



Student & Family Handbook

REVISED FOR THE 2026-2027 SCHOOL YEAR



1780 Sloan Avenue (Central Office)
2710 Bethel Avenue
Off: (317) 351-1534
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www.victorycollegeprep.org

Welcome from the School Leaders

Dear Families and Students,

On behalf of the Board of Directors, we would like to welcome you to Victory College Prep! We embark on this journey with a pledge to you - our students and guardians - that this will be a year of engaging, meaningful, and rigorous work combined with fun and interactive learning.

We understand that the choice to send your child to Victory College Prep is an important one that demonstrates your high hopes and expectations of your child, yourselves, and us. We share these high hopes and expectations with you, and we are committed to making them a reality as we work together to prepare your child for college.

Every member of our school community - students, parents, guardians, teachers, principals, and community partners - has an important role to play in creating a nurturing environment where students can develop the knowledge, skills, and values necessary for responsible citizenship and life-long learning.

The Student and Family Handbook outlines the responsibilities and expectations that we, as a school community, must honor to ensure your child is well prepared for college and career.

Do not hesitate to call us if you have any questions about the handbook or any other school issues during the year. We can be reached at (317) 351-1534, or email us at the addresses below.

Sincerely,

Valerie Miller, Principal
VCP Elementary School
valerie.miller@vcpindy.org

Avience Rose, Principal
VCP Middle School
avience.rose@vcpindy.org

Chelsea Easter, Principal
VCP High School
chelsea.easter@vcpindy.org

Important Contact Information

Telephone

Parents/guardians may leave messages for teachers and staff at the school office. Parents/guardians can expect a return call from all staff within one school day of leaving a message. The telephone number is: (317) 351-1534.

Email

In addition to the general voice mailbox, administrators and teachers may be contacted via email. In most cases, a staff member's address is their first name and last name @vcpindy.org. For example, if a teacher's name is Devon Adams, he could be reached at devon.adams@vcpindy.org. To confirm you have the correct email address, please contact the school office.

Contacting School Leadership

Role	Name	Phone	Email
Principals	Valerie Miller, Elem Avience Rose, Mid Chelsea Easter, High	(317) 294-1410 (773) 951-1434 (937) 329-1485	valerie.miller@vcpindy.org avience.rose@vcpindy.org chelsea.easter@vcpindy.org
Dir. of Student Services	Juan Cahue	(317) 618-0903	juan.cahue@vcpindy.org
Chief Academic Officer (K-G8 instruction)	Tara Moeller	(317) 351-1534	tara.moeller@vcpindy.org
Chief Readiness Officer (G9-12 instruction)	Rahul Jyoti	(317) 351-1534	rahul.jyoti@vcpindy.org
Athletics Director	Lindsay Nelson	(317) 363-4965	lindsay.nelson@vcpindy.org
Dir. of Facilities	Kurt Johnson	(317) 351-1534	kurt.johnson@vcpindy.org
Executive Director	Ryan Gall	(317) 351-1534	ryan.gall@vcpindy.org

Mail

You may also write to the school administration and Board of Directors/Trustees if you have concerns or issues you wish to discuss. Please send your correspondence in care of the school office: 1780 Sloan Avenue, Indianapolis, IN 46203.

Website

The school posts documents on the Victory College Prep website:

<http://www.victorycollegeprep.org>.

Board of Directors/Trustees

Board of Director/Trustee meetings are open to the public and are posted on the school's website: <http://www.victorycollegeprep.org/board>. There is a public comment section on the agenda. You can also email the Board of Directors Chairperson from this web page.

The Board of Directors/Trustees may be contacted by sending a letter to the Board Chairperson as follows using the contact information posted on the webpage above.

Records Access Officers

The Records Access Officers under the Indiana Access to Public Records Act for the school are Michael Lipphardt (michael.lipphardt@vcpindy.org) and Patricia Schelling (patricia.schelling@vcpindy.org). Please contact either of them at the school should you have such a request.

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Mission, Tagline, and Values

Mission

We empower students with the academic and social-emotional skills necessary to thrive in college and career.

Core Values / Habits of Mind

- **Community:** *We embrace and celebrate all backgrounds, racial, socioeconomic, religious, sexual orientation, and gender identity. We engage with the intent to build real relationships and believe in the power of restorative practices to unite us.*
- **Collaboration:** *We respect, value, trust, and provide feedback to each other. We work as a team and ask for help when needed to meet our goals.*
- **Critical Thinking:** *We effectively solve problems through data-driven evaluation to identify the best strategies. We find connections between ideas to make our learning relevant.*
- **Persistence:** *We accomplish goals in the face of obstacles and discouragement. We are open to change our direction when an idea or strategy isn't working.*

What sets VICTORY COLLEGE PREP apart from other schools?

Elementary and Middle School

- We use a variety of instructional methods and co-teachers to introduce vocabulary, build background knowledge, and provide more “at bats” with text and complex problems
- We work in small groups with additional teachers at every grade level and double blocks of reading and math to help boost reading and math skills.
- While the teacher is working with a small group, the rest of the students work in small groups/centers both individually and with each other, reading and solving problems
- Every student has opportunities throughout the week to focus on socio-emotional learning, community and relationship building, and college and career readiness.

High School

- Over 90% of our students graduate each year
- All 11th & 12th graders participate in internships with Indianapolis businesses
- We offer dual-credit courses starting in grade 10 that allow students to earn college credit through university partners like Ivy Tech, Indiana University, Project Lead the Way, and others
- Our dual-credit course offerings provide students the opportunity to earn the Indiana College Core and start their college experience as a sophomore, saving them one year of undergraduate study at university
- We offer a co-teaching classroom model, which allows for small group support and skills remediation for all students
- Every student is in an Advisory class, which focuses on socio-emotional learning, community and relationship building, and college and career readiness.

School Overview

Our school network has been a fixture on the southeast side of Indianapolis since 2005. Our three-school two-campus model serves approximately 1,300 students from kindergarten through 12th grade. Our Sloan Avenue Campus is home to the VCP Elementary and VCP Middle School. Our Bethel Avenue Campus is the home of the VCP High School. Each school has its own principal and leadership team to be able to serve students better.

Student and Family Orientation

Over the summer, parents/guardians are invited to a reception where they meet school staff, learn about the school's academic program, and receive the Student and Family Handbook. This is a time for the school to restate and review expectations and answer any questions regarding Victory College Prep.

Admission

Any student may seek admission to our school if the student has met the required school entrance age. All admission, including lotteries when enrollment demand exceeds capacity, is managed through a city-wide unified enrollment system, Enroll Indy. Please contact the VCP Community Engagement Coordinator for your grade level at frontoffice@vcpindy.org for more information or assistance with the Enroll Indy process. A student who was retained by a previous school will remain at the grade level as indicated by the previous school. Siblings are given preference in admission to the school.

Visiting the School

Parents/guardians are warmly welcomed and encouraged to schedule a visit and become involved in the life of the school. When you arrive at the school, please go directly to the main office to sign in and obtain a visitor's pass. When you are ready to leave the school, please go to the main office, return the visitor's pass, and sign out.

Because everyone's schedule is important, including your child's, please call the school at least one school day in advance to schedule a visit during class hours. This will allow us to inform the teacher of your planned visit so they can make the appropriate accommodations. While instructing, teachers will not have time to discuss your child's progress. Parents/guardians may schedule a time with the teacher outside of instructional hours to discuss the student's progress.

The principal may deny visitors at any time if they believe the visitor's access to a student or school building will cause a disruption to the educational environment. Please remember students are to focus on learning during the school day, and school is a place free of distractions whenever possible. Both custodial and non-custodial parents have a right to visit a student at school and remove a student from school, unless the custodial parent provides the principal with a court order that specifically addresses the time and place of visitation by the non-custodial parent and does not specifically allow visitation with the child at school by the non-custodial parent. All parents and visitors, regardless of custodial status,

are permitted to visit only if it does not present an actual or reasonably foreseeable disruption to the educational environment.

School Day

Students will attend school for 180 days each academic year. (Please see the School Calendar on the VCP website.) The instructional day is roughly 7:45 a.m. to 2:45 p.m. (but times vary slightly by VCP campus). All campus open hours are posted at victorycollegeprep.org/resources. Rarely, the network may notify parents/guardians of a unique situation involving a different start or end time for the school day. Please do not drop your child off before 7:30 a.m. at the VCP Bethel Avenue Campus or 7:45 at the Sloan Avenue Campus as no entry into our buildings is allowed and no supervision is available for the students. Students will be allowed entry into the building at designated times through designated doors only.

Dismissal

Students are dismissed at roughly 2:45pm (but times vary slightly by VCP campus). All campus open hours are posted at victorycollegeprep.org/resources. Unless your child takes a school bus or stays for an after-school program, please make arrangements for your child to be picked up on time. Students will only be dismissed to individuals authorized in advance by the parent/guardian. If a student is picked up early, it must be done so before 2:00 pm.

It is not acceptable for any student to be picked up late. Parents/guardians may be required to reimburse the school for costs incurred for providing supervision to ensure your child's safety. The school may file a report with Child Protective Services if an authorized person does not pick up the child, including a student who has lost bus privileges. The police or other appropriate authorities may be called to pick up students who are left at the school repeatedly or for an extended period of time.

Teacher to Student Ratio

A small school environment ensures that all students are known personally by their teachers and by school leaders. Our network's low teacher-to-student ratios create the most responsive learning environment possible.



Absence

Our goal is for every student to attend school every day. Every minute of every day counts and is a learning opportunity. The more time a student is in school the more they can learn. Regular attendance in classes is of vital importance if a student is to succeed in school and be prepared for college and career. Absences for any reason hinder learning and should be avoided. All absences, regardless of reason, count towards a student's overall absence total. Certain reasons such as bereavement, and doctor/dentist can be considered an "excused" absence under Indiana state law. However, such "excused" absences still count towards a

student's total absent count, according to law. Half day absences are recorded and will be counted as part of the total days present or absent for the year.

Attendance will be taken twice daily for elementary students and during each period for middle and high school students. Students must be present each time attendance is taken to be counted as present for the entire school day. Parents will be frequently notified regarding poor attendance as we hope to work with families on ensuring that their students are receiving adequate instructional opportunities.

Please notify the school office via phone, email, voicemail, or letter by 8:30am if a student must be absent from school for any reason. Upon return to school, the student must submit to the front office, via a Community Engagement Coordinator, a note of explanation signed by a parent/guardian. All absences must be documented at the school through a written/typed, signed letter from a doctor or other health care office, or by a parent/guardian. Note as previously outlined above, any absence not documented will be considered an "unexcused" absence.

