

**VICTORY ACADEMY  
ELEMENTARY HANDBOOK  
2017-2018**

School Board President.....Teresa Yarger  
School Board Vice President.....Mitch Jakusz  
School Board Treasurer.....Steve Kelly  
School Board Member .....Beau Mathiason  
School Board Member.....Scott Richardson  
Administrator..... Teresa Bruffett  
Elementary Department Director.....Shannon Jones

**WELCOME**

The primary objective and purpose of Victory Academy is to train the student in the knowledge of God and the Christian way of life and to provide the student an excellent education. Victory Academy operates on the premise that the school is an extension of the home and the church, and that there must be close cooperation between these three agencies if the goal of Christian education is to be achieved. The staff at Victory Academy realizes the solemn responsibility before God in molding the life and character of their students. Therefore, we strive to lead each student to a saving knowledge of Jesus Christ in order to give each of them a good foundation for the future. This handbook is to foster that cooperation between home and school by providing a better understanding of the school program and ways in which the parents and teachers can work together. We seek only to honor and glorify God by a well ordered, combined effort to train the children in the nurture and admonition of the Lord. Victory Academy operates not for profit as a ministry of Christian Center of the Ozarks.

**MISSION STATEMENT**

Victory Academy is united with families in providing academic excellence from a Christian perspective to achieve their God given potential.

**VISION STATEMENT**

Victory Academy will covenant with families to provide an environment where their children can be educated in a manner consistent with Christian beliefs. We shall prepare students for post-secondary studies, and equip them to share the gospel of Jesus Christ, to defend their faith, and to impact the world as leaders in their chosen profession.

**STATEMENT OF NON-DISCRIMINATORY POLICY**

Victory Academy does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its admissions policies, educational policies, or any school administered programs made available to the students.

**STATEMENT OF FAITH**

We believe the Bible to be the only inspired, infallible authoritative Word of God, and a complete revelation of God (II Tim. 3:16). We believe there is one God, eternally existent in three persons: Father, Son, and Holy Ghost (Matt. 28:19). We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, visible second coming. We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ; and during this age to make all men aware of sin, righteousness, and judgment to come; regenerate, indwell, guide, instruct, and empower all true believers in Christ, and fill those yielded to God. We believe in the absolute necessity of regeneration of the heart and that the shed blood of Jesus Christ

and His resurrection provide the only ground for salvation to all who believe, and only such as receive Jesus Christ are born of the Spirit and then become children of God. We believe that all that are saved are called into a Spirit-filled life; separated from all worldly and sinful practices; as well as to a life of service. We believe in the bodily resurrection and judgment of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of eternal damnation. We believe in the spiritual unity of believers in Christ.

*Note: Although denominational doctrine will not be promoted, discussions of diverse Christian beliefs will not be discouraged in the classroom, students will be encouraged to seek scriptural answers and further discuss these topics with their parents*

### **ELEMENTARY DEPARTMENT PHILOSOPHY STATEMENT**

At Victory Academy, we believe children are a heritage from the Lord (Psalms 127:3, and that the educating and training of them is a great opportunity and responsibility with which we are entrusted. Our first and ultimate authority on training a child is found in the inspired, inerrant Word of God, the Holy Bible (11 Timothy 3:16-17). Without our sole dependency on the Bible for direction and guidance, our teaching would be in vain (Matthew 24:35). We believe that each child has a specific plan from the Lord (Jeremiah 29:11), and we intend to encourage and help nurture their God given potential. Teaching by example has a tremendous influence on our lives and so we feel that a teacher's life must reflect the love and inward joy that only comes through a personal relationship with Jesus Christ. Only then can we truly teach from a sincere heart. We believe in the (Isaiah 28:10) concept of line upon line and precept upon precept for academic and physical growth. Children participate in activities of repetition in group and individual settings. They are also given repetitive opportunities to achieve developmental milestones.

### **ADMISSIONS AND REGISTRATION**

Victory Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving a program dedicated to academic excellence. Although V.A. would like to be able to meet the needs of each applicant, the school recognizes that acceptance must be limited to students who can thrive within this institution.

