VICTORY ACADEMY OF LEARNING

CHRIST-CENTERED PRIMARY SCHOOL

"THE DIFFERENCE IS EXCELLENCE"

SCHOOL POLICY HANDBOOK

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CHRIST-CENTERED PRIMARY SCHOOL

Dear Parents and Guardians,

The **Victory Academy of Learning Handbook** sets out the basic rules and regulations for the operation of many different aspects of the school. It is important that all members of our school community understand and comply with these guidelines. Please read it carefully and discuss it with your child.

When you have finished reading through this booklet, please complete the digital Handbook Agreement Form that will be provided to you. This form must be submitted before your child begins school. A printed copy of the form is also available at the Administration Office if needed.

Thank you for your kind attention to this matter.

We look forward to a successful school year.

Respectfully,
Victory Academy of Learning Administration
"The *Difference is Excellence*"

NOTE REGARDING SCHOOL POLICY

The purpose of any policy is to promote the efficient operation of an institution and the effective achievement of institutional goals. Nevertheless, even the most thoroughly considered policy statement cannot anticipate every possible circumstance. There are rare occasions where the execution of the policy will contravene the intended spirit to which the policy was directed. In such cases where enforcement is not in the best interest of the school or larger community, the Administration reserves the right to suspend enforcement of the policy in question.

OUR IDENTITY

VISION STATEMENT: To be a leading educational institute providing holistic development in a Christian environment.

MISSION: Victory Academy of Learning seeks to teach, equip, and edify pupils with sound moral and educational values so as to produce individuals who would be positive contributors to their society and the nation. Experience the difference the Academy makes!

MOTTO: "With God all things are possible!"

WATCH WORDS: Discipline, Diligence, Determination

CORE VALUES: Prayer, Discipline, Integrity, Team Work

FOCUS: Providing quality, Christ-centered, student-focused education for your children.

BELIEF STATEMENT

As a Christian school, Victory Academy of Learning is dedicated to creating an environment in which a Christian way of thought and life permeates all facets of the educational program by focusing on the spiritual, moral, intellectual, individual, social, physical, and cultural growth of its students.

Spiritual Development: Faith development, personal prayer, and group worship are an integral part of the curriculum and student life. Students and faculty are afforded opportunities to develop and participate in individual and communal expressions of our faith.

Moral Development: Victory Academy imparts the rich truths of the Bible, providing instruction in faith, morality, decision-making, and ethics in conformity with the Word of God.

Intellectual Development: The purpose of the curriculum is to provide each student with the academic skills necessary to gain entrance into an appropriate high school and the basic skills necessary to function in a complex society.

Individual Development: Students are encouraged to become aware of their individual gifts and limitations, realizing that there will always be greater and lesser persons than themselves. The school strives to imbue self-esteem, self-reliance, and self-responsibility.

Social Development: The school provides ample opportunities for students to experience and learn cooperation and concern for others according to Christian and acceptable societal norms. Rules and regulations are formulated to instill an awareness of self and others as part of a larger community and to develop respect for legitimate authority.

Physical Development: The school provides a variety of experiences for the students to recreate, exercise, and compete within and outside the school community to develop a healthy attitude toward their bodies. Physical education, health, nutrition, and exercise are available to its students.

Cultural Development: Through a variety of activities, students are exposed to experiences relating to the arts, culture, proper decorum, and their heritage as members of this nation and world, with emphasis on the appreciation of the varied and diverse nature of the world in which they live.

ADMINISTRATION

SCHOOL DEPARTMENTS:

Infant: Stages One and Two
Junior: Preps One – Three
Senior: Preps Four – Five

SCHOOL OFFICE HOURS

The school office hours are from 8:30 AM to 4:00 PM every school day from the first day of school to the day before the last day of school during the academic school year, unless otherwise notified.

All visitors/parents must report to the Security Officer and sign in before entering the school building. All gates are locked for the security of our students.

Parents wishing to make appointments with teachers or staff are to call during these times. The school telephone number is 221-2780. Alternatively, an appointment can be set up via email (info@valtt.org).

COMMUNICATION – PARENTS & TEACHERS

It is important to us at Victory Academy of Learning that the door of communication is kept open. The first step in this process is to direct your concerns and questions to your child's teacher. If your concerns are not resolved, the Administration would be happy to meet with you.