In the case of an absence in excess of three (3) days and in all cases of contagious diseases, a doctor's note may be required for re-admittance to the classroom. If you suspect or a staff member reasonably believes your child may have a contagious disease, the student should not come to school until they have been examined by a doctor. This is in consideration of other students and staff.

The table below shows the process the school follows to ensure students are attending school as expected to ensure academic and social success.

Absences (EX & UNEX)	26-27 Action(s) Taken
Each Absence	- Auto-call home, daily
3	- Phone call from School Attendance Coordinator
5	- Mandatory parent meeting - Formal Attendance Contract - Certified letter sent home
7	- Phone call from School Attendance Coordinator
10	- Habitual truancy results in Department of Child Safety Report filing
15	- Truancy filing with the state

20	- Referred for hearing to the Principal and Executive Director - Revision of Attendance Contract
20+	- Mandatory summer school - Student is retained

All absences count towards a student's total absences, but VCP understands there are some absences a family can't control. For this reason, VCP allows Excused Absences for certain situations. An absence is considered excused if it meets one of the following criteria and is accompanied by proper documentation prior to the absence occurring:

- Student illness
- Medical, dental, or professional appointments
- Death or grave illness of an immediate family member
- Required religious observation
- Legal obligations

Students are allowed 3 excused absences per quarter. To have an absence excused, there must be written documentation from a:

- Parent note supporting one of the criteria mentioned above
- Doctor note
- Dentist note
- Other medical professional

Phone calls and text messages will not be an acceptable form of communication.

Any absence that is unexplained through proper documentation will be marked as absent unexcused (A/AU).

Late Arrivals/Early Departures

All students are expected to be at school promptly for the beginning of classes and to participate in learning and school activities until scheduled dismissal. Arriving late to class or leaving early interferes with important teaching and learning and disrupts the classroom environment. It is the responsibility of parents/guardians to ensure that students are at school on time and depart on time every day.

A student who arrives tardy after the designated school start time must go directly to the front office of their school building to present a signed note from a parent/guardian explaining the reason for the delayed arrival or enter the school with a parent/guardian who will explain the reason for the late arrival.

Repeated late arrivals or early departures will result in loss of privileges and disciplinary action. Repeated late arrivals or early departures may also render the student truant pursuant to state/local statutes and require the school to report to state/local officials. Truancy can result in sanctions and legal prosecution of responsible parents/guardians by state authorities. Please refer to the absence/tardy on the preceding page.

A student will be released for an early dismissal only to an authorized parent/guardian or other person designated in writing by the parent/guardian to be authorized to pick up the child. Parents/guardians must make such arrangements in advance. Upon arriving at the school, the parent/guardian must go to the school office to sign out the child, showing a government-issued, non-expired ID. No adult may go directly to a classroom.

If a parent or guardian does not have legal rights to pick up or visit a child, the school must be given a copy of legal documents attesting to this fact. Without such valid legal documents, all parents/guardians are assumed to have equal rights to make decisions regarding their child's education, to pick up the child, and to participate in school activities.

Making up Missed School Work

Quality instruction is delivered in the classroom and make-up work does not provide the same level of skill development or learning opportunities. If parents request missed work, students must complete missed homework and in-class assignments within a to-be-determined amount of time that is agreed upon between the student and teacher.. For example, if the student and teacher agree on a two day make up window, a student who has been absent for two school days will have two school days to make up missed class work and homework. Students who have missed any tests will also be expected to begin to take make-up tests on the first day after the make-up period ends.

It is the parents/guardians' responsibility to pick up make-up assignment packages and to make certain completed work gets back to the teacher by the designated due date. Provided at least one day of notification, teachers will do their best to prepare assignments for students who are unable to attend school due to an excused absence. In some cases, teachers will be unable to send homework as it is often impossible to replace instruction with take-home assignments. If there are questions about making up missed school work, the teacher who has assigned the work should be contacted.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event the student has questions regarding the assignments or school work. A student may be allowed to make up missed tests or quizzes when the student returns to school.

School Closing

In times of inclement weather, it is important to watch the local news stations to determine if there has been a delay or cancellation. Victory College Prep does not follow the same cancellation/delay schedule as the public schools in the area, and it is therefore important to check these stations. Additionally, an automated call will be sent to all families with updated contact information regarding the delay/cancellation. Our full inclement weather policy is available on our school network website.

Other Emergencies

In case of other emergencies, parents/guardians will be contacted by phone or text as soon as possible. Parents/guardians must provide updated contact and emergency notification information on file during the school year. Please remember to keep your phones/cell phones turned on and with you throughout the day in case of emergency.

Withdrawal from School

In the event you need to withdraw your child from school, a withdrawal form must be completed and on file. Please contact frontoffice@vcpindy.org to receive instructions for the process. We will then forward your child's records to the new school upon receipt of request from the student's new school.

Components of the Educational Program

The mission of Victory College Prep is to equip our students with the academic and social-emotional skills necessary to be successful in college and career. Our educational model is anchored in academic standards that define what every student should know and be able to do. Teachers use research-based curricula and instructional practices to help students meet these standards. Elements of the Educational Program include:

Social Development

Victory College Prep believes that the development of habits and mindsets necessary for college is as important as the academic curriculum. We support our students in their capacity to engage collaboratively, be disciplined in their academic and personal pursuits, and contribute in meaningful ways to their community.

Steering the social development of our school communities are the four **Core Values: Community, Collaboration, Critical Thinking, and Persistence**. Together, these mindsets and skill sets foster excellent work among staff and students, and inspire meaningful contribution to the learning community.

Morning Meeting & Advisory

Students in Elementary School start their day with a Morning Meeting. This meeting sets the tone for respectful interactions and rigorous learning throughout the day. In addition, other classroom or grade level community meetings, such as Town Hall Meetings, are planned throughout the month to allow teachers and students to celebrate, discuss, share, or reflect

upon relevant topics impacting school members and the immediate school community. Students participate in curricular activities through Second Step, a comprehensive social emotional program.

All students in Middle and High School are placed in an Advisory program. With this program, students receive non-traditional content instruction, such as career training, public speaking practice, and college readiness exercises, for one class period per day that is led by an assigned grade-level advisor. In addition, the VCP Advisory program includes progress monitoring, family connections, and social-emotional supports.

Learning Management System

Students in Middle and High School will utilize a learning management system, called Schoology, accessible via the Victory College Prep Family Resources Hub on the school network website at www.victorycollegeprep.com/resources an online program to access the school curriculum and submit work, as the primary instructional platform. The Learning Management System will allow students to increase their exposure to online learning, to better collaborate with peers, and to become better prepared for collegiate instructional expectations.

Student Exhibitions

Students frequently have the opportunity to present their work within their classroom and school community – formally and informally. Starting in grade 9, there are two scheduled forums (“Exhibitions”) which require students to publicly perform/present their work. At the conclusion of each semester, every student is expected to successfully complete an exhibition of their work before an audience of peers, family members, and the advisory teacher.

Student Internships

In grades 11 and 12, students are expected to participate in off-site experiences focused on career preparation and job shadowing. All students will attend full-day offsite work study two times per month. Students will be evaluated on their performance at their internship by their mentor at the business and by their VCP advisor. Success at the student internship will be a component of the student graduation expectations. Internships are explained in further detail to parents through communication and parent meetings in the junior year.

Testing and Assessments

VCP uses a variety of tests to assess student progress throughout the year. These include curricular assessments, as well as norm referenced standardized tests and assessments required by the state to assess student knowledge and skills. These assessments will be explained in more detail to parents/guardians and students at conferences and throughout the school year.

Homework

Students receive homework at all grade levels and in all subjects. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework is viewed as an extension of class work and related to the objectives of the curriculum. The length of time for completion of this work will vary by grade level, subject, and teacher.

Purposes of Homework

- Students practice, extend learning, and engage in new learning.
- Students learn how to organize and manage time.
- Students develop a range of research skills.
- Reaffirms the role of parents/guardians as partners in the educational process.

Teachers will further outline homework expectations during the fall orientation.

Parents/Guardians, Student, and Teacher Conferences

We value the critical role that parents/guardians play in education. To provide more information to you about your child, teachers will schedule up to four conferences each year. At these conferences, parents/guardians will see work samples from each class and hear in greater detail about their child's successes and struggles. By grade 3, students take an active role in leading these conferences. Together, teachers, parents/guardians, and students create student learning plans which include clear statements about current progress levels and goals for improving problem areas. In addition to quarterly conferences, a parent/guardian may request a conference at any time by contacting the teacher.

Report Cards and Mid Term Reports

Starting in middle school, weekly Progress Reports are sent home that require a parent or guardian review, unless mid-term reports or report cards are being sent home that week.

Report Cards are delivered and reviewed at parent/guardian-teacher-student conferences at the end of each quarter. If a parent/guardian is unable to participate in a conference, the school will work to set up another time to meet. These reports inform you as to your child's mastery of the state required subject matter and where your child needs to improve. The report card must be signed by the parents/guardians.

Additionally, each school provides access to PowerSchool through the Family Resources Hub at www.victorycollegeprep.org/resources. PowerSchool gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Through this powerful communication tool, everyone stays connected: students stay on top of assignments and parents are able to participate more fully in their child's progress. Detailed letters are sent home during the first quarter with instructions on how to access the portal.

Special education students receive updated progress reports according to their IEPs.

Annual Grade Placement and Graduation Requirements

A student may be assigned to a higher level class for instructional purposes based on assessments that show the student has mastered the content in the assigned class. Generally, students are assigned to classes with their school-age peers to support their social development, unless the principal indicates the student should be in a different grade.

Our goal is for every student to graduate from high school with at least one letter of acceptance from a four year college. At the end of each semester, students are notified of credits earned and the cumulative number of credits earned toward graduation. The student's course assignments are based on courses completed and passed in the previous year. Student mastery of course content and earning required credits is the basis for promotion to the next grade. Please see the Appendix for the school's graduation requirements.

VCP Code of Conduct

Victory College Prep is committed to an education that balances the cognitive, social, and emotional development of students. Teachers and staff support our students in their capacity to engage collaboratively, be disciplined in their academic and personal pursuits, and contribute in meaningful ways to their community. In order for our students to grow into self-managed students and adults, it is essential that the school and home work together to promote the high expectations for behavior established in the VCP Code of Conduct.

Restorative Discipline Practices

At Victory College Prep, in response to disciplinary infractions or conflict, the school uses a continuum of strategies that are restorative¹ rather than punitive. We employ restorative practices¹ and consequences with the objective of keeping students in school and engaged with their learning on our campus. As such, we make every effort to avoid out of school suspension and expulsions, unless they are necessary or required by law. School staff works with all students to encourage and foster new skills and improved behavior, and recognizes that changing student behaviors involves a range of recognition, guidance, and intervention. As a such, we work to involve all impacted shared interest parties in finding solutions to repair harm and restore relationships.