### **ADMISSIONS REQUIREMENTS**

1. Completed application form
2. Registration fee for new students paid (non-refundable)
3. Signed Statement of Agreement
4. Pass an entrance test
5. Birth Certificate. This is required of all new students to verify date of birth.
6. Immunization Record (all shots must be up-to-date).
7. Social Security Number

### **ACCEPTANCE**

1. All admission requirements must be met.
2. If application requirements are satisfied, and it is necessary to place student on waiting list, acceptance is based on the date of application.
3. Acceptance will not be approved if there is an outstanding balance at Victory Academy unless satisfactory arrangements have been made.
4. Acceptance will not be approved if there is an outstanding balance owed to any previously attended school.
5. Victory Academy accepts only students that:
  - a. Are capable of academic success at V.A., as indicated by school records and admission test scores.
  - b. Have been promoted the preceding year or the parents/guardians are willing to have the student repeat if deemed necessary by V.A.
  - c. Have a positive record of discipline and emotional adjustment, have not been expelled, suspended or currently under disciplinary action from another school.
  - d. Do not have a court record; have not been charged with a juvenile offense, are not under investigation or in the process of being sanctioned by any juvenile authority or do not have a history of drug abuse, anti-social behavior or juvenile delinquency.

## AGENDAS

Agendas are the daily planner books provided for each student at the beginning of the school year. Students are required to bring their agendas to class every day. Classroom Teachers will check the student agenda planner each morning to ensure that the student brought it to class, a parent signed it for the previous day, and any notes from home have been acknowledged.

We use the agendas as our number one means of communication between home and school.

Please do the same and give feedback to the teacher as desired.

If a student is without an agenda for 5 consecutive days, .V.A. will issue a new agenda and add the cost of said agenda to the following month's billing.

It is the responsibility of the students to clearly write all assignments, quizzes, and tests in their agendas each day. Parent signatures ensure that homework assignments are complete and correspondence from the teacher has been acknowledged.

## ATTENDANCE POLICY

Consistent and prompt attendance is very important for success in school. Excessive absences and tardies are detrimental to the educational process and put the student at a disadvantage. When possible, please try to schedule appointments so they do not occur during the school day.

If it becomes necessary for the parent to check their child out of school before dismissal time, prior arrangements with the teacher is a courtesy appreciated. Parents must first check in at the office and then the student will be sent to the office. All students must be signed out.

1. Parents are invited to join us, or they may take their children to lunch, however; any student returning late from lunch will receive a tardy.
2. When a student returns after an absence, please include a note explaining the absence.

If a student in grade exceeds nine (9) absences per semester, an academic penalty based on the following grade reduction chart for each semester will incur. Classroom teachers will record attendance daily. It is important that parents/students understand that these days are not considered as "free" or "skip" days, but are intended to be used for unavoidable absences beyond the student's control, such as illness, injury or family emergencies.

Absences	Grade Reduction
<b>10</b>	<b>2%</b>
<b>11</b>	<b>4%</b>
<b>12</b>	<b>8%</b>
<b>13</b>	<b>16%</b>
<b>14</b>	<b>32%</b>
<b>15+</b>	<b>50%</b>

Students are allowed four tardies per quarter. If this limit is exceeded in a nine week grading period: Every four tardies (including the first four) in a nine-week period will be marked as an unexcused absence and will count toward grade reduction penalty.

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. A parent conference will be scheduled for any student receiving two or more core failing grades due to attendance with the Director to discuss a recovery plan.

## ABSENCES & MAKEUP WORK

It is the responsibility of the parents/guardians to initiate the makeup work for missed time from school. Upon request from the parents/guardians, the teacher will gather the student's books and assignments to be picked up after the school day ends to insure that the student does not fall behind. The student will then have the number of days absent to make up and turn in any missed work. Any work not completed and turned in within this time will result in a zero. The work can also be picked up before morning announcements are made, if prior arrangements have been made with the teacher.

## ABSENCES & RETENTION

As previously stated, attendance is crucial to academic success. A student can be retained in a grade due to absences

exceeding 14 days in one semester or 28 days in a school year. Consistent absences and or tardies will result in a parent conference.

### **BEHAVIOR EXPECTATIONS**

We believe in encouraging positive and consistent behavior. Our desire is to reward positive behavior in a way that helps students become responsible and confident people who will become good witnesses to the Lord, their families, school and the community.

To this end, the faculty and staff at V.A. upholds our Mission and Vision Statements and will work to make every opportunity available for students to find success.