Four points that should be remembered:

1. A parent who criticizes a teacher, in front of their child, undermines the teacher's authority. Teachers do make mistakes, but these mistakes should be taken directly to the teacher or the Administration when appropriate, not to the child.

2. In order to contact a teacher, call the school office, and the secretary will have the teacher return your call. At no time may a parent go directly to the classroom to see a teacher.

3. If a parent has a complaint about a teacher, it seems only just that the parent discusses the difficulty first with the teacher. This requires people to attempt to work out their difficulties mutually, which is certainly consistent with the demands of the Gospel.

4. Because of their obligation to all students, teachers may not be disturbed during class time to discuss an individual child's progress. A parent may be asked to leave if this incident occurs. Please make an appointment through the school office.

ATTENDANCE

Prompt and regular attendance is essential for academic success. As such, attendance is recorded on the student's permanent record.

THE ACADEMIC YEAR

The new school term begins on the First Tuesday of the academic term and ends on the last Thursday.

THE ACADEMIC SCHOOL DAY

- 🕮 Stages 1& 2: The academic day begins at 8:30 AM and ends at 2:30 PM

- 🕮 Preps 1 – 5: the academic day begins at 8:30 AM and ends at 2:45 PM unless otherwise noted in the school calendar or on other notices sent home from school.

REQUIRED ATTENDANCE DAYS

Students are expected to be on time for the beginning of each school day at 8:30 AM. Parents are cautioned about and discouraged from removing the child (ren) from school for unnecessary vacations or any other time away from school.

ABSENCES

Each absence, excused or unexcused, is recorded on the student's report card and cumulative record. Upon returning to school, the student must present to the teacher a written and dated excuse from a parent. A doctor's certificate is required for absences of three days or longer, or if the absence was due to any type of contagious disease, in which case the certificate must clearly state that the student is free from the disease.

Excused absences (those verifiable as cited above) will enable a student to make up schoolwork missed during the absence, but it is still counted as an absence on the Report Card.

MISSED SCHOOL WORK AND TESTS

Schoolwork and/or tests missed during an excused absence are to be made up as soon as possible after the student returns to school. It is the responsibility of the parent and student to arrange the make-up work with the teacher(s) involved.

Standards 1-5: A parent wishing to obtain an absent student's assignments and/or books must call in that request to the school office between 9:00 and 11:00 AM. Only requests made during this time will be honoured. Assignments and books may be picked up at the school office between 3:00 and 5:00 PM.

ARRIVAL AND DEPARTURE PROCEDURES FOR SCHOOL

School begins at 8:30 AM. Students may enter the school compound from 7:00 AM. Victory Academy of Learning is not liable or responsible for any student on the school campus before 7:00 AM.

Parents are not to leave any child outside the school gates before the gates are officially opened. Before that time, there was no provision for supervision.

Parents are asked to leave the school premises immediately after dropping off their children at school unless they have a scheduled appointment or a school transaction at the office.

Parents are to pick their children up by or before 3:30 PM. If they are personally unable to do so, parents must make the necessary arrangements for the children to be collected.

Parents of students left on the campus after 3:30 PM will be charged a late fee per half hour or any part thereof for each child. This fee is set by the Administration and is subject to change.

This fee also applies to children who are not picked up within fifteen minutes from the official end of any After-school or extracurricular activity taking place at the school.

All students must vacate the premises by 5:30 PM.

LATE PICK UP

- There is a late pick-up fee after 15 minutes of dismissal and after school, extracurricular time. Please check with the office to learn of the current fee.
- The school also provides, for working parents who are unable to pick up students at dismissal time, After Care on most school days from 3:00 to 5:30 PM at an hourly cost. Please speak to the Administration office.

PARKING

Please refrain from parking your vehicle along the road adjacent to the school compound when dropping off or picking up your child (children). There is allotted parking at the end of the road, which is to be used by both staff and parents.

Your child is being monitored by teachers and staff to ensure the safety of each one. Thank you for your total cooperation!

FINANCES

All fees become payable before the beginning of the school term on the date announced by the school.

Parents have the option of paying all three terms before the start of the academic year. For termly payment, the tuition for the first term of the academic year must be paid within the registration period indicated by the acceptance letter. In the second and third terms, fees must be paid by the date stipulated on the Tuition Contract.

The payment of tuition after the deadline period announced by the school will attract a penalty of 10% interest.

