation and Bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
- F. Suspension or Expulsion may be imposed, but only after the appropriate procedures have been conducted pursuant to the School's Suspension and Expulsion policy and applicable law. No disciplinary procedure will infringe on any student's rights under the first amendment to the Constitution of the United States.
- G. The determination that conduct does not constitute Harassment, Intimidation or Bullying under this Policy, however, does not restrict the right of the School Leader or the Board or both to impose appropriate disciplinary consequences for student misconduct.

VII. Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of Harassment, Intimidation, or Bullying, and direct intervention when such acts are verified, the School will consider potential strategies to protect victims from additional Harassment, Intimidation, or Bullying, and from retaliation following a report and to generally ameliorate the effects of Harassment, Intimidation, Bullying. The following potential strategies, as well as other strategies, may be considered:

1. Supervising and disciplining offending students fairly and consistently;
2. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;
3. Maintaining contact with parents and guardians of all involved parties;
4. Providing counseling for the victim if assessed that it is needed;
5. Informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and Bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed;
6. Checking with the victim regularly to ensure that there have been no incidents of Harassment/Intimidation/Bullying or retaliation from the offender(s).
7. Responding respectfully to complaints of suspected prohibited conduct.

8. Promoting open communication regarding Harassment, Intimidation, Bullying.
9. Providing professional development and community opportunities to educate and collaborate with school personnel, parents, and community members about addressing Harassment, Intimidation, Bullying.
10. Educating students regarding Harassment, Intimidation, Bullying.
11. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior.
12. Avoiding sex-role stereotypes. Modeling and promoting strategies that instruct student how to work together in a collaborative and supportive atmosphere. Use of peers to help ameliorate the effects of Harassment, Intimidation, Bullying.

VIII. Semi-Annual Reporting Obligations

The School Leader will semi-annually provide the president of the School's Board of Directors a written summary of all reported incidents and post the summary on the School's Website, if one exists. The list will be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

IX. Publication & Dissemination of Policy

- A. This policy shall be included in the student handbook and in the publication which sets forth the comprehensive rules, standards, and procedures regarding school conduct. The School will annually disseminate this Policy to School personnel, students, and parents.
- B. To ensure school personnel are prepared to prevent and effectively intervene with incidents of Harassment, Intimidation or Bullying, the School has incorporated the information about this Policy into its employee training materials.
- C. Students will be provided with age-appropriate information on the recognition and prevention of Harassment, Intimidation or Bullying, and their rights and responsibilities under this and other School policies, procedures and rules.

IX. Sexual Harassment

- A. Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:
 1. Conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct. (quid pro quo)
 2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.

3. Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(10), domestic violence 34 U.S.C. 12291(a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 12291(a)(30).

- B. Complaints of Sexual Harassment. Procedures for filing and the investigation of allegations of sexual harassment are addressed in compliance with Title IX of the Educational Amendments of 1972 regulations.

For further information on Sexual Harassment see the School's Title IX Non-Discrimination Policy & Grievance Procedures.

COVID – 19

By signing the contract page of this handbook, we acknowledge that we are aware that the symptoms of COVID-19 may include fever, chills, muscle pain, cough, sore throat, shortness of breath/difficulty breathing, and/or new loss of taste or smell (This list does not include all possible symptoms. CDC will continue to update its website as we learn more about COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). We acknowledge that if my child/student develops these symptoms or comes into contact with a person that is suspected/confirmed of having COVID-19 that the parent/ guardian will immediately contact the School. We agree to support and adhere to guidelines for safety. For updated information and resources regarding COVID-19, please visit www.coronavirus.ohio.gov or <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Please sign and return the following pages.

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read/listened to, and agree to uphold the policies outlined in the Parent and Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy. I agree to return all equipment provided by VAT. Additionally, I agree to abide by the policies and procedures as listed in the Board Policy Manual.

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

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____ Homeroom Teacher _____

COMPUTER USAGE AGREEMENT

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

Please check the appropriate response:

My student may use the Internet while at school pursuant to the board policy and agrees to abide by the rules of the policy.

My student may not use the Internet while at school.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____ Homeroom Teacher _____

FIELD TRIP PERMISSION

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

Parent's Signature _____ Date: _____

STUDENT DIRECTORY

I DO want my child included in the VAT school directory.

Phone Number to be included in the directory:

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

Media Release

STUDENT INFORMATION FORM

Please print clearly:

Name of participating student _____ Age _____

School _____

city/town/zip _____ Grade _____

TO BE COMPLETED BY PARENT or GUARDIAN:

I/We understand that as part of my/our child's/my attendance at the school, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of the news media invited to cover the program may take photos, videos, and quotations. I/We grant permission to use such materials for the promotion of the program.

Signature of parent or guardian _____ Date _____

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.
- PLEASE RETURN THIS FORM TO THE OFFICE.