### **BEHAVIOR MANAGEMENT**

To provide an atmosphere of academic excellence requires good order, discipline and respect. All students need an environment where they can feel safe and cared for, learn, grow and develop responsibility, morality and good character habits. Students are expected to exhibit behavior that follows the biblical principles outlined in God's Word, the Bible. In order to achieve that kind of environment the following guidelines have been put into place to help insure the absence of distraction, friction and disturbances that might interfere with the effective functioning of the student, class, and school.

These rules are effective at the following times and places:

1. On school grounds, during and immediately, before and after school hours or school activity, function or event.
2. On school grounds, at any time the school is being used by a school group
3. Off school grounds at any school activity, function, or event.

All interpretation and application of behavior rules/sanctions are at the discretion of the administration team.

### **BEHAVIOR INFRACTIONS AND CONSEQUENCES**

Infractions will be broken down into three categories by severity.

#### **CLASS "A" OFFENSES**

Unacceptable behavior in this category is defined as those activities engaged in by a student(s) which result in violence to oneself, another person or property, which pose a direct and serious threat to the safety on oneself or others.

1. Possessing any item identified as a weapon (including fireworks of any kind)
2. Furnishing, selling, possessing, or using tobacco, drugs, alcohol or pornography.
3. Arson
4. Participation in any gang activity
5. Fighting
6. Theft
7. Bullying – Any threat verbal or physical
8. Vandalism
9. False alarms
10. Actions contrary to Christian witness

#### **Procedures**

The staff member who becomes aware of the infraction must make a written report to the Director. The Director, along with the Administrator, will weigh each offense and consider disciplinary action on an individual basis after conferring with the student and others involved.

1. Parents/guardians will be notified
2. All actions taken and decisions made will be documented
3. If a Behavior Contract is considered, a meeting will be scheduled with student, parents, and faculty
4. The Administrator may impose a maximum of 10 days OSS.

In any case where the Administrator's decision is to impose more than 10 days or recommend expulsion the School Board President must be notified. Parents may appeal the Administrator's decision, in writing. All appeals must be brought to the School Board following the appropriate steps.

Any student who is suspended from school forfeits all student privileges during the term of the suspension, including being on campus at any time or attending school sponsored events, on or off campus.

#### **Possible Consequences for Class “A” Offenses**

1. Out of school suspension (OSS)
2. Expulsion
3. Restitution of property and/or damage
4. Behavior Management Contract
5. Confiscation of illegal item (item will not be returned to student)
6. Work detention

#### **CLASS “B” OFFENSES**

Unacceptable behavior in this category is defined as those activities engaged in by a student(s) that are directed against persons or property and violate basic honor and trust afforded students at the Academy. Acts of disruptive behavior may include, but are not limited to:

1. Defiance of authority; verbal or nonverbal refusal to comply
2. Cheating or plagiarism
3. Lying, practicing deception, and/or misrepresentation of the truth
4. Forgery
5. Disrespect
6. Trespassing
7. Use of profane, obscene, violent, or improper language or “artwork”– written, verbal or gestured
8. Possession of matches or lighters

#### **Procedures**

The staff member who becomes aware of the infraction must make a written report to the Director. The Director will weigh each offense and consider disciplinary action on an individual basis after conferring with the student and others involved.

1. Parents/guardians will be notified
2. All actions taken and decisions made will be documented
3. If a Behavior Management Contract is considered, a meeting will be scheduled with the student, parents, and faculty

#### **Possible Consequences for Class “B” Offenses**

1. Temporary removal from class
2. In School Suspension (ISS) at the student’s expense of \$35/day
3. Restitution of property and damages
4. Confiscation of the item (item will not be returned to student)
5. Behavior Management Contract
6. Work detention

#### **CLASS “C” OFFENSES**

Unacceptable behavior in this category, is defined as any activity engaged in by a student(s) that tends to impede orderly classroom procedures, instructional activities, orderly operation of the school, or are contrary to the mission of the Academy.

Acts of misbehavior at this level may include, but are not limited to:

1. Leaving the classroom or school function without teacher permission and a pass
2. Public display of affection while on school property, while riding in school operated vehicles, or at school functions
3. Possession of any materials offensive to a Christian witness
4. Possession of electronic devices (radio, CD player, Ipod, MP3 player, etc) during school hours
5. Use of pager or cell phone during school hours
6. Derogatory remarks toward other students
7. Littering or failure to clean up after one’s self

### **Possible Consequences for Class “C” Offenses**

Individual classroom teachers or other staff members have the first level of responsibility for enforcement of behaviors involving Class “C” situations. Teacher or staff member will ask the student to comply, and may also use a variety of actions including, but not limited to:

1. Verbal reprimand
2. Confiscation of the item
3. Behavior Management Contract
4. Lunch Detention
5. After school detention
6. In School Suspension (ISS) at the student’s expense of \$35/per day.