There are two options for payment of tuition:

- Option A is the full payment to be paid on the date stipulated on the Contract. If the fee is not paid on the stipulated date, a 10% penalty would be added to the fee.
- Option B is the payment of the tuition in two parts on dates stipulated in the Contract. This fee incurs an interest of 10% as charges for payment of the fee by installments. If the tuition is not paid on the dates stipulated, then a further 10% penalty would be added to the fee.

The Finance Committee has mandated that **no student will be allowed to begin the school year or attend classes** if they have not paid in full or paid half of the fees as agreed to on the Tuition Payment Agreement Form.

All tuition and fee payments are expected to be made as agreed upon. Parents are responsible for the payment of tuition and fees as scheduled. **Past due balances interfere with the fiscal operation of the school and will not be tolerated.**

Parents who do not make payments as agreed upon will have their registrations canceled, and their child(ren) will be dropped from the rolls of the school.

TUITION REFUNDS

- At registration, a place at our institution is secured for each student for the three terms of the academic year.
- A parent withdrawing the student within the academic year will not be refunded any portion of the prepaid tuition or applicable fees.

Tuition fees are for the whole school term. If a child is absent for part of the term, the entire school fee is still expected to be paid.

TUITION PAYMENTS

All tuition and fees must be paid in one of the following ways:

1) Via a Linx Card Payment at the School Administrative Office (Credit card not accepted); OR
2) Via an Online Money Transfer.

CASH PAYMENTS TO SCHOOL

Parents making cash payments to the school office for extracurricular activities and special events are to have the exact amount of their payment. The school office does not keep cash to make change.

GENERAL INFORMATION

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of our school. It is strongly recommended that each child be enrolled in at least one activity per week for the term. Parents can view the activities available on the school's website.

Please note that some activities may take place at venues other than the school. While arrangements are made for the students to be taken there for the start of the activity, parents are responsible for picking up their children at the venue at the end of the activity.

Once a child has started an activity for the term, no refund or transfer of the fee to another activity will be made if he/she does not, for any reason, attend classes.

HOUSE SYSTEM

At the Academy, the house system comprises three houses. The houses, and their respective colours, are as follows:

Courage – Red **Integrity** – Yellow **Success** - Blue

Each student will be placed in a house at the beginning of the school year. Buttons for each house can be purchased at the cafeteria for $10.00.

LEAVING THE SCHOOL CAMPUS

After arriving on the school campus, students must not leave the campus before dismissal unless they become ill or injured and/or checked out from the office by a parent or are on a school-sponsored field trip or outing. Students leaving the campus during the school day for reasons other than cited above are subject to a one (1) day suspension.

USE OF THE OFFICE TELEPHONE AND STUDENTS' CELL PHONES

A student will not be allowed to use the office telephone without permission from a teacher, faculty, or staff member. Students are not allowed to use a cell phone during the entire school day.

If a student brings a cell phone to school, it must be turned in and kept in the administration office until dismissal time. If an emergency situation comes up during the school day, the student must receive permission from a teacher and will be allowed to use the phone in the office.

PARTNERS IN EDUCATION (P.I.E) COMMITTEE

Volunteers are vital to the success of Victory Academy's many programs. As a school parent, your skills, talents, and time provide vast resources to assist us in accomplishing our mission. Parents are encouraged to be active participants in this committee.

The School Budget is designed to maximize the educational opportunities for our students. Fundraising activities are a vital component in allowing Victory Academy to meet our goals while endeavoring to keep tuition costs reasonable. Parents are required to help in support of each event. This "help" may be worked on the day of the event or in preparation for the event. The Administration welcomes your assistance in the many planning and preparation activities that lead up to all our Fundraising ventures.

EMERGENCY CLOSURE OF SCHOOL

In the event of an emergency in the general area, such as a hurricane, flooding, or other natural disaster, announcements concerning any school closure will be made on the Radio or by calling the Parents.

NOTIFICATION OF CHANGED TELEPHONE NUMBERS

Parents must notify the school immediately of any changes in home and/or work telephone numbers, as well as changes in phone numbers for persons listed on the Emergency Form.

STUDENT'S HEALTH AND MEDICATION

Should a student become ill or injured during school hours, a parent will be called to come to school, sign out, and pick up the student. A student experiencing nausea or fever at home in the morning should not be sent to school.