Victory College Prep Intervention Tiers and Consequences

To prevent misbehavior, we use a three-tiered approach to support students in making appropriate choices. ALL students benefit from Level One interventions which focus on building a healthy classroom and school community. Students who are not responsive to Level One interventions participate in Level Two interventions and support to correct behavior and prevent future incidents. Level Three intervention is reserved for the few students who do not respond to Level One or Two interventions and supports. The examples below are not all-encompassing and the administration may impose any consequences determined appropriate using their best judgment based on the information available at the time.

Three Levels of Intervention

Level One - Universal Intervention

Includes:

- Clearly stated expectations that are applied to all students
- Classroom communities built through intentional teaching of social/emotional skills
- Acknowledgement of positive behavior and celebrations of student achievement and goal attainment

Examples of Level One Interventions: Social/emotional curriculum, Morning Meeting, Town Hall meetings, and Advisory

¹ The school uses restorative or positive approaches except for serious and dangerous offenses when exclusion from school is necessary to protect the safety of the school community.

Level Two - Targeted Interventions

Focuses on:

- Specific interventions for students who do not respond to universal (Level One) efforts
- Targeted groups of students who require additional support
- Interventions that are part of a continuum of behavioral supports in schools

Examples of Level Two Interventions would be: Parent/Guardian conference, conflict resolution, peer mediation, Restorative circle, or short-term behavioral progress reporting.

Level Three - Intensive Interventions

Focuses on:

- The needs of individual students who exhibit a pattern of problematic behavioral actions
- Diminishing problem behaviors and increasing the student's social skills and functioning

Examples of Level Three Interventions would be: student is assigned to in-school suspension, In-school Restoration, out of school suspension.

When school staff and principals respond to student misbehavior, they take into account: the age, health, decision-making ability and disability or special education status of the student; the history of the student's behavior; the severity of the behavior; the appropriateness of the student's academic placement; the student's successes and challenges of behavior; the student's need to repair the harm; and the safety concerns to other individuals, the building, and the impact of the incident on the school community.

Logical Consequences

We believe that consequences should be logical and appropriate to the age of the student and the situation. For example, a student who damages a bulletin board might be asked to repair it. Likewise, a student who makes fun of a classmate might be asked to fix that relationship by apologizing and showing kindness to the classmate in concrete ways. This system keeps the school calm and safe for all of us, and it takes your help to make it happen. (Please see the section below regarding due process for all students.)

Some behavior is simply unacceptable. In addition to following the principles described above, students are expected to avoid all *unacceptable and unlawful* actions.

Students are prohibited from engaging in actions that will endanger or threaten to endanger the safety of others or oneself, that will damage property, or that will impede the orderly conduct of the school program.

The following actions are violations of the code of conduct whenever they occur:

- On school grounds immediately before, during, and immediately after school hours, and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

Students who violate this code will make restitution and repair the community whether the violation is directed against school staff, students or any other persons.

Unacceptable and Unlawful Actions

All of the examples of actions given in this handbook are unacceptable. **Unacceptable Actions** are not permitted under the School's Code of Conduct.

In addition, per I.C. 20-33-8-15, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Unacceptable Actions include, but are not limited to, the refusal to respond to or carry out reasonable directions of teachers and other staff; verbal abuse, such as name-calling, racial or ethnic slurs, or derogatory statements. Other actions, such as lying or hitting, as well as pushing (even if accidental) are unacceptable actions. Students engaging in unacceptable actions will engage in restorative practices, which may include apologizing, giving restitution, spending time in In-school Restoration, out of school suspension or expulsion.

Examples of Unacceptable Actions	
- Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. - Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity. - Physical touching of another person with or without the intent to cause injury - Bullying (including cyberbullying) - Causing or attempting to cause physical injury, or behaving in a way as	- Verbal harassment of a teacher (e.g., cursing, name calling, or mocking) - Use of profanity - Tantrum at a volume that inhibits the flow of the class - Causing or attempting to cause damage to school or private property - Theft - Sexual touching, language, gestures or actions which cause injury, fear, and/or emotional harm to another person, with or without the use of force - Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

could reasonably cause physical injury to a person, including posing a physical threat to oneself or others (e.g., banging head, making a threat)

- Possession or use of weapon, drugs, tobacco or vaping supplies, alcohol, or lookalike
- Coming to school or to any school activity under the influence of alcohol, drugs, or other foreign substance
- Refusal to stay within the teacher's sight or any other insubordination to any school staff directions

- Threatening or intimidating any person for any purpose

- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

No student shall possess, handle, or bring any firearm, destructive device, or deadly weapon to school or on school property.

A firearm, as defined in I.C. 35-41-1-5 is any weapon that is capable of expelling, or is designed to expel, or may readily be converted to expel, a projectile by an explosion.

A destructive device as defined in I.C. 35-41-1-8 is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A deadly weapon as defined in I.C. 35-31.5-2-86 is:

- a loaded or unloaded firearm
- a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- a biological disease, virus, or organism that is capable of causing serious bodily injury

If the school confiscates a firearm or other dangerous weapon, it will be given to the local police. The School will use its discretion with regards to other items, such as small knives or look-alike toys.

We strongly suggest that nothing be brought to school which might be considered a weapon, to increase safety for all and to avoid any misunderstandings.

Unlawful actions are prohibited by state, federal or local statutes. This includes, but is not limited to, acts of violence, intentionally causing any type of harm to another, possession of weapons, drugs or alcohol, theft and activating the school's fire alarm system in the absence of an emergency. All unlawful actions will be reported to local law enforcement.

Parent Role in the VCP Code of Conduct

Parents/guardians are our partners when it comes to implementing restitutions to change students' behaviors. Parents/guardians should expect to receive calls and attend meetings with teachers and administrators when students have misbehaved. The purpose of these calls will be to solve problems together and to make sure that logical consequences given at school and at home are consistent. Parents should also expect to receive calls with good news!

After School Consequences

An After School Consequence might be used for a student to work on missed classwork that did not get completed because the student was avoiding the work or engaged in an action that did not allow them to complete classwork. All decisions regarding After School Consequences will be made by the principal or designated school leader.

Duration: 1-3 hours (depending on the behavior)

Time: 3:00 P.M. – 5:00 P.M. (depending on the time needed to be made up)

Pick-Up: Student's parent/guardian will be responsible for picking up the child **promptly** after Afterschool Consequence.

The school will notify a student's parent/guardian of the date and time the After School Consequence must be served.

In-school Restoration

A student may be assigned to spend a certain number of days in In-school Restoration as a logical consequence for disruptive or other unacceptable acts if other restorative approaches have not been successful.

The student is removed from their scheduled class(es) and assigned to another room in the school for some period of time in accordance with logical consequences. The student will do their class work in the assigned room with an adult. This may also be a time for restitution, such as writing a letter of apology.

The principal or designee will contact the parents/guardian of the child immediately to inform them of the incident and, if appropriate, to request their cooperation in implementing logical consequences.

The principal or designee, teacher and parent/guardian may determine other logical consequences that will restore relationships and the classroom environment upon the student's return to the classroom.

Interim Alternative Educational Setting

We hope there will be **very rare** occasions when out-of-school suspensions or expulsions may be necessary to safeguard the learning environment for all students and staff. VCP makes every effort to impose these consequences only when necessary.

Per the Individuals with Disabilities Education Act and 511 I.A.C. 7-44-6, the principal or principal's designee may remove a student with disabilities to an interim alternative educational setting for not more than 45 instructional days without regard to whether the student's behavior is determined to be a manifestation of their disability, if the student:

- carries a weapon to school or possesses a weapon;
- knowingly possesses or uses or sells or solicits the sale of a controlled substance; or
- inflicts serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the department of education or a public agency.

Due Process and Appeals

Logical and appropriate consequences include progressive discipline. In addition to the consequences discussed above, we may determine it necessary to suspend or expel a student. **Suspension refers to a disciplinary action whereby the student is separated from school attendance for not more than ten (10) school days. Expulsion is a disciplinary action whereby the student is separated from school attendance for a period exceeding ten (10) school days; is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or is separated from school attendance for the period prescribed under IC 20-33-8-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.**

Lesser Grievances: This applies to restorative consequences other than suspension or expulsion. When a student, parent, or guardian disagrees with the consequences imposed by a school employee, they may request an informal conference with the school principal (or other designated person).

Due Process for Suspensions: The principal (or other designated person) will have a conference with the student to explain either orally or in writing, the charges against the student, i.e. the alleged violation of the rules, a summary of the evidence supporting the allegations, and the proposed consequences. The student must be given an opportunity to present their explanation. The parent/guardian will be notified in writing of the reason for the suspension and the duration of the suspension.

Due Process for Expulsions: Due process for expulsions is a more formal process. The student and parent/guardian will be provided a written notice of an opportunity for an expulsion meeting. The notice will be delivered in person or by certified mail to the student and the student's parent/guardian and will include the reasons for the expulsion and procedure for requesting an expulsion meeting. The student or parent/guardian must request a meeting within three (3) school days of receiving the notice or the right to a meeting will be waived and the expulsion may be imposed. A student may remain suspended pending an expulsion hearing if the School determines continued suspension is necessary to prevent or substantially reduce the risk of an interference with an educational function or school purpose; or a physical injury to the student, other students, school employees, or visitors to the school.

Meeting Process and Requirements for Expulsion:

- If a request for a hearing is received within three (3) school days, the School must schedule a meeting to begin within ten (10) school days of when the request was received.
- The school shall appoint an expulsion examiner consistent with IC 20-33-8-19.
- The student and the parent/guardian have the right to be represented by an attorney provided at their own expense, but attorneys (for other the student/parent/guardian or the school) are not permitted in the expulsion hearing. The School may allow a representative other than an attorney.
- The student and the parent/guardian have the right to question and cross-examine witnesses of the School, unless there is evidence of good reason that the School should not produce a witness (generally for safety concerns).
- The student and the parent/guardian have the right to present an explanation of the alleged misconduct and support their explanation through witnesses, introduction of documents, or through other physical evidence.
- The School employee assigned to present the School's case has the right, before the hearing, to inspect any evidence the student or parent/guardian plans to introduce.
- The expulsion examiner may not be a witness, and the consequences to be imposed, if any, must be determined entirely on the evidence presented in the hearing.
- The hearing must be either electronically recorded or a verbatim record of the hearing must be made.
- The expulsion examiner must prepare a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate.
- A written decision of the expulsion examiner must be provided to the student and parent/guardian. The decision may either uphold the expulsion or may impose lesser

consequences or no consequences at all. An expulsion upheld by a hearing will commence immediately.