Parents will be notified immediately of any Class “C” behaviors, so that a cooperative effort between home and school can be addressed before the problem escalates.

At this level, it is the goal of the teacher to work through the problem with the student’s cooperation. Notifying the parents allows a cooperative effort between home and school for correction. If these avenues do not correct the situation, the teacher will refer the student to the Principal. Any student referred to the Principal must have a written explanation for the referral.

The Principal will then consider the matter, decide on the discipline and notify the parents.

### **BEHAVIOR PROBATION**

Students committing serious and/or repeated offenses may be placed on probation under a Behavior Contract. The length and conditions of each probation/contact will depend on the circumstances and will be at the discretion of the administration team. Any student whose behavior does not improve over the course of the probationary period may be expelled or the probation extended when appropriate. No more than one probationary extension will be granted.

### **BOOKS FROM HOME**

Reading material for a book report or for use in the classroom must be approved by the classroom teacher.

### **BUS SERVICE**

The Academy provides limited bus route Mon.-Thurs. Please contact the office for information.

We ask that you cooperate with the bus driver by teaching your child proper behavior on the bus. We reserve the right to refuse transportation to anyone who violates bus safety regulations. In such a case, parents will be notified and will be asked to transport their own children.

Students who ride the bus will be taken to the bus at dismissal time unless a written note or parent notification is received by the teacher. For safety reasons, we cannot rely on the word of the child.

### **CELL PHONES & PERSONAL MUSIC/ELECTRONIC DEVICES**

Since the school day is designed for growth and learning, the use of all Cell phones, iPods, MP3 players, and other electronic devices including gaming devices are prohibited during regular school hours. No electronic devices, including cell phones, are allowed on field trips unless prior approval has been given by director.

**Cell Phones:** All cell phones must be turned in to the designated classroom at the beginning of the day and may be picked up at the end of the day. **Ring tones, vibrate options, message alerts and alarms should be turned OFF.** Any cell phone that is not turned in and is confiscated will only be released to a parent/guardian.

**iPods, MP3 players, Electronic books (Kindle/Nook) etc:** School policy is that any music or materials brought to school or used on school property, including school transportation must be Christian materials or secular materials that represents good judgment & a Christian witness. As it is not possible to check all titles stored on a personal cell phone, music device or electronic book, they are not allowed to be taken on field trips. Any music device/cell phone used on school transportation during an after school event, including but not limited to sporting events, that has music/material that is deemed inappropriate by the supervising school official will be confiscated and returned to the student upon returning to school. Any electronic books used, at teachers’ discretion, may be checked at any time and confiscated if necessary until a parent conference is scheduled.

### **DISCIPLINE POLICY**

It is in your child's best interest that we work together in relationship to his/her discipline. All classrooms at Ava Victory Academy will follow the same three rules. They are:

- 1) Face forward
- 2) Speak only with permission
- 3) Leave seat only with permission

The levels of disciplinary actions for disobeying these rules are:

- 1<sup>st</sup> infraction – verbal warning
- 2<sup>nd</sup> infraction – walking for half of recess
- 3<sup>rd</sup> infraction – walking all of recess – note home to parents

Infractions after recess will result in other discipline. If infractions continue, the student is referred to the Director for further disciplinary action.

### **DISMISSAL POLICY**

Students will only be allowed to be picked up by either the custodial parent or anyone listed on the student's application pick up list. Anyone picking up a student must show picture ID until we know that individual by sight. The parent can make changes to the pick up list by informing the teacher. Once a student has been picked up, they must remain with that individual until they leave school property. All students that are not picked up by parents by dismissal time will be escorted to extended care until an approved individual or parent picks up the student.

If it becomes necessary for a student to leave school before the dismissal time, prior arrangements with the teacher is a courtesy much appreciated. Parents must first check in at the office, sign the student out, and wait in the office for their child to be released from class.