If a student needs to take a prescription or over-the-counter medicine, the parent must notify the school office. School personnel will not administer any type of medication. Students must administer the medication themselves under the supervision of the class teacher or available staff member. Please note that the school does not have a registered nurse on staff.

LOST AND FOUND ITEMS

Uniforms, other items of clothing, and personal items, such as lunch boxes, book bags, etc., left around the building and yard will be placed in Lost & Found. Parents must teach children to be responsible for their possessions. Parents must also make sure that every item of clothing, etc., is clearly marked with the student's name.

PERSONAL AND FAD ITEMS

Personal and fad items, including but not limited to: radios, iPads, digital recorders and players, play guns or knives, pocket knives, current fad items, toys, balls, or anything that will cause disruption or distraction in the school, will be confiscated and returned to a parent. Students who continue to bring such items to school are subject to suspension.

LUNCH

All students are to eat lunch daily, either the cafeteria lunch or a lunch brought from home. Parents of students who bring lunch to school must comply with the following:

- Lunches are to be nutritious and well-balanced.
- Unbreakable thermos bottles are to be used for fruit juice or milk.
- Carbonated beverages (soft drinks) are not recommended.

Victory Academy has a lunch programme. Parents can sign up their child(ren) for lunches on a daily basis. Money can be paid before or on the day that lunch is required.

UNIFORM REQUIREMENTS

All pupils must be neatly dressed at all times. Full uniforms must be worn every day.

GIRLS

Infants



- **Overalls:** Green with white piping at the neck & arms with white belt.
- **Hair:** Must be neatly combed at all times. Ribbons, Woogies/bubbles are optional (acceptable colours: white, black, or green).

Juniors & Seniors



- **Jersey:** White polo t-shirt with the school's monogram printed on the left-hand side.
- **Skirt:** Green Skirt with white belt.
- **Jewellery:** NO JEWELRY IS PREFERRED; however, small stoppers or small hoops ONLY. A simple wrist watch. No chains, hand bands, or rings

Physical Education



- Green t-shirts with the school's logo on the left-hand side. White pleated skirt with green ½-inch piping 2 inches from the hem. Black tights.

BOYS

Infants, Junior & Senior



- **Jersey:** White polo t-shirt with the school's monogram printed on the left-hand side.
- **Pants:** Green Short pants. Black belt.
- **Shoes:** Black shoes/sneakers with black socks.
- **Hair:** Must be well-groomed and kept neat at all times. No markings.

Physical Education



- Green t-shirts carrying the school's logo on the left-hand side. White short pants.
- **Jewellery:** A simple wrist watch. No chains, hand bands, or rings.
- **Shoes:** Black shoes/sneakers with black socks.

SCHOOL CULTURE

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

The discipline plan at Victory Academy is built around the belief that children thrive in an environment that stresses positive encounters with parents, teachers, and other students.

Our goal at Victory Academy is to reward the behaviours we want to see from our students and allow them to see these appropriate behaviours as something essential.

The theme of the discipline program can be described with three short phrases: Be Safe, Be Respectful, Be Responsible. These make the basic framework for the behaviour we seek to inspire in our students.

CODE OF CONDUCT & STANDARDS OF BEHAVIOUR

Victory Academy is a Christian school. Therefore, students are expected to model Christian values in their daily lives. Following the message and example of Jesus Christ ensures one's own salvation and enhances the quality of life for all in our community, nation, and world.

All students attending Victory Academy and their parents are expected to:

- View, treat, and speak to every other person, student or adult, with courtesy and respect at all times while in school or in the school uniform;
- Maintain silence in the school, speaking when spoken to with proper manners, and waiting for another's attention without interrupting;
- Help one another and adults, greeting them, moving aside, holding doors open, and helping to carry items;
- Be courteous to all.
- Treat the property and possessions of others with great Care and respect; never damage or destroy them;
- Take Care of all school property – buildings, yard, classrooms, bathrooms, books, equipment, and supplies – because all of these things are expensive, must last a long time, and are for your use.
- Walk, not run, everywhere in the building-a rule made for your safety and the safety of others;
- Keep classrooms, hallways, stairways, bathrooms, desks, cafeteria, and the entire campus clean and neat and show everyone that you are proud of and care about your school, other students, and yourself;
- Follow the directions of the faculty and Principal quickly, quietly, and totally, and do your class work and homework in the same way;
- Listen carefully when spoken to and learn the rules and the ways we do things…and then follow them.