Appeals: If a student or parent/guardian disagrees with the decision of the expulsion examiner, they may file a written request for appeal within ten (10) days of receiving the decision. An appeal will be heard by the Board of Directors. The Board must schedule a hearing within 20 school days. In most cases, the expulsion may be continued while an appeal is made to the Board of Directors.

The principal reserves the right to respond appropriately to misbehavior. Many parents/guardians chose this school for their students because it is a safe and orderly place for all students, so let's work together to keep it that way. For K-6th grade students, consequences will be adapted appropriately and in accordance with the law. Students with disabilities will be provided procedural safeguards as defined in Article 7 or Section 504.

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Adult Role Models

The most powerful tool we have to change students' behavior is our own behavior. We want our students to treat their classmates, teachers, parents/guardians and environment with respect. So we will be models of respect at all times. When families and school staff interact, we must all maintain that respect. We will not raise our voices, use profanity or insult one another. And we will be especially careful to model respect in public areas of the school.



The school requires that all staff, students, and families treat each other with civility at all times. We must always model respectful behavior and appropriate citizenship skills for our students. This is not intended to stifle the expression of differing viewpoints, but to promote problem-solving and the respectful communication of differing viewpoints.

If a parent, guardian, volunteer, or any other adult treats a student or staff member in an abusive or inappropriate manner, (including, without limitation, the use of foul language, threats, or elevated angry tones) the school may address conflict in any number of ways. The staff member may remind the parent/individual to remain civil, request courteousness, remove themselves from a situation in which someone is acting uncivilly, and/or notifying the principal. If a parent or individual's conduct continues to be uncivil they may receive notification from the school that they are no longer allowed to come to the school or be present on the school campus. If needed, the school may take immediate legal steps to ensure that the adult is permanently removed from the school's campus. Similar steps will be taken if there are repeated uncivil incidents in communications with the school staff, whether such communications are in person, on the telephone, or by other means. If a school employee has received a threat or is the victim of intimidation, battery or harassment, that information must be reported to law enforcement as required by IC 20-33-9-10.

The school will, of course, continue to serve the student's educational needs and will continue to treat them with the same fairness and due process with which we conduct all of our affairs.

Policies and Procedures

Victory College Prep Dress Code

VCP has a mandatory dress code for all students. The dress code puts the focus on academics, not fashion, and creates a sense of school pride and belonging which are important components of our school culture. We ask that families work with school staff to support and enforce the dress code.

VCP-approved branded uniform shirts may be purchased here:

www.victorycollegeprep.org/uniforms.

Jeans, athletic pants, fatigues, cargo pants, excessively baggy, torn, or stone washed pants are not to be worn at school. Denim material is not to be worn at school.

Additional information on where and how to order uniforms may be provided during parent/guardian orientation.

Tops	VCP branded shirts must be worn at all times. These shirts may be short or long sleeved. Shirts must be tucked in at all times.
	A navy blue school sweatshirt or a solid, hoodless sweater with the school logo may be worn in school when it is cold.
	White or navy turtlenecks or undershirts may be worn under uniform shirts, but not alone. If an undershirt of another color is worn, the student will be asked to remove the shirt.
Bottoms	Khaki pants or shorts worn at the waist for all schools Black pants or shorts worn at the waist also acceptable for VCP High School only
	Navy tights with khaki skorts, skirts, or jumpers (not more than one inch above the knee)
	In all grades a belt must be worn if the pants/shorts have belt loops. Belt loops may not be cut off.
Shoes	Students are permitted to wear most types of shoes, however the following options are not allowed: • Open toe shoes • Slippers • Shower shoes (slides)

Other Uniform Requirements, Backpacks, and Bag Policy

Students are permitted to bring backpacks for their school supplies. Backpacks are kept in the student's designated locker/storage area. Students will have access to their backpack at the teacher's discretion.

Students in the VCP High School have special requirements. All bags brought to the VCP High School must meet the following expectations:

- Clear backpack
- Purse / Clutch (bags must adhere to a size restriction of 6" x 9" x 1.5")
- Athletic Duffle bag (only for students participating in sports) - this will need to be checked in with the PE teacher every morning (student must still report to Per 1 on time)

The VCP High School will issue the first clear backpack. If this item is lost or damaged and needs to be replaced, the student will need to purchase one on their own or provide the school with \$10.

The student will receive a pass for 3 days to get a new backpack, but their bag will need to be searched during that window of time.

Hats, scarves, bandanas, and head coverings may not be worn in the school building, unless for religious or medical reasons and with prior approval of the principal. Any other decorative hair accessories that the principal deems to be distracting may not be worn at school.

Athletic caps, visors, athletic-style headbands, and sunglasses may not be worn inside the school. For safety reasons, jewelry should be simple.

Any clothing or grooming (including hair, make-up, or nail polish) that, in the principal's judgment, may reasonably be expected to cause disruption or interfere with normal school operations will not be allowed.

If students are not in uniform, the school may provide a temporary shirt, shoes, pants or skirt or call the parent/guardian so that appropriate apparel may be brought to the school. Failure to follow the dress code policy will result in progressive discipline as determined by school administration. Non-conforming items, clothing, jewelry, etc. removed from students may be held by the school. Parents/Guardians may be required, upon request of the school or teacher, to retrieve student items that do not follow the dress code from the school office. It is the student/parent/guardian's responsibility to retrieve any items that were removed from the student in violation of the Student Dress Code or other school policy. At the end of the year, any remaining items that have not been claimed will be disposed of or donated.

Academic Integrity Policy

We value academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final grade. If there is any doubt as to whether a particular act constitutes academic dishonesty, ask the teacher.

Academic Dishonesty includes, but is not limited to: cheating on exams by copying from others, having or using unauthorized notes, formulas, or other information (either on paper or stored in a programmable calculator or other device); having or using a communication device such as a cell phone, to send or receive unauthorized information; altering a graded exam and re-submitting it for a higher grade; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

Plagiarism is considered a form of academic dishonesty. Plagiarism includes copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another student.

Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

Students who violate the Academic Integrity Policy will be subject to logical consequences up to and including expulsion.

Bullying, Harassment and Intimidation Policy

We are committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, intimidation, harassment and any type of bullying behavior, including cyberbullying. Students who engage in any act of bullying are subject to disciplinary action and logical consequences and referral to law enforcement.

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (a) places the targeted student in reasonable fear of harm to their person or property;
- (b) has a substantially detrimental effect on the targeted student's physical or mental health;
- (c) has the effect of substantially interfering with the targeted student's academic performance; or

(d) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

To protect students, we have several procedures in place, listed below and internal procedures.

Bullying will not be tolerated in school, on the bus, or during school activities, such as sporting events. The school prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Students who engage in bullying will face disciplinary action and, depending on the severity and pattern, may be reported to law enforcement. VCP will follow internal procedures for investigation and intervention of students engaged in bullying behavior, as well as procedures to prevent bullying and to support victims.

Both academies have programs to help students who bully. Program methods include using re-education of acceptable behavior, discussions, counseling and appropriate consequences. In addition, both academies will support students who have been the victims of bullying. In order to best support these students, VCP will contract with a mental health and child welfare service and also provide an onsite counselor.

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to a school employee.

Complaints under this policy may be filed with:

Ryan Gall, Executive Director, ryan.gall@vcpindy.org.

All complaints will be investigated and the parties involved informed of the outcome. Knowingly made false complaints may result in legal or administrative action against the complainant. No member of the school community may ever retaliate against a complainant.

Non-Discrimination Policy

All members of the school community deserve to learn or work in an environment in which they are treated with dignity and respect. Harassment has no place in our school or on school grounds. Harassing conduct by employees, students, families and community members, at any level, will not be tolerated.

Every student has the right to learn in an environment that is free from harassment and/or discrimination based on race, color, ethnicity, sex, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, parental status, marital status, military status, ancestry, genetic information, homeless status, or disability. All students are guaranteed equal access to educational and extracurricular programs and activities.

Anyone who believes that a student or employee has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate employee such as a teacher, counselor, administrator, or appropriate coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to their immediate superior.

Complaints under this policy may be filed with:

Ryan Gall, Executive Director, ryan.gall@vcpindy.org

All complaints will be investigated and the parties involved informed of the outcome. Knowingly made false complaints may result in legal or administrative action against the complainant. No member of the school community may ever retaliate against a complainant.

Procedures for investigating and responding to harassment or discrimination can be found by contacting the Complaint Coordinators listed above. For any questions, concerns, or to file a complaint, contact the Complaint Coordinator listed above.

Technology Acceptable Use Policy

Electronic communications systems extend the learning experience beyond the classroom and school by allowing students to access a wide array of information and resources on local, national, and international networks. Learning how to electronically communicate and navigate through the wealth of information located on both public and private networks requires informational literacy skills that support student achievement in the 21st century.

Victory College Prep will make every attempt to ensure a safe electronic communications environment. Students will be supervised while using electronic communications systems, and be instructed in the appropriate and safe use, selection and evaluation of information.

The use of all Victory College Prep's electronic communications systems is intended for educational use only. Use of these systems for any other reason is prohibited. Use of these systems is a privilege, not a right.

Technology Policy Terms and Conditions

This policy governs the access and use of all means and methods of electronic communications including but not limited to phones, voice mail, electronic mail, mail, computers, handheld devices, and the use of the internet sent by or received by a member of community (staff, student, volunteer, family member) using Victory College Prep communication and computer systems ("Systems"). All information transmitted, received or stored using these systems may be the property of the School. Victory College Prep reserves the right to monitor its systems and the content, including all emails. No user should have any expectation of privacy regarding use of the electronic communications systems, such as content of emails sent and received or websites visited.

The following Terms and Conditions apply for any user of Victory College Prep's electronic communications systems:

- Use of electronic communications systems is for educational purposes only
- Electronic communications with others will be respectful and courteous
- Copyright laws and intellectual property rights will be obeyed
- Privacy of personal name, phone number, address, passwords will be maintained
- VCP will use its best efforts to prevent a virus or a hacker accessing the system, but because methods of intrusion are always evolving, Victory College Prep cannot guarantee this will not happen
- Transmission of personal information about oneself or another person is not allowed without written consent from parent/guardian
- Discretion will be considered so as not to overload computer resources, such as printing large quantities of a document from a printer station
- Bypassing the school's filtering server in any way to "hack" into the system is prohibited
- Personal software or applications may not be installed on school devices or computers
- Users may not access or distribute abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit or illegal material
- Permission must be granted for the use of personal storage devices (e.g. flash drives, thumb drives, CD)
- Users may not attempt to monitor or tamper with another user's electronic communications, or alter or delete another user's files or software without the explicit agreement of the other user
- With the approval of the school leader, school events such as sporting events, graduation and school plays may be recorded and broadcast over non-interactive media
- When accessing electronic communications systems, users should abide by the VCP code of conduct
- Anyone accessing private data without authorization or otherwise hacking into the electronic communication system may be reported to the appropriate authorities
- Victory College Prep will not be responsible for any lost, stolen or damaged personal electronic communications system that is brought to the school or used for school purpose

If a student and employee creates a password, code, or encryption device to restrict or inhibit access to electronic technologies, the user shall provide access to that information when requested by the user's supervisor, teacher, Executive Director or their designee. The Executive Director or designee shall be authorized to override any password or encryption device to access the technology. Students and employees shall never use another individual's password or account, even with the permission from the other individual.