Dismissal times by grade are:   Preschool-K –begins at 3:15 through 3:45   1<sup>st</sup>-6<sup>th</sup> :3:40   7<sup>th</sup>-12<sup>th</sup>:3:45

Students who leave before noon and do not return will be marked absent.

### **DRESS CODE**

Dresses, skirts and shorts must be no shorter than 3" from the top of the knee when standing.

Male students must also comply with this in regards to shorts.

Pants or skirts with holes and slits in skirts must be patched with no skin showing 2" above the knee.

Pants and trousers must be worn at natural waistline with no undergarments showing.

All shirts must have a shoulder strap that measures 2" or more.

All tops must be long enough to fully cover the torso when the child's arms are raised.

Arm holes must not be so big that undergarments or the torso can be seen.

Clothing with inappropriate messages will not be allowed.

Boys will not be permitted to wear an earring(s).

Body piercing of any kind is not acceptable with the exception of two earrings per ear allowed for girls ONLY.

Hats, bandanas and sunglasses will not be permitted to be worn inside the school building.

Extremes in hairstyles or fashions may or may not be accepted at V.A.

**At Victory Academy, holidays are only celebrated from a Christian perspective. Therefore, please do not dress in costumes or other wear to celebrate Halloween.**

**Dress code is to be enforced at school and school sponsored events, including summer school events.**

### **EXTENDED CARE**

**ALL STUDENTS are required to be in the Extended-Day care if they are on the school grounds without direct supervision of a parent/guardian before 8:00 a.m. or after the above listed dismissal times for additional charges.**

The extended care provider will bill the parents for the time spent in the extended care. The provider must be given advance notice if a parent plans to bring a child for morning care. If a parent will not be bringing a child to early care after the parent

has already scheduled the provider to be there, the parent is required to call and notify the provider in advance. If a parent has scheduled the provider for early morning care and then does not cancel or show up, the parent will be billed for the time scheduled. The provider has the same authority as our teachers and the student can expect disciplinary action if they do not abide by the rules.

### **FIELD TRIPS**

Each class may take one field trip during the school year. We may not have permission forms for each trip since a general form is part of our enrollment process; however, parents will be notified prior to the trip. Admission fee and gas money may be required. If you do not wish your child to go, arrangements must be made for your child to stay home for that day. It is school policy that no siblings from other classes are allowed to attend unless their class is also part of the field trip.

### **GRADES**

Students will receive routine evaluation reports.  
The following system is used to determine letter grades:

96 – 100	A	
90 – 95	A-	Excellent
87 – 89	B+	
84 – 86	B	Above Average
80 – 83	B-	
77 – 79	C+	
74 – 76	C	Average
70 – 73	C-	
67 – 69	D+	
64 – 66	D	Unsatisfactory
60 – 63	D-	
0 – 59	F	Failing

### **Extra-Curricular Activities**

All students who participate in an activity, such as Crusader Basketball, are expected to:

1. Maintain a cumulative average of 75% or higher in all core subjects
2. Not have a cumulative “F” in any single core subject
3. Not have ISS or OSS within a 5 school day period of the event
4. Be present in school the entire day of the event, unless prior approval has been obtained from the principal

### **HOMEWORK**

At times, curriculum requires homework to be given to aid student progress in his/her studies. Therefore, each student is required to complete homework assignments and have them in on time. We realize most families attend church services on Wednesday nights; therefore we will try not to assign homework on Wednesday evenings. However, due to the four day week, there may be tests given on Thursdays that must be studied for on Wednesday evenings. For work not completed or not turned in on time, please refer to the following procedures:

Students receive a daily homework grade. No homework will result in a zero. Homework grades are averaged and count approximately as one test grade each quarter. Not completing homework will seriously impact overall grade. Since the Elementary years are essential habit training years, consistent failure to complete homework may result in losing activity class privileges.

### **LICE**

Head checks for lice will be conducted the first two days of school. Parents need to check their child’s head for any evidence of lice or nits before sending them to school the first day. If any evidence of nits or lice is found on a child, the parents will immediately be contacted to pick up their child. The child may return to class after a minimum period of three days, if their head has been treated for lice and rechecked at the nurse’s office and no evidence of lice or nits have been found. This must be done before the child can return to class.

### **LOST AND FOUND**



Items found on the school grounds that do not have a name on them and cannot be identified will be kept in the school lost and found container in the multi-purpose room for a period no longer than 30 days. After that time, if the item is not claimed it will be given to charity.