Students and parents must work cooperatively with the faculty and Administration to achieve these goals. Discipline in the school setting involves the parents, the students, and the school. It is a collaborative effort on all our parts to achieve the educational mission of this school.

BASIC SCHOOL RULES

In addition to the guidelines listed above, all students are required to:

- Raise their hands and wait for permission to speak;
- Stay in their seats until permission is given by the teacher or substitute to get up.
- Keep hands, feet, and objects to themselves;
- Wear the uniform properly throughout the day, shirts & blouses tucked in fully, etc..
- Have all hardbound textbooks covered at all times

- Do not chew gum anywhere on campus.
- Consume all food and drink, including candy, only in designated areas;
- Refrain from passing or throwing notes or objects to others;
- Refrain from any additional activity that might disrupt the class or other students in any way.
- Be prepared for class and have everything needed for all classes at all times.

DISCIPLINE MATRIX

The following incidents will be considered acts of indiscipline at our school.

BEHAVIOUR	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
1. Acts of disrespect	Verbal Warning	15 minutes lunchtime detention.	30 minutes lunchtime detention.
2. Cursing/Use of obscene language	Verbal Warning	Written letter to parent/Guardian.	Parent/Guardian is called in.
3. Defacing school property, e.g., graffiti, destroying furniture, teachers' / cleaners' property	Verbal warning, and the student will clean the area	Parents/Guardians are informed via letter. Student cleans the area and pays for repairs.	Parents/Guardians are called in by the Principal. Student cleans the area and pays for repairs. Student required to complete one (1) hour of community service at school.
4. Disrupting classes	Verbal Warning	15 minutes lunchtime detention	30 minutes lunchtime detention. Parents/Guardians will be called in.
5. Fights/Bullying/Acts of violence	Verbal warning. Inform Parents/Guardian via letter.	Lunchtime detention issued by the Principal. Parents/Guardians will be called in.	Verbal warning from the Principal. Parents/Guardian will be called in. student will be suspended for 3 days.
6. Inappropriate use of cellular phones and possession of camera phones	Phones are confiscated and returned at the end of the school day. Parents/Guardians are informed.	Phones are confiscated. Parents/Guardians will be called in. Confiscated phones must be collected within two (2) days. The school will not be held liable for loss or damage to confiscated phones.	Phones are confiscated. Principal is informed. Parents/Guardians will be called in. Confiscated phones must be collected within two (2) days. The school will not be held liable for loss or damage to confiscated phones.
7. Improper uniform/dress code/inappropriate hairstyles	Verbal warning. Inform parents/guardians via letter.	Verbal warning. Parents/Guardians will be called in.	Verbal warning. Parents/Guardians will be called in by the Principal.

8. Late coming	Verbal warning	Verbal warning. Inform parents/guardians via letter.	Parents/Guardians will be called in by the Principal. 15 minutes lunchtime detention.
9. Leaving the school compound without permission	Principal and parent/Guardian informed. Verbal warning.	Principal, parent/Guardian, teacher, and child conference.	Principal, parent/Guardian, teacher, and child conference. One (1) hour of community service at school.
10. Littering	Verbal warning and the student will clean the area.	Verbal warning and the student will clean the area. 15 minutes lunchtime detention.	Principal and parent/Guardian informed. One (1) hour of community service at school.
12. Name Calling (taunting)	Verbal warning. The child made to apologize.	Child and teacher conference. 15 minutes lunchtime detention	30 minutes lunchtime detention. Parent/Guardian informed.
13. Playing in inappropriate areas (classrooms/corridors/ toilets), etc.	Verbal Warning.	Child and teacher conference.	30 minutes lunchtime detention. Parents/Guardian informed.
14. Possession of banned items, e.g., scratch bombs, electronic gaming devices, weapons, etc.	Verbal warning. Items confiscated. Parent/Guardian informed	15 minutes lunchtime detention, Parent/Guardian, child, and teacher conference.	30 minutes lunchtime detention, Parent/Guardian, teacher, and child conference.
15. Stealing	Verbal warning, parent/Guardian informed	30 minutes lunchtime detention, parent/Guardian, teacher, and child conference.	Parent/Guardian, teacher, and child conference. One (1) hour of community service at school.
16. Lying	Verbal warning. Teacher and child conference.	Teacher and child conference. Parent/Guardian informed.	Parent/Guardian, teacher, and child conference. One (1) hour of Community service at school.
17. Throwing projectiles (stones)/Climbing/End angering Lives	Verbal warning. Teacher and child conference.	Teacher and child conference. Parent/Guardian informed. 30 minutes lunchtime detention	Parent/Guardian, teacher, and child conference. Two days, 30 minutes lunchtime detention.
18. Lewdness	Verbal warning. Teacher and child conference	Parent/Guardian, teacher, and child conference. 30 minutes lunchtime detention	Parent/Guardian, teacher, and child conference. Two days, 30 minutes detention.
19. Dishonesty in exams	Verbal warning. Five (5) Marks deducted.	Paper confiscated.	