Students and employees shall not take any action that could cause damage to technology resources, including knowingly transmitting a computer virus or other malware that has the capability to damage or impair the operation of electronic technologies, or the technology of another person, provider, or organization.

Use of technology resources is at the individual's own risk. The system is provided on an "as is, as available" basis. The school is not responsible for any damage employees, students, guests, or third parties may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on Corporation Technology Resources, nor is it responsible for damages or injuries from improper communications or damage to property used to access technology resources and online resources. The school is not responsible for financial obligations arising through unauthorized use of technology resources.

Individuals accessing the Internet through personal communication devices connected to or through technology resources shall comply with this Policy. Users connecting personal devices do so at their own risk.

The Internet system does not serve as a public access service or a public forum, and the school imposes reasonable restrictions on its use consistent with its limited educational purpose. In order to comply with federal and state law, the school has implemented technology protection measures that protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Anyone who attempts to disable the technology protection measures will be subject to discipline. The Executive Director or designee may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures.

Employees are prohibited from viewing or permitting students to view or have access to inappropriate internet content at a school facility or in conjunction with a school function or activity.

Employees are prohibited from using or permitting students to use technology resources, including a personal communication device using the school's internet, unless the device is fully operating the School's internet filtering software.

Training

All students and employees who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.

Fee for Services and Terms & Conditions

No employee or student shall allow charges or fees for services or access to a database to be charged to the school except as specifically authorized in advance by the Executive Director or designee. A fee or charge mistakenly incurred shall be immediately reported to the Executive Director or designee. Incurring fees or charges for services to be paid by the school for personal use or without prior authorization may result in discipline.

Employees and students shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Employees and students are responsible for ensuring the terms and conditions comply with school policy and procedures and state and federal statutes and regulations. Employees and students who are unsure of the terms and conditions shall contact the Executive Director or designee prior to accepting any terms and conditions.

Personal Device Use Policy (Cell Phones, Tablets, Etc.)

Pursuant to Indiana Senate Enrolled Act (SEA) 78 and Ind. Code §20-26-5-40.7, the use of student personal electronic devices is strictly prohibited during the school day, including: cell phones; cellular- or wifi-enabled tablets watches, glasses, headphones, or ear pods; gaming systems; or personal laptops.

Aligned with state law, students are strongly encouraged to leave personal devices home, and if devices must be brought to school, they must:

- remain powered off at all times;
- be out of sight in lockers or backpacks;
- not be accessed by students.

Disciplinary consequences for violating the Personal Device Use Policy are as follows.

- 1) Violation one: device confiscated by school leadership, held for day, returned to student at dismissal;
- 2) Violation two: device confiscated by school leadership, held until a parent or guardian (a registered emergency contact) picks up at school;
- 3) Violation three: device confiscated by school leadership, immediate in-school suspension for student, device held until a parent or guardian attends a disciplinary meeting, at which time device is turned over to parent or guardian.

If a student refuses to turn over a device as directed by school leaders in the case of a violation, they will be put on immediate overnight suspension and held out of school until a parent or guardian attends a disciplinary meeting.

Extremely limited authorized expectations to the SEA 78 include IEP or 504 plan accommodations, in cases of medical necessity as directed by a doctor, or other narrow circumstances that meet an emergency condition as defined by a school principal.

Parents and guardians who may need to contact their student during the school day should contact the VCP front office for their student's school by calling 317-351-1534 and selecting the correct menu option.

Smoke & Tobacco Free Campus Policy

The school and its campus are smoke free. No individuals, including staff, are to be using any type of tobacco products on the campus at any time, inside or outside. Electronic cigarettes and vaping are also prohibited.

Fees or Charges Owed to the School

All amounts owed by parents/guardians to the school for student meals, late pick-up charges, school book replacement, or any other reason must be paid promptly and in full. The school will continue with collection notices until the amount owed is paid in full. Failure to pay may result in student records (transcripts, report cards, transfer papers) being withheld.

A parent/guardian who is unable to pay a debt promptly and in full may speak with the principal to make arrangements to set up a payment schedule. All payment schedules must be approved by the principal in writing.

School Books and Resources

Your child is loaned textbooks for use at no cost. Other learning tools may be loaned to the student as well. Students may not write in their books unless told to do so. All books, equipment and other loaned materials must be returned in good condition at the end of the year. The child's parents/guardians must pay the replacement cost for any book, computer, or other loaned materials that are lost, stolen, or returned to the school in poor condition. Please see the VCP Family Coordinator for replacement costs.

Suspicion of Child Abuse/Neglect

Educational staff are required to comply with applicable state mandatory reporting laws that apply to suspected neglect and/or abuse. School staff who have reason to believe a child has been subjected to abuse or neglect, must immediately report to the Department of Child Services (DCS) and/or local law enforcement.

Student Records

Every legal guardian is required to complete and submit enrollment forms as part of the registration process. For assistance in completing these forms call the Family Coordinator.

Copies of all student records will be maintained on-site at the school in a private and secure location. Parents/guardians may request a copy of their child's records at any time by completing the required form available from the school office. Parents/guardians should also obtain a copy of their child's records from all previous schools attended and forward these records to our school. If parents/guardians do not have such records, we will request that a release form be signed so the school may request past records directly from other schools.

the student attended. The parent/guardian must allow for the transfer of records before the child may be enrolled in our school.

NOTICE REGARDING STUDENT RECORDS

In accordance with the federal Family Educational Rights and Privacy Act ("FERPA"), we must have written permission from you, the parent or guardian or the "eligible student" (a student who is age 18 or over), in order to release any information from a student's education record. We may need to verify your identity before releasing any information to you or to a third party to whom you request information be disclosed. However, we may disclose records, without consent, to the following parties or under the following conditions:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring or transferred
- Previous institutions attended by the student if we have a question about records received
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities pursuant to state law

NOTICE REGARDING STUDENT DIRECTORY INFORMATION

We may disclose appropriately designated "Directory Information" without written consent, unless you have advised the School not to disclose by returning the "FERPA" form to the School. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a drama production
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

The law allows Directory Information to be disclosed without your prior written consent.

The School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth

- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Student ID number, user ID, or other unique personal identifier. (A student's social security number, in whole or in part, cannot be used for this purpose.)

Photographs and videos may be used for Victory College Prep marketing or publicity, but your child will never be identified by their full name, i.e. the student is either not named or it might simply state "Devon". Please complete the Student Records and Information (FERPA) form and return it to the school office. If you completed such a form in the past, you must resubmit it each year. *By enrolling your child in the school, you agree that photographs, videos and copies of their schoolwork may be used as displays in the school or for marketing or publicity purposes.*

Non-solicitation Policy

To avoid disruption in the school day, we do not allow solicitation of any kind. For purposes of this Non-solicitation Policy, "Solicitation" (or "Soliciting") shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on school property or using school resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). "Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on school property or school resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means are covered by the Non-solicitation Policy.

Items to be distributed or offered for sale, which contain school and Victory College Prep trademarks, names or design elements (T-shirts, posters, etc.), must be approved by Victory College Prep leadership.

Non-School Related Items

Unless requested by a teacher for a special occasion or celebration, student personal items are not to be brought on the bus or to school. This includes but is not limited to handheld video games, iPods or other electronics, trading cards, recess/outdoor equipment, etc. Should a student choose to bring such items on the bus or to school, they risk the probability of the item being confiscated and held until the parent/guardian picks the item up from school, in addition to logical consequences. The school has no responsibility or liability for any personal items that are brought on the bus or to school and are lost, broken or stolen.

Birthdays, Holidays, and Special Events

Victory College Prep is a public school and does not provide any form of religious education. We do, however, teach students about various world cultures and traditions. These may sometimes include religious traditions and the art, music, literature, drama or holiday celebrations associated with them. All such traditions will be presented in an objective manner that does not endorse the beliefs or practices of any religious tradition over others. Religious symbols may be used only as a teaching aid or resource, and their display will be temporary in nature.

Birthday recognition for students and other special events or celebrations within the classroom are held only at a prescribed time no more than once a month. Families who wish to provide refreshments for a birthday celebration should contact the school to find an appropriate time to do so. Food brought in for celebrations must be approved by the classroom teacher. Food brought from home should be pre-packaged in order to ensure student safety and conform to the school's Healthy Snack guidelines (See *Appendix*). All items must be left at the VCP Front Office for transfer to the classroom by school faculty or staff. ***Families are NOT granted classroom access to drop off celebration items.***

Complaint Procedure

Victory College Prep is a school of choice. We are glad that you have exercised your choice and joined the VCP community. We will work very hard to ensure your and your child's needs are met every day. However, there may be times when you do not agree with a policy we have adopted or the way it is implemented. Please know that we are open to feedback and want to hear from you. If you have a question or a complaint, there is a procedure for having your issue addressed. We require you to follow these steps so we can resolve issues with you at the school level.

First, please contact the staff member directly involved with the issue to seek answers to your questions and to reach a resolution.

If you are not satisfied with the response or you do not get a response, please contact the school principal to discuss your issue over the phone or to make an appointment. The principal can be reached at: (317) 351-1534.

If you are still not satisfied with the response or you have questions about this procedure, please contact the Victory College Prep Executive Director, Ryan Gall, at (317) 270-7228 or ryan.gall@vcpindy.org.

If, after following the above steps, the situation is still not resolved, you may bring your issue before the Board of Directors by writing to: Joseph Myers; joseph.myers@vcpindy.org.

School-Related Programs and Activities

After-School Academics

VCP offers an after-school program. During the times when the program is offered, the following rules will apply: (1) students must be in good behavioral standing to participate in after school programming, and (2) students will be held to the same expectations after school as during school. If a student does not complete their work at the expected time (during class, for example), another time will be provided. This may be during lunch or recess. After two instances of not completing homework and/or class work at the appropriate time during a school year, a student will be required to remain at school for the after school program. If a student stays after school, it is the parent/guardian's responsibility to provide transportation pick-up at 5:15pm.