### **LUNCH**

Students may bring a nutritious lunch each day. We recommend the use of a sturdy, insulated lunch box with an adequate lunch. Please label the box with your child's name. **Lunches will not be refrigerated or heated up.**

### **NO sodas are allowed.**

Students also have the option to order lunch from the school. School menus will be provided monthly online. Charges for lunches and drinks will be billed weekly through FACTS. On Monday, please make sure your child orders any lunches they plan on consuming for the **entire week**. This ensures that we prepare enough food to cover orders and also that we are good stewards of our resources by not over-preparing which can result in waste. On occasion, we will have additional slices of pizza for purchase after we fill orders. If you do not wish for your child to have this option, please inform the Department Director. Otherwise, your FACTS bill will reflect this additional charge.

### **MEDICINE**

Any medications will only be dispensed by authorized, certified personnel. These personnel will only be permitted to do so with written parental instructions. Prescription and non-prescription medication should be in the original container and labeled with the child's name, instructions for administration, including the times and the amounts for dosages, and the physician's name. Due to liability, the Academy will not dispense any medications not in the original containers. Medications will be kept in the office in a locked cabinet.

You must keep your child out of school for at least 24 hours if he/she is vomiting, has diarrhea, has a fever, or has contracted a contagious illness. If a student is prescribed an antibiotic from a physician for a contagious illness a Doctor's release stating when the student may return to school is required for re-admittance into class.

### **PARENTAL VISITS**

It is the desire of the administration and faculty to be of service to both parent and student. Therefore, each teacher welcomes a visit from a parent. Parents wishing to observe in a classroom should:

1. Schedule observation with the teacher
2. Check in at the office before entering the classroom to obtain a visitor's pass
3. Take a seat at the back of the room
4. Please refrain from conversation with the students and the teacher while class is in session

### **PLEDGES**

At Victory Academy we teach devotion to Jesus Christ and patriotism to our country. Therefore, we start each day with pledges to the American flag, the Christian flag, and the Bible.

### **PHYSICAL EDUCATION**

Students must wear tennis shoes and shorts or pants for their P.E. days. All students are required to participate in P.E. Non-participation will result in the lowering of their grade.

### **PROGRESS REPORTS**

The school year is divided into two semesters of two quarters each. Grade cards are sent home each quarter, with progress reports being sent home mid-quarter.

### **PROMOTION & RETENTION**

Promotion of students to the next grade is determined by satisfactory progress and development readiness. Promotion will be based upon satisfactory completion of the core subjects: Bible, Arithmetic, Reading, Phonics (1<sup>st</sup>-2<sup>nd</sup> grade) or Arithmetic, Language, Bible, History, Science, Health, & Reading (3<sup>rd</sup>-6<sup>th</sup> grade).

### **RECESS**

We will be going outside for recess whenever possible. It is important that children be allowed to get fresh air and exercise throughout the day. We do have recess in the winter, so please send coats, gloves, etc., on cold days. We will not go outside

when it is raining, snowing, or is below 36 degrees.

### **RE-ENROLLMENT**

During the month of April, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. After May 1<sup>st</sup>, enrollment will be opened to new students.

### **RELEASE OF RECORDS AND COMMUNICATION WITH PARENT**

In the case of students of divorced parents, V. A. will keep the custodial parent informed of all the upcoming school events, grades, and anything else that it would be in their interest to know. The custodial parent is defined as the parent that the child resides with during the majority of the school year. It is between the custodial parent and the non-custodial parent to work out a plan for the custodial parent to communicate the information to the non-custodial parent.

### **SCHOOL CLOSING FOR INCLEMENT WEATHER**

All school closings for snow will be announced on the Springfield television stations. Usually, V.A. will close when the Seymour public schools close for inclement weather. Occasionally, V.A. may hold classes when the public school is still closed.