SUSPENSION

Flagrant disregard for acceptable Christian behaviour and school rules may result in suspension. A student who is suspended may not loiter around, appear on campus, or participate in any extracurricular activities during the suspension. A student will not be allowed to make-up any schoolwork or tests missed during the time of a suspension.

The following offenses are among those considered grounds for the suspension of a student:

- being disrespectful, impudent or sarcastic to a teacher or school employee;
- using vulgar or obscene language, written or spoken, according to the standards of Victory Academy:
- bringing obscene or pornographic material (books, pictures, etc.) to school or off-campus school events;
- displaying vulgar, obscene, deviant behaviour while in uniform, bringing discredit to the school;
- “hanging around” off-limits areas or neighbourhood business establishments before or after school;
- cheating during a quiz, test, or exam, or altering any grades on papers sent to parents;
- Forging signatures of Parents or Guardians;
- willfully damaging school property (The students will be expected to pay for the damage);
- vandalizing school, or any property belonging to employees;
- Stealing (The Student will be expected to make restitution.);
- fighting;
- skipping school (playing “hookie”);

EXPULSION

The following offenses are considered grounds for the expulsion of a student:

- Defying, confronting, threatening, or physically harming a faculty or staff member on or off school grounds;
- Possessing or using any alcoholic, tobacco or illegal drug or substance at school or any school function:
- Possessing any firearm or other instrumentality or substance at school or any school function:
- Receiving a total of three (3) days of suspension;

Victory Academy of Learning reserves the right to expel any student whose behaviour in or out of school is deemed detrimental to the Christian values for which the school stands. Expulsion is at the sole discretion of the Principal.

BULLYING

A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts discomfort upon another person, through physical contact, through words, through facial or obscene gestures, or through intentional exclusion from a group. When it is established that a student is exhibiting a pattern of bullying behaviour, disciplinary action will be taken by the school administration. Parents will be notified in writing as a pattern of behaviour begins to emerge. If the pattern of behaviour continues, the offending student faces expulsion.

THE CURRICULUM

The curriculum of Victory Academy of Learning is based on the Ministry of Education of Trinidad and Tobago Curriculum for Pre-School and Primary Schools. It contains all of the necessary knowledge and skills for entrance into an appropriate high school. The core curriculum is constantly evaluated and altered to meet the changing needs of students in this complex society.

Subjects taught include: Reading, Language Arts, Mathematics, Science, Social Studies, Bible Studies, Vocabulary, Comprehension, Creative Writing, Mental, Physical Education, Spelling, Phonics, Handwriting, Art & Craft, and any other equally important supplemental subjects not included in the daily schedule.

GRADING SCALE

The school's grading scale is as follows:

Grading Scheme	
A+	96 - 100
A	90 - 95
B+	86 - 89
B	80 - 85
C+	76 - 79
C	70 - 75
D	60 - 69
R*	59 and under

*Students receiving "R" would be expected to repeat the grade.

CLASSWORK, HOMEWORK, ETC.

- **Class work**: During each school day, students are given work to do in class. It may be written or oral, and the students are expected to participate in class discussions and complete the assigned class work. Class work is evaluated and used to determine a student's ability to perform specific functions within a specific time.

Class work is included as part of a student's weekly and quarterly grades. Unfinished class work will lower a student's grade average.