Extracurricular Activities

Extracurricular activities will be provided for students and will be determined at the start of each quarter. More information about extracurricular activities offered during the 2024-25 school year will be provided at fall orientation.

Field Trips

Field trips allow students to experience learning beyond the walls of the school and connect to valuable community and regional resources. Parents/guardians will receive advance notice of all field trips. A permission slip must be signed by the student's parents/guardians in order for the student to participate in a field trip. Students without granted permission will remain at the school in another class.

Awards and Celebrations

We celebrate the members of our school community in a variety of ways. Town halls, award banquets, talent shows, promotion ceremonies, and celebrations will be held throughout the year to celebrate the fantastic work being accomplished by members of the school community.

Summer School

VCP may offer a free summer program for students who need additional time to master the curriculum. Students requiring summer school will be notified at the beginning of the fourth quarter, and details will follow thereafter. During the final quarter of the year, families will be notified about mandatory summer school or other summer school opportunities for their child.

School Volunteers

The school welcomes parents/guardians who wish to volunteer in classes. For the safety of all students, it is required that all volunteers undergo a background check, consistent with law prior to volunteering in the school and/or with the students. Please inquire at the front office for more information on how to become a school volunteer.

In-Class Volunteer Opportunities

As parents/guardians contact the school to offer their assistance, the principal will connect them with the appropriate teachers for the subjects in which the parents/guardians have expertise. The teacher will work with the parent/guardian prior to their arrival in class to review classroom norms, procedures for handling problem behavior, emergency procedures, and the class work for the day or days on which the parents/guardians will be volunteering.

Out-of-Class Volunteer Opportunities

Outside of classroom support, there are numerous opportunities for parents/guardians to help the school run more smoothly. The school may solicit parents/guardians' time and support for extra fundraising, to lead parent/guardian organizations, to chaperone field trips, and to help plan monthly parent/guardian events. We hope to have parents/guardians, whenever possible, serve in roles that allow the teachers and principal to focus on teaching, learning, and student success.

Health and Wellness

Students' health and safety are our foremost responsibility. The following information describes the precautions taken to protect the wellbeing of all students. If your child has any specific health, safety, or security needs, please inform the Family Coordinator in writing so that appropriate accommodations can be made. Medical documentation may be required to accommodate a health issue.

Students Sent Home for Illness

If Student is deemed too sick to attend class, the following steps will take place:

1. Nurse calls/messages staff member who sent student to the nurse.
2. Nurse calls the family to pick the student up.
3. Nurse calls the front office to let them know the family is on their way.
4. Student remains in Nurse's Office (masked if needed) to prevent spread of illness to others.
5. Office calls the nurse once the family arrives for pick up.
6. Nurse sends the student to the front office to go home.
7. Front office records absence in PowerSchool.

Common Reasons for a Student to be Sent Home

- Active lice: Any student diagnosed with lice must be free of active lice before returning to school. Information on lice control is available in the nurse's office.
- Students with active lice will be immediately sent home. Students can return 24 hours after medicinal treatment.
- Pink eye: Students can return 24 hours after the first dose of antibiotic.
- Fever above 100 degrees. After being sent home, students may return after 24 hours if the fever has abated without the aid of medication.
- Diarrhea or vomiting
- Positive COVID-19 test
- Any type of infection. Students must have been on an antibiotic for 24 hours

before returning to school.

- Shortness of breath not helped with prescription inhaler
- Consistent headache or stomach ache lasting longer than 2 hours.

Food Service

We offer breakfast and hot lunch service. Students who eat breakfast at school should report to school no later than 7:55am.

All meals at VCP are free of charge to all students.

Students are also welcome to bring lunch to school that meets the school's guidelines for healthy snacks. Absolutely no candy, gum, chips, or soda pop are allowed in the lunchroom/school, since we are part of the Federal Lunch Program and promote healthy eating. Please do not send these types of items in your child's lunch. Please do not send any glass bottles or glass containers in a student's lunch.

If special food precautions are medically necessary for your child, please notify the Family Coordinator, classroom teacher, or school nurse.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employee.

Immunization Requirements

At the time of registration, all students must provide a record of all state-required immunizations and vaccinations with the school. Students may be prohibited from attending school if written proof of all required immunizations or a legally required exemption is not provided on time.

Vaccination Variances

We will comply with the Indiana Public Health Law concerning any exceptions to the vaccination rule. Vaccination variance requests must be made in writing, indicating the reason for the vaccination variance request.

Medication

The school must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a medication administration form signed by the student's parent/guardian. Students may not bring their own medicine to school and may not keep their own medicine in their backpack, classroom or elsewhere. This includes

over-the-counter medication or homeopathic remedies. A medication administration form may be obtained from the school office to be used with any type of medicine.

Please notify the school if special medicinal requirements are necessary for your child.

Physicals

Students must have a physical by a qualified physician at the age designated by Indiana regulations. The school will advise you of specific requirements that students must meet before entering school.

Safety and Security

Emergency Drills & Evacuation

There will be regular fire, tornado and other emergency/evacuation drills at the school throughout the school year. Please reinforce with your child the importance of following staff directions during these drills.

Electronic Surveillance

In circumstances where it is deemed necessary to further protect the health, welfare, and safety of students, staff, and visitors, and to protect school and student property beyond protection provided through other less invasive alternatives, the school may use video/electronic surveillance systems in the school, on all school property, and in all vehicles owned, operated, contracted or used by the school.

Locker Searches

Students may be assigned lockers or other areas for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of VCP. No right, nor expectation of privacy, exists for any student as to the use of any locker issued or assigned to a student by the school or the locker's content. No lock of any type may be used on a locker without the School's approval. Any lock that is attached without school approval will be removed.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

Any student desk or other school-provided storage area shall be subject to search, with or without the student being present, at any time.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or

school rules, the container may be searched according to board policy governing personal searches.

Personal Searches

VCP recognizes students have the right to be free from unreasonable searches and seizures. Balanced against this right is the school's official responsibility to create and maintain a safe school environment. Members of the school leadership team or individuals acting on their behalf may search individual students and their property (including a vehicle on school property) when they have reasonable suspicion to believe that the search will uncover evidence that the student is violating the law or policies of the school.

Bus Transportation

The purpose of school transportation is to provide safe, comfortable, and economical transportation for those students who live beyond the walking distance established by the school. **Ridership is a privilege, not a right.** Buses will not operate over roads that are not properly maintained, on private lanes leading from residences to the highway, or on roads where adequate bus turnarounds are not provided. The rules governing student behavior apply to all transportation provided by the school.

Any student authorized to ride a bus under this policy may embark or disembark at a bus stop other than their own only if the following conditions are met:

- The bus stop is located on an established route traveled by a VCP school bus.
- A parent or guardian has given verbal permission to the school 24 hours in advance and the school has had time to process a permission letter for the driver.
- For a permanent change, the student's parent/guardian submits a request for a change via the school website in the submission is confirmed by Miller Transportation
- There is room on the bus to accommodate this change.

Additional information

- A student who is not in attendance at school on a school day is not entitled to ride home on the school bus in the afternoon.
- As a safety precaution, there will be no standing allowed on any school bus at any time. The school or bus driver may designate assigned seats and ask that students and parents comply accordingly.
- K-6 Parents/guardians or their designee are requested to accompany their young children to and from the bus stop.
- At no time are parents or any other individuals beyond the transportation vendor personnel, school personnel, and students permitted to board the bus without written permission from the school principal. Parents should at all times show courtesy to the bus drivers.

Student Expectations at the Bus Stop

Students must:

- Exercise safe pedestrian practices while on the way to the waiting area for the bus stop
- Be at their bus stop at least ten minutes before the regular pickup time
- Wait in an orderly manner
- Be aware, cautious, and respectful of traffic
- Respect surrounding property

Student Expectations When the Bus Arrives

Students must:

- Remain in the waiting area until the bus has fully stopped
- Check traffic from all directions, then check again
- Make certain bus warning lights are activated before approaching the bus
- Board promptly and proceed directly to the first available or assigned seat
- Report immediately to the driver any illness or injury sustained on or around the bus

Conduct on the Bus

Please see Appendix D for a full list of consequences for behavior in violation of bus conduct rules.

The bus driver is the authority on the bus; obey the bus driver and be courteous to them and to fellow students. The driver may assign seats.

Students must:

- Go directly to a seat and remain properly seated while bus is in motion
- Use language that is appropriate for the school setting
- Keep the bus neat and undamaged. Willful or careless damage must be paid for by the student performing the act or by their parent/ guardian
- Talk quietly and politely
- Keep arms, legs, and head inside the bus
- Keep aisles and exits clear
- Keep hands and feet to selves at all times; avoid fighting or slapping
- Remember that school rules apply to the school bus. For example, use or possession of tobacco, alcohol, and other drugs is not allowed
- Be respectful of others outside the bus
- Limit carry-on items to those that can be held on a lap
- Refrain from drinking or eating
- Leave unsafe or nuisance items (water pistols, animals, reptiles, insects, matches, knives, firearms, etc.) at home

Student Expectations When Exiting the Bus

Children in grades kindergarten through 2 may not leave the bus unless an authorized adult is present at the bus stop to meet them. Parents/guardians must submit the appropriate form listing individuals who are authorized to collect the child at the bus stop.

Students must:

- Remain seated until the bus comes to a full stop.
- Exit the bus at the bus stop area in a prompt and orderly manner.
- Take 10 steps away from the bus when exiting.
- Allow students in the front of the bus to exit first.
- Check traffic from all directions, then check again.
- If crossing the street, make certain bus warning lights are activated. Cross at least 10 feet in front of the bus, and wait for the driver to signal that it is safe to cross. A student needing to cross a road shall do so before the bus pulls away to ensure traffic is stopped while the student crosses. Always cross in front of the bus.
- Obtain permission from the bus driver to retrieve items dropped outside the bus.

In the event there is no one at the bus stop to meet the student, the bus may return the student to the school. Transportation will contact the parent/guardian or other designated person to pick up the student. If the student is not picked up within a reasonable amount of time, the student will be brought by a police officer or a designated school employee to the local police station. In addition, if the student is not picked up in a timely manner, social services/family services will be called.

The school has the right to refuse transportation to any student not abiding by the stated expectations. If a student misbehaves on a school bus, the student may temporarily lose the privilege of riding the bus or be suspended from riding for the remainder of the school year. In such cases, the school will then call the parent/guardian who must come to school to pick up the student. Parents will be responsible for the transportation for any students who have lost school bus transportation privileges.

Appendix A: Acceptable Use Policy

Overview & Purpose

Technology is an integral part of a student's educational experience at Victory College Prep. One of our responsibilities in preparing students for college and career is to provide access to information technology. Access to technology provides students with the tools and resources they will use as adults and affords them opportunities to develop skills that will equip them for the workplace and higher education.