### **SCHOOL HOURS**

School hours are from 8:10 to 3:40 for 1<sup>st</sup>-6<sup>th</sup> and 8:10-3:45 for Preschool- Kindergarten on Mondays-Thursdays. Doors will be open at 8:00 in the mornings. Students who are dropped off before this time need to be brought to the extend care provider. **\*Preschool parents only:** *please escort your children to their classrooms, and beginning at 3:15, you are welcome to pick your child up at the classroom. Prior to 3:15 please check in at the office to sign the student out.*

### **SCHOOL/PARENT RELATIONSHIP**

In order to ensure that the relationship between school and home will stay healthy, we require the following:

1. Parents should read the handbook thoroughly. Any questions about its contents should be directed to the principal.
2. Parents should read all correspondence from the school carefully and stay informed concerning activities and schedules.
3. Parents should demonstrate full support for school policies. Criticizing policies, or those in authority in front of students, encourages them to show disrespect and creates a rift between the family and the school.
4. Parents should regularly ask students about what is being studied at school and should show a positive interest in the accomplishments of the student. Students should be encouraged to achieve in a healthy way.
5. If there is a concern about policies or action taken by the school, the parents should withhold judgment until after contacting school administration.
6. School board members are not to be approached to solve school problems, but instead will refer the aggrieved person to the administrator so that the proper procedure can be followed. If a board member is approached, he/she is obligated to notify the administrator.

In the case of a dispute, all parties involved should maintain a positive attitude and give a good report at all times. They should also refrain from being critical or judgmental, and refrain from gossiping or discussing the situation with others who are not involved directly, as this only sows seeds of discord.

Conflicts between students sometimes occur within the school setting. **However, a parent must never approach another parent's child regarding a problem, without prior permission from that child's parent.** If there is a problem that needs to be addressed, the parent should ask the administration to handle the situation.

### **SCHOOL RULES AND REGULATIONS FOR STUDENTS**

1. Polite and respectful behavior towards fellow students, faculty, staff members, helpers, guests, and visitors is expected at all times.

2. Students should use “Yes, Ma’am or No, Ma’am; Yes, Sir or No Sir; Please and Thank You” in their speech when talking to an adult in authority on school grounds or at a school sponsored event.
3. In replying to or addressing a teacher or any other school authority present, the student should use the proper title Dr., Mr., Mrs., Ms., or Miss and the last name.
4. Students should come to school neat and clean.
5. Student’s desks should be kept in a clean and orderly condition and should never be written on.
6. Trash must be put in trash cans only and not left on tables, floors, or school grounds.
7. Chewing gum is not allowed on school property.
8. Only walking and quiet talking are permitted in the halls and lunchroom.
9. No loitering in the halls or bathrooms.
10. A child may not make phone calls without written consent from the teacher and then only for matters of extreme importance. Parents should not call the student except for emergency cases.
11. The school has a zero tolerance for substance abuse which includes the use of alcohol, tobacco, and illegal drugs. The school reserves the right to require a drug test, if substance abuse is suspected. Discipline may include dismissal from the Academy.
12. The sprinkler heads in the hallway are **NEVER** to be touched in any way. Any child caught touching, bothering, or even pretending to touch a sprinkler head will be sent to the office immediately. If a child should tamper with the head of a sprinkler, with the result of setting the system off, the parent will be held responsible for any damage done. All parents should discuss the seriousness of tampering with sprinkler heads in any way.
13. No writing should be done in books or materials belonging to the school.
14. All students in the hallway during class time must have a written hall pass from a teacher or an authorized staff member.
15. If a student brings a cell phone, CD player, MP3 player, iPod, etc., it must be turned in to the designated classroom before school begins, and it may be picked up after school is dismissed.
16. **No open food or drinks** allowed anywhere but the in the cafeteria. Closable plastic bottles, containing **water only**, are acceptable for use in the classroom.
17. Cheating, plagiarism, lying, defiance of authority, use of profane language, or fighting will not be tolerated.
18. Bullying will not be tolerated and will be dealt with severely. Bullying is defined as, “an action that appears or tends to establish an intimidating atmosphere that could result in fear or apprehension, to one or more persons, or is meant to provoke another person into disruptive behavior, create unrest, or generally disrupt the educational climate of a school environment.” Please note that as of August 1, 2007, the state of Missouri recognizes bullying as an incident to be reported to the proper authorities.

**NO WEAPONS OF ANY KIND**, including pocket knives, are allowed on Victory Academy property, or at any school sponsored event.

### **Sickness**

You must keep your child out of school for at least 24 hours if he/she has been vomiting, has diarrhea, has a fever, or has a contagious illness (such as strep throat, flu virus etc.) If student is prescribed an antibiotic from a physician for a contagious illness a Doctor's release stating when the student may return to school is required for re-admittance into class.