- **Homework**: As in all areas of life, practice is essential to fine-tune, knowledge, skills, and abilities. Similarly, homework is assigned as practice in academic knowledge and skills in order to remember, refresh and reinforce what was taught in the classroom. With all possible exception of Pre-Kindergarten & Kindergarten, students at every grade level are assigned homework to improve the comprehension and retention of valuable material presented during the school day

Parents are asked to help their children organize the time necessary to complete assignments, to encourage them to put forth personal effort, and to provide a quiet atmosphere free from television and other distractions. It is important to keep in mind that study work is equally as important as written work. It is the student's responsibility to write down homework assignments and to complete and submit them on time. If there are any questions or concerns regarding homework, the issuing teacher must be consulted before speaking with the Administration. **All homework must be signed by a Parent/Guardian.**

REPORT CARDS

Report Cards are issued three (3) times per year. The report cards are to be collected by the parents/Guardians on the dates assigned by Administration.

CONFERENCES

A parent desiring a telephone or personal conference with a teacher(s) is to call the school office to request a conference. The teacher(s) will contact the parent to confirm the date and time by return call or note. A parent should always confer with a teacher(s) first about an academic or behavioural matter.

After the teacher conference, if a parent thinks that additional information or inquiry is warranted, the parent should call the school office to request a conference with a member of the Administration.

Only in cases of emergency will a teacher(s) or administrator(s) hold a conference without an appointment. Parents are asked not to appear at school either before, during, or after school hours and expect an immediate conference.

Teachers have preparations, assignments, and duties outside the normal school day and have been instructed to disregard requests for conferences without appointments.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of our school. It is strongly recommended that each child be enrolled in at least one activity per week for the term. Parents can view the activities available on the school's website.

FIELD TRIP WRITTEN CONSENT FORM

The written consent of parents and/or legal Guardians must be obtained for every student participating in a school field trip. Permission slips must inform parents and/or Guardians of the following:

- Name, location, and date(s) of the event;
- Mode of transportation to be used;
- Name of school employee in charge of the field trip;
- Parents' responsibility.
- Cost of the fieldtrip.

To ensure proper supervision of the students attending field trips, parent chaperones should not bring younger siblings. It should also be noted that a student will not be allowed to participate unless a signed permission slip for the specific event is on file with the school and this permission slip must be submitted prior to the field trip and it must be signed by the parent and/ or legal Guardian.

CHILD ABUSE REPORTING POLICY

Faculty and staff members are mandated reporters and as such are required to report abuse, neglect, or sexual abuse of a child under age 18 to authorities when that person has cause to believe a child's physical or mental health or welfare is endangered. Reporting procedures require mandatory reporters to immediately report to the local child protection unit of the Department of Social Services in cases where the abuser is believed to be a parent or caretaker.

Where the abuser is believed to be other than a parent or caretaker, the report will be immediately made to the appropriate local police station. Mandated reporters are under no legal obligation to inform parents that they have made a report to the Department of Social Services about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so. This determination will be made by the principal/administrator based on the reported circumstances.

NOTE: Abuse can be reported anonymously by any individual. Persons who report in good faith are granted immunity from court action.

MEDIA & PHOTOGRAPH CONSENT NOTICE

Victory Academy of Learning values the role of media in celebrating student achievement, highlighting school life, and promoting the vision of our Christ-centered learning environment. As part of regular school activities, students may be photographed or recorded (video or still images) during classroom sessions, school events, special programs, and extracurricular activities.

These images may be used in:

- Internal school communications and displays

- School publications and newsletters
- Social media accounts officially managed by the school
- The Victory Academy of Learning website
- Promotional material such as flyers, brochures, and external community features

We recognize and respect the privacy of each family. Parents/guardians who **do not consent** to their child's participation in such photography or media use are asked to **submit a written request to the school office** indicating their desire to opt out.
Unless a written request is received, it is understood that consent is granted.

PARENT HANDBOOK ACKNOWLEDGMENT

All families are asked to review the Victory Academy of Learning Parent Handbook carefully. To confirm your understanding and agreement with the school's policies, a digital acknowledgment form will be provided. This form must be completed and submitted online.

If preferred, a printed copy of the form is available at the school office and can be signed in person.

Completing the form confirms that you have received the handbook and agree to support the policies, procedures, and expectations outlined for students and families.

**** NOTE REGARDING SCHOOL POLICY****

The purpose of any policy is to promote the efficient operation of an institution and the effective achievement of institutional goals. Nevertheless, even the most thoroughly considered policy statement cannot anticipate every possible circumstance. There are rare occasions when the execution of policy will contravene the intended spirit to which the policy was directed. In such cases where enforcement is not in the best interest of the school or larger community, the Administration reserves the right to suspend enforcement of the policy in question.