This VCP Laptop Program is a unique, privileged opportunity for students to use new laptop computers at school, providing our students with a powerful instructional tool. In addition, the 7-12 Laptop Program helps our students develop the 7-12 Student Competencies that we expect all of our graduates to master.

With this educational opportunity also comes responsibility for the student. Technology must be used in support of education and research consistent with the educational objectives of Victory College Prep. Technology includes, but is not limited to, computers, computer systems, and related hardware and peripherals, software, internal or external computer networks, phone networks, cable networks, voicemail, e-mail, audio-visual stems, cell phones, the Internet, and related electronic communication systems. Use of technology is a privilege, and all users are responsible for appropriate use of all computers they are permitted to use. Students are expected to use information technology and the Internet in an appropriate manner.

Training Awareness:

Victory College Prep will ensure that the VCP community undergoes annual training which will provide awareness of social networking and provide training on online etiquette in accordance with the Children Internet Protection Act and Acceptable use Policy/Student contract.

General Regulations:

1. VCP laptop computers are intended for educational purposes and classroom activities only. They are not to be used for commercial or personal purposes.
2. The laptop computers are the property of Victory College Prep.
3. Students are responsible and accountable for the Internet visitation history and other computer files and data on the laptop computer that have been assigned to them. Students do not have an expectation of privacy in any use of Victory College Prep technology. School officials may collect, search, and run Internet site visitation checks on the computers, software, and Internet access records at any time, for any reason, and without student or parent consent.
4. These guidelines and conditions concerning the laptop computers are to be considered part of the Victory College Prep's Acceptable Use Policy.

Acceptable Use Policy and Student Responsibilities:

1. Laptop computers are to be used for instructional purposes only.

2. Battery charging stations are available to students at school. However, these charging stations and the time available to use them will be limited.
3. File sharing must be approved and directed by the classroom teacher.
4. It is the student's responsibility to ensure that user-loaded files do not consume hard drive space needed for instructional or educational activities.
5. No personal devices shall be connected to the laptop.

Unacceptable Use:

1. Accessing, streaming, downloading, posting, or publishing any obscene, pornographic, profane, threatening, gambling related, illegal or inappropriate material is prohibited, even if such use takes place off school property.
2. Using the computers for commercial or political campaigning use is prohibited. The laptop computers are intended for educational purposes and classroom activities.
3. Students shall not take any action that could cause damage to electronic technologies, including knowingly transmitting a computer virus or other malware that is known by the student to have the capability to damage or impair the operation of electronic technologies, or the technology of another person, provider, or organization. Writing on, defacing, or placing stickers on the equipment is also prohibited.
4. Chat rooms are not to be accessed or used, and students are prohibited from using instant messaging.
5. Any attempt to bypass the Internet content filter is prohibited and will result in disciplinary action. Students shall not use a computer anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for their actions
6. Students and parents are not allowed to install any software or additional components to the laptop computer, unless specifically permitted by school personnel.
7. Illegal use or transfer of copyrighted materials is prohibited.
8. Altering or modifying the original Victory College Prep pre-set software image and/or taking apart the computer for access to internal parts is prohibited.
9. Transmission of any material in violation of federal, state, local law, or Board of Directors/Trustees policies, is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, obscene, or pornographic material, material protected by trade secret, and computer viruses.
10. Downloading or streaming music, games, and videos during school hours is prohibited.
11. Users are prohibited from playing non-educational games (such as Internet-based games) in the school, even if the game is not installed on the laptop computer.
12. The use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to

harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity is not allowed.

13. If a student creates a password, code, or encryption device to restrict or inhibit access to electronic technologies, the student shall provide access to that information when requested by the student's supervisor, teacher, or designee. The principal or a designee shall be authorized to override any password or encryption device to access the technology. A student shall never use another user's password, or account, even with the permission from the user.

Computer Security and Personal Integrity

Every user of Victory College Prep technology must respect the privacy of others. The work of all users is valuable. Users shall not intentionally access the data of others, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users. Violations of these regulations, or any other attempts to crack computer or network security, or transmit malicious files such as viruses, may result in disciplinary action or possible legal action. To protect users, equipment has been installed at the school to provide Internet content filtering and/or blocking of inappropriate material. As mentioned earlier in this policy, school officials may collect, search and run Internet site visitation checks on the computers, software, and Internet access records at any time, for any reason, and without student or parent consent.

Fee for Services and Terms & Conditions

No user shall allow charges or fees for services or access to a database to be charged to VCP except as specifically authorized in advance by the principal or designee. A fee or charge mistakenly incurred shall be immediately reported to the principal or staff. Incurring fees or charges for services to be paid by VCP for personal use or without prior authorization may result in discipline as described below.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with VCP Policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the principal prior to accepting any terms and conditions. Accepting terms and conditions that violate VCP policy or procedures or state or federal law may result in discipline.

Alteration of Pre-set Software Image:

Altering/modifying the original Victory College Prep pre-set software image is prohibited.

Examples include, but are not limited to, the following:

- Loading software applications not authorized by Victory College Prep
- Changing the computer name or system settings
- Changing or removing operating system components or files
- Altering security/filtering software
- Altering the pre-loaded operating system or applications
- Taking apart the computer for access to internal parts

Laptops returned for repair and/or damage will be inspected by the technician for damage due to defective product, neglect or misuse. If the damage is determined to be intentional or deliberate, the student will be responsible for the cost of repair. This determination will be made by the principal.

In the case of theft, a police report must be filed. The student shall be responsible for the insurance deductible.

Appendix B: Title 1 Parent Information

Complaint Resolution Procedure

The principal will investigate all complaints. A complaint should first be made to the Title 1 instructor (your child's teacher); if unresolved, the complaint should be directed to the principal. If necessary, the team of the Executive Director and principal will question all parties involved and develop a resolution for the issue within 30 days of the receipt of the written complaint. Members include:

Mr. Ryan Gall – Executive Director

Mrs. Kim Randall & Mrs. Chelsea Easter – Principals

Victory College Prep

Title I Parent Involvement & Family Engagement Policy

Victory College Prep will involve parents and families in jointly developing, and agreeing on, the school's policy and local plan in accordance with the guidelines below. VCP will create a building-specific parental and family engagement plan in accordance with the guidelines and each of the students participating in the Title I program will receive a copy of the parental and family engagement policy and plan guidelines.

Policy Guidelines:

- Convene and annual meeting – VCP will hold an annual meeting prior to the last school day in October. Notification of the meeting will be sent home in both English and Spanish to encourage participation by all families.
- Explain the requirements and the rights of parents/guardians to be involved - At the annual meeting, through regular newsletters, and through other communications, VCP will encourage parents/guardians to be involved in different events held at the school. VCP informs all parents/guardians of their right to be involved in the education of their child(ren), and asks that parents/guardians participate in the planning, review and improvements of programs within the building through membership in the Family Action Committee.
- Offer a flexible schedule of meetings – Victory College Prep offers opportunities for parents/guardians to be involved at convenient times through the school year. Family Literacy Nights are held throughout the school year. The Title I staff may also offer opportunities for participation on weekends.

- Involve families in an organized, ongoing and timely way to plan, review, and improve the Title I program – Victory College Prep has formed a Family Action Committee which meets bi-annually to discuss suggestions, formulate plans, and share experiences with other parents. During these meetings parents/guardians will have the opportunity to participate in making decisions that relate to the education of the children in the school. Notification of the Family Action Committee will be sent at least 2 weeks prior to the meeting.
- Victory College Prep will provide information about Title I programs and opportunities available in both English and Spanish which will include:
 - a. A description and explanation of the curriculum, the standard assessments, and explanation of proficiency levels. Proficiency for grades 6-8 will be measured by ILEARN. Attention to college readiness is measured by the SAT scores.
 - b. Opportunities for regular participation in making decisions that relate to the education of the children in the school. Families are welcomed to contact the Title I staff to request a conference at any time during the school year. Contact with other staff members is also welcomed and encouraged.
 - c. VCP Title I staff meet with grade level and content area teams weekly for professional development with their department head. During this time plans for contacting the parents/guardians of students are developed and enacted.
 - d. Opportunities to attend an informational Family Nights are made available to parents/guardians to help improve their children's achievement. Both English and Spanish materials are available for the students and families. The Title I staff will be available to guide families through the Indiana State Standards, achievement standards, and ways to monitor their student's progress.
 - e. The opportunity to work with Title I staff to educate educators in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent programs, and build this between parents and schools.
- Respond to suggestions as practicably as possible – The Title I staff will respond to parents'/guardians' suggestions in a timely manner and inform parents/guardians of their opportunity to bring comments to the schools' leadership team should they feel dissatisfied with the Title I program. Parents/guardians are informed of the procedure for filing a complaint during the Annual Meeting.
- Victory College Prep will jointly develop, with parents/guardians, a School – Family – Student compact – This compact will outline how parents/Guardians, the entire school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children meet state standards. Members of the Title I staff and parents/guardians will jointly develop and review the School – Family – Student compact annually. A copy of the School –Family – Student Compact is attached.

- Victory College Prep will conduct, with the meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parental and family engagement policy in improving the academic quality of the schools served with Title I, Part A funds, including the following:
 - Identifying barriers to greater participation by parents/guardians in family involvement activities, with particular attention to those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 - The needs of parents/guardians and family members to assist with the learning of their children, including engaging with school personnel and teachers, and
 - Strategies to support successful school and family interactions.
- VCP will use the findings of the evaluation to design evidence-based strategies for more effective family involvement, and to revise, if necessary, the parent/guardian and family engagement policy.

Title I School Compact

The VCP School Compact outlines how parents/ guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/ guardians will build a partnership that will help all children succeed.

Victory College Prep agrees to:

- Provide high-quality curriculum and instruction in a supportive learning environment that enables the participating children to meet the academic achievement standards.
- Expose students to college and develop the competencies/habits students need to succeed in college and beyond.
- Attend to the social/emotional and creative development of students as a foundation for success in their work and interactions with others.
- Maintain a culture of respect where students feel safe to learn and develop as students.
- Hold parent-teacher-student conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents/guardians with frequent reports on their child's progress.
- Provide parents/guardians reasonable access to staff.
- Provide parents/guardians opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parents/Guardians agree to:

- Expect their child to work hard, get smart, and graduate from college.
- Support their child's social/emotional and creative development as a foundation for success in their work and interactions with others.
- Ensure that their child is in uniform, on time, attends school each day, and does excellent work at school and on homework assignments.
- Attend as many school functions as work and family schedules allow.

- Participate in decisions relating to their child's education.
- Stay informed about their child's education and communicate with the school by promptly reading all notices brought home by the child or received by mail, and responding, as appropriate.