### **TARDY PROCEDURE**

Tardiness is a disruption to the learning process, not only to the student but to the other members of the class. For the elementary student it can cause problems for the rest of the day. In the event that a late start is unavoidable, any student who arrives at school after 8:15 will be considered tardy.

Tardies fall into two categories: excused and unexcused. Tardies are excused when the result of illness, an appointment, family emergency and must be accompanied by a note signed by a parent or physician. All other tardies are unexcused, although it is granted that in many instances, there may be a good reason including but not limited to, transportation and/or traffic. However, to keep staff from having to evaluate the merit of each situation the above procedure will be used.

### **TOY POLICY**

Toys are not allowed to be brought from home to school at any time unless, it is your child's show-and-tell day. Show-and-tell will be designated by the teacher. Victory Academy cannot be held responsible for any damage to personal items brought onto campus.

### **WITHDRAWAL FROM SCHOOL**

If a student is withdrawn during the school year, proper procedure must be followed. This includes completion of all necessary paperwork from the office, payment of all tuition, fees and other charges according to policy, and the return of all school property.

## **VICTORY ACADEMY SCHOOL WELLNESS POLICIES**

### **Policies**

- I. School Health Policies
- II. Nutritional Quality of Foods and Beverages Sold and Served on Campus
- III. Nutrition and Physical Activity Promotion and Food Marketing
- IV. Physical Activity Opportunities and Physical Education
- V. Monitoring and Policy Review

Understanding that children need access to healthful foods; an opportunity to be physically active in order to grow, learn, and thrive; that good health fosters student attendance and education; that obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. Knowing that heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood. 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes. Only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid.

Nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.

Schools around the country are facing significant fiscal and scheduling constraints. Community participation is essential to the development and implementation of successful school wellness policies.

Thus, the Victory Academy is committed to providing a school environment that promotes and protects children's health, well being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Board of Directors of Ava Victory Academy that:

The Academy will engage students, parents, teachers, food service persons, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school- wide nutrition and physical activity policies.

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body, and will provide clean, safe, and pleasant settings and adequate time for students to eat. To the maximum extent practicable, the academy will participate in available meal programs such as the Fruit and Vegetable Snack Program.

The academy will provide nutrition education and physical education to foster lifelong habits of health eating and physical activity, and will establish linkages between health education, school nutrition, programs with related community services.

#### TO ACHIEVE THESE POLICY GOALS:

##### I. School Health Councils

Victory Academy will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and as necessary, revise school nutrition and physical policies. The councils will also serve as resources for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, members of the school board, administrators, teachers, health professionals, and members of the public)

##### II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

Meals served at the Academy will be appealing and attractive to children, be served in clean and pleasant settings; meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations; offer a variety of fruits and vegetables; and serve only low-fat and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and ensure that half of the served grains are whole grain.

Schools should share information about the nutritional content of meals with parents and students; by newsletters, menu boards, etc.

### III. Nutrition and Physical Activity Promotion and Food Marketing

Schools will provide students with at least 20 minutes to eat after sitting down. Meal periods will be scheduled at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.

Tutoring, club meetings, organizational meetings, or activities will not be scheduled during meal times, unless students may eat during such activities.

Lunch periods and recess periods will be scheduled at separate time slots.

Students will be provided access to hand washing or hand sanitizing before they eat meals or snack.

Reasonable steps will be taken to accommodate the tooth brushing regimens for students with special oral health needs.

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given health concerns and concerns about allergies and other restrictions on some children's diets.

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruit and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Nutrition education and promotion will promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, health food preparation methods, and health enhancing nutrition practices. Education is offered at each grade level as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health.

### IV. Physical Activity Opportunities and Physical Education

Students will receive the nationally recommended amount of daily physical activity (i.e. at least sixty minutes per day) and students will fully embrace regular physical activity as a personal behavior, students need for physical activity will be incorporated into other subject lessons and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

V. Monitoring and Policy Review

To help with the initial development of the school’s wellness policies, Ava Victory Academy will conduct a baseline assessment of the school’s existing nutrition and physical activity environmental policies. The results of this assessment will be compiled and needs will be identified and prioritized.

Please sign and return the following page.

**HANDBOOK AGREEMENT**

This page must be signed, removed from the handbook, and turned into your child’s homeroom teacher.

I have read the “entire” student handbook and agree to abide by its policies and procedures and expect my child to do the same.

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

Parent Signature: \_\_\_\_\_