Students agree to:

- Participate actively as a respectful member of the VCP school community.
- Do excellent work every day and ask for help when needed.
- Problem-solve through challenges and resist distractions.
- Come to school each day in uniform, ready to work hard, and prepare for success in college.
- Practice appropriate oral, written, and non-verbal communication.
- Give parents/guardians all notices and information received from school every day.

Appendix C: Graduation Requirements

The transition from high school to college is a remarkable time in a young person's life. High school graduation marks the beginning of a phase in which teenagers leave consistent routines, places and friends and venture into new territory, meet new people and encounter increased expectations for responsibility and independence. In addition to state mandated requirements for graduation, VCP has several additional graduation requirements that we believe help our adolescents thrive once they graduate.

Victory College Prep Graduation Requirements

- Complete state graduation requirements for courses and credits
- Apply to at least 3 colleges or universities and be accepted to at least 1
- Completion of a VCP Exhibition for each semester they are enrolled at VCP
- Learn and Demonstrate Employability Skills
- Meet Postsecondary-Ready competencies

1. State requirements for courses and credits

The high school program follows the standard use of grades for its courses and evaluation of assignments. However, no grades of "D" are given because in order for students to be prepared for success in college, they must show satisfactory progress in their high school level courses. Therefore, students must pass a course and earn credit with a grade of A, B or C, or make up the course during summer school or by repeating the course the following year.

Grade	Range	Un-weighted GPA value
A	94-100	4.0
A-	90 - 93	3.67
B+	87 – 89	3.33
B	84 – 86	3.00
B -	80 – 83	2.67
C +	77 – 79	2.33
C	74 – 76	2.00
C -	70 – 73	1.67
N / I	<69	0.00

2. Letter of Acceptance to at least one four-year college or university

VCP graduates are required to apply to at least 3 colleges or universities prior to graduation. We expect that our students will have a range of post-secondary options and colleges from which to choose. The Director of College Transitions will provide support for students throughout the college application process. While some students may elect a different path (two-year college, military, etc.), application and acceptance to a four-year institution is a statement of academic attainment as much as it is a post-graduation option.

3. Completion of an Exhibition for each semester

At the conclusion of each semester, every VCP high school student is expected to successfully complete an exhibition of work before an audience of peers, family members and the advisory teacher. Exhibitions incorporate a presentation of each student's portfolio and work products.

4. Learn & Demonstrate Employability Skills

Grade 10 students are required to earn job ready badges so that they can participate in internships starting in the 11th grade year. In grades 11 and 12, students will have opportunities to explore career interests during structured internships. Students work and learn alongside a professional mentor in the community and complete related course and project work at school. Students are guaranteed placement in an internship as long as they adhere to all behavioral and academic norms throughout the school year.

5. Meets Postsecondary-Ready Competencies

Students need to show Postsecondary-Readiness by completing at least one of the following:

- College Ready SAT Score
- Earning a stated & industry recognized credential
- Completed 3 courses in a pathway
- Earning a C or higher in 3 dual credit college courses

Appendix D: BUS RULES + CONSEQUENCES LADDER

Our VCP Transportation & Safety team is committed to ensuring every student has safe, reliable, and equitable experiences so they can be in class and ready to learn every day.

We partner with families to provide:

- Safe and dependable transportation services through our vendor Miller Transportation
- Consistent, appropriate disciplinary support for transportation behavioral issues
- Safe school buildings and classrooms, including emergency readiness

Bus Behavior Consequences + Student Abandonment Policy

These policies are enforced in coordination with our school network partners at Miller Transportation for the safety of student riders, bus drivers, and VCP faculty, staff, and families.

VCP reserves the right to escalate or amend these policies at any time to mitigate safety concerns and improve the transportation experience for all aligned with our school network values of Community, Collaboration, Critical Thinking, and Persistence.

BUS BEHAVIOR CONSEQUENCES

1) Stepping aboard a bus is strictly prohibited for parents, guardians, or other student family members. Violation of this policy will result in the immediate loss of bus privileges for all students in the responsible adult's household for the school year. Miller Transportation buses are considered private property, and legal action regarding applicable laws for trespassing and threatening behavior will also be taken.

2) Confrontation, disrespectful treatment, or threatening behavior directed at bus drivers is strictly prohibited for parents, guardians, or other student family members. Violation of this policy will result in the immediate loss of bus privileges for all students in the responsible adult's household for the school year. If warranted, legal action regarding applicable laws for threatening behavior will be taken. Concerns about driver performance can be submitted to the VCP Transportation Coordinator.

3) Bus referrals are subject to a ladder of consequences that WILL ALSO disqualify students from grade-level and school incentives and celebrations. When a behavior referral is submitted and verified by an investigation of VCP academic and discipline leaders, the following ladder of consequences is in effect:

- Referral incident 1: Verbal warning, parent phone call
- Referral incident 2: One week bus suspension, assigned front seat, \$70 fee assessed

- Referral incident 3: One month bus suspension, second \$70 fee assessed
- Referral incident 4: Loss of bus privileges for the remainder of the school year

If a student is not picked up at their assigned stop, Miller Transportation will deliver students to the VCP Sloan Avenue Campus at 1780 Sloan Avenue. Students will be supervised by the network's after-school program partners at BRAVE. Parents will be charged a fee of \$70 for each of the first and second occurrences. Also, after the second occurrence, the student will lose their afternoon (dismissal) bus privileges. The student will then become a car rider, and the parent is expected to pick the student up no later than 3:00pm, per our car rider policy.

We recognize that in some scenarios, Miller Transportation may be able to meet a parent at another location to drop off the student. We will continue to coordinate with families and Miller to allow this where possible, but the above fees and loss of bus privileges still apply. The only way to reinstate a student's bus privileges is by paying the associated fees.

The Director of Transportation and Safety is responsible for ensuring students follow the code of conduct and investigating behavior problems that occur while scholars are en route to and from school. Bus drivers and/or bus monitors will submit a bus referral form for any student failing to comply with the behavior rules. Any student in flagrant violation of these regulations will be subject to disciplinary action in accordance with student code and aligned with the consequence ladder published at victorycollegeprep.org/transportation. VCP has the authority to suspend a student's bus riding privilege on a temporary or permanent basis if the safety of others is jeopardized. *

ADDITIONAL STUDENT CONDUCT REQUIREMENTS ON SCHOOL BUSES:

School buses shall be considered an extension of the classroom and students are expected to conduct themselves accordingly. Student behavior that distracts the school bus driver is a hazard to the safe operation of the bus and jeopardizes the safety and welfare of all passengers.

- Behavior which is not permitted includes, but is not limited to, the following:
- Behavior at the school bus stop or on the bus that threatens any individual.
- Being disobedient or disrespectful to the driver or bus monitor.
- Sticking head, hands, arms, feet, or other objects out the bus window.
- Throwing object(s) out of the window.
- Standing, moving around, walking the aisle while the bus is in motion.
- Sitting in a seat other than their assigned seat.
- Riding with feet other places than on the floor (feet on the back seat, back of another passenger's seat, or hanging in the aisle).
- Using obscene or unacceptable language.
- Tampering with, damaging, defacing, or vandalizing bus and/or equipment.
- Tampering with emergency doors or windows.

- Scuffling, fighting, hitting, harassing, bullying, or antagonizing other passengers, the driver, or bus monitor.
- Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a look-alike (something represented to be a prohibited substance), cigarettes, tobacco, matches, and lighters.
- Eating, drinking, or chewing gum.
- Cell phone use
- Possession or use of weapon or a look alike weapon. A look alike weapon is an object that resembles a weapon and is used or possessed in order to threaten, harm, harass, or intimidate another.
- Entering a school bus or school activity bus after being forbidden to do so; or
- Refusing to leave a bus upon request.

Bus drivers/and or bus monitor will submit a bus referral form for any student failing to comply with the behavior rules.

STUDENT/PARENT EXPECTATIONS AT BUS STOPS

- Parents make sure that students arrive at bus stops 10 minutes before buses are scheduled to arrive. The driver will not wait if you are late.
- Students are expected to board and exit buses at assigned locations, unless they have BOTH parental and administrative authorization to do otherwise.
- It is mandatory that all K-4 students be met by a parent or a designated person (over the age of 18) at bus drop off stop and must be at the scheduled drop-off time.
- Inform your student that they should wait for instructions (hand signals or otherwise) from the school bus operator when crossing the street to board the bus or when exiting the bus. Students should be able to maintain eye contact with the school bus operator and cross in full view of the school bus operator.
- Parents Verbal or physical threats to bus drivers or student riders violates the VCP Student and Family Handbook and could result in the loss of a household's bus privileges
- Disciplinary decisions by the VCP Director of Transportation should be considered final

CHANGE OF ADDRESS

If you move, you must bring proof of residency and complete a new Student Residency Questionnaire form in the school office. The school office will process your change of address. They will then contact the transportation office to implement the bus change if needed. No changes will be made until the school has the required residency documentation and the address has been changed in the school's database.

Transportation changes can take one to two weeks for implementation. For address changes we will need: student name, grade, school, old address, new address, telephone or cell phone number, and route number.

Good student behavior while entering, riding, and leaving the bus contribute in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers.

Any questions or concerns dealing with bus stop changes or issues dealing with student behavior may be directed to the school.

APPENDIX E VCP Student and Family Handbook

Americans with Disabilities Act (ADA) Compliance Policies

VCP School Network is committed to complying with the Americans with Disabilities Act (ADA) and providing reasonable accommodations to qualified students, employees, and VCP campus visitors with disabilities.

We provide special education support and modifications to the student learning environment unless doing so creates an undue hardship.

ADA requests and concerns should be submitted to Juan Cahue, VCP Director of Student Support Services (DSS), at juan.cahue@vcpindy.org or 317-351-1534, aligned with this protocol:

1. A request for an accommodation can be submitted either orally or in writing. They do not need to use the phrase "reasonable accommodation". The request is immediately forwarded to the VCP DSS, the network's ADA Coordinator
2. Once a request is received, the VCP will engage in a collaborative dialogue with a student and family. This involves discussing essential needs, disability-related limitations, and brainstorming potential accommodation options.
3. If the disability or need for accommodation is not obvious, VCP may request limited, additional medical documentation. This will only focus on functional limitations and required support, not the underlying medical diagnosis.
4. The VCP DSS, in coordination with academic leaders, evaluates the options and selects an effective accommodation (and related learning plan). The decision will be communicated in writing via email.
5. The VCP DSS will continue to follow up with the student, family, and academic leaders to ensure accommodations and learning plans are working.

Additional ADA compliance is located in the Safety Plan for VCP School Network campuses and can be accessed by students or their family members upon request.