

VICTORY CHARTER HIGH SCHOOL POLICIES/AGENDA

Student: _____

Grade: _____

Victory Charter High School
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COMPLETE SCHOOL POLICIES ARE ON THE WEBSITE www.victorycharterschool.net

INTRODUCTION

Victory Charter School welcomes students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Victory will provide equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding discrimination should be directed to Mrs. Gayle O’Donahue, Victory Charter School’s Title IX and Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

THE PURPOSE OF THIS AGENDA

This agenda is intended to be used to record assignments, events and important dates and as a means of communication with parents. The agenda and the Registration Handbook serve as a reference of VCHS policies and procedures. This agenda book also serves as a hall pass. Any student outside of their assigned classroom at any time must have their agenda with appropriate written permission. (Borrowing the agenda of other students is not permitted.)

VICTORY CHARTER HIGH SCHOOL MISSION STATEMENT

Victory Charter School’s mission is to develop students who are competent, confident, productive and responsible young adults who possess the habits, skills and attitudes to succeed in life and who are well prepared for post secondary education.

VICTORY CHARTER HIGH SCHOOL PHILOSOPHY

Victory Charter High School is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place.

PRINCIPAL'S MESSAGE

Dear Parents and Students:

Welcome to the 2016-2017 school year. We are excited for the many opportunities students will have this year. We have made several changes this year that we trust will encourage your student to excel in his/her learning experience. Parents, please take time to sit down with your student and familiarize yourselves with our policies; drawing attention to our Attendance Policy, May Awards and Student Appearance Policy.

We are dedicated to making this year one where students are growing and maturing both academically and socially. We will provide a safe and effective learning atmosphere for each student. To help in this area, we have comprised this agenda with necessary guidelines and rules to ensure effective learning. This agenda will also act as a planner for assignments, to assist your student with upcoming deadlines and as a tool of communication for you and the instructors. We are asking each parent and student to read over this agenda together.

If you ever have a concern, comments or question, please do not hesitate to contact our school office.

Looking forward to a great year,

Dr. Marianne Saunders and Mr. Matt McDaniel, Co- Administrators

VCHS ADMINISTRATION AND GOVERNING BOARD

Dr. Marianne Saunders and Mr. Matt McDaniel, Co- Administrators

Leslie Mauldin, Chairman, Gov. Board

Ebe Amaechi, Governing Board

Darren McKenzie, Governing Board

Sandy Colbert, Governing Board

Susan Larson, Governing Board

Niki Crow, Clerk of the Board

VCHS FACULTY

English: Ms. Dodge & Mr. B. Eshleman

Math: Mr. K. Eshelman, and Mr. Ashton

Science: Mrs. Olsen and Mr. K. Eshelman

Social Studies: Ms. Dodge

Health: Mrs. Schafer

Foreign Language: Mr. Fraley

Life Skills and Apprenticeships: Mrs. Schmidt

Music: Mr. McDaniel and Dr. Saunders

Special Education: Mrs. Hancock

Registrar: Mrs. Sedrick

CLASS ADVISORS

Seniors – Ms. Dodge

Juniors - Mrs. Olsen

Sophomores – Mr. B. Eshelman

Freshman – Mr. K. Eshelman

ATTENDANCE

ATTENDANCE POLICY

At Victory Charter High School regular attendance and punctuality are a vital part of a student's education. VCHS teachers implement a high level of direct teaching and interactive learning and both students and teachers are held accountable to complete a set of standards and benchmarks. These teaching techniques do not allow students to simply make-up concepts missed. In accordance with our charter, VCHS has a 96% attendance standard. **Every effort should be made by students, parents and administration to ensure that students are in attendance and punctual every day.** A year-round school calendar is provided well in advance to allow families to schedule activities during breaks.

Students are expected to attend classes regularly. Each time a student enters a class more than 15 minutes after it has started, or is absent for more than 15 minutes while the class is in session, the student will be charged with an unexcused class absence. A student arriving less than 15 minutes late will be tardy, and three (3) such late arrivals are treated as one (1) unexcused class absence. If a student has more than three (3) unexcused class absences during any school day, the student will also be noted as having a full day unexcused absence.

Excused absences – The Administration and Governing Board recognize that there are special circumstances when a student may need to participate in another event or activity rather than attend class. An absence will be considered “excused” if the student could not attend class because he/she is ill. Up to two (2) excused absences will be allowed if the student is attending a funeral or wedding of an immediate family member (father, mother, brother, sister or grandparent), and the student's parent/guardian provides reasonable evidence that this was the cause of the absence. However, the cumulative effect of regular class attendance is critical to the learning experience that Victory Charter offers, which the student misses even when the absence is excused. Students with excused daily absences or excused class absences (in the same class) of 9 per school year may be required to meet with the Governing Board

Unexcused absences – absences due to non-school related activities, club or family events, trips or vacations, and **any absences not reported to the school by a parent/guardian within two school days of the student's return to school will be considered unexcused.** Parents should schedule doctor, dentist and orthodontist appointments after school hours or during breaks. Absences for non-emergency or routine dental, medical and orthodontic appointments are considered unexcused. Off-campus lunches with parents, family or friends are unexcused.

Number of Class Absences per year Sanction

3 unexcused absences	The semester grade that the student would otherwise receive is reduced by one full letter grade at the third unexcused absence.
5 unexcused absences or any combination of 9 excused and unexcused absences	The student will be given a failing semester grade for the class (F).

Effect of School Day Absences – If the student has the indicated number of general school day absences (as described above) in a year, then in addition to any sanction for class absences, the student is subject to the following sanctions:

Number of Daily Absences per year Sanction

3 unexcused absences	The semester grade that the student would otherwise receive in all classes will be reduced by one full letter grade at the third unexcused absence.
5 unexcused absences or any combination of 9 excused and unexcused absences	This represents habitual truancy and the student will lose his or her seat.

STUDENTS WITH A HISTORY OF POOR ATTENDANCE

If a student accumulates an excessive number of absences (either unexcused or a combination of both excused and unexcused) over two or more years, the student may be required to appear before the board and may lose his or her seat.

MAKE-UP WORK

Students are responsible to make arrangements for make-up work, assignments and tests upon his or her return to class.

- Students will be allowed 2 days make-up time for each excused absence to make up new material.
- Students are responsible to make arrangements for make-up work, assignments and tests upon his or her return to class.
- It is the responsibility of the student to check with the teacher about any new assignments or tests that may have been announced during an absence from class.
- Except in extenuating circumstances, assignments or tests that are assigned in advance of the student's absence are due on the day the student returns to school unless other arrangements are made with the teacher. The student is responsible to have all assignments completed and be prepared to take any tests upon his or her return to class.
- "Assigned in advance" means the assignment or test was listed in a class syllabus, class handout, on the web, written on the board, or announced by the teacher.

To participate during the school day in extra-curricular activities a student must:

- Show written documentation that they are receiving a C or better grade in each class they will miss and that they have no unresolved behavioral referrals.
- Turn in assigned class work and take any assigned tests prior to participating and leaving school for the day unless specific arrangements have been made by a teacher.

TARDY POLICY

All students arriving after 7:30 am must check in with VCHS Registrar in the High School office. Four (4) minutes are provided between classes. Students are expected to be in their seats ready to begin by the start of class. Students are considered tardy if they are not in the classroom when the class begins. Tardies are accumulated for individual classes each year. A student will receive an unexcused tardy if he/she is tardy for the first fifteen (15) minutes of any period. From that point on, the student will be considered truant (unexcused absence). Students with excessive tardies may be required to appear before the Governing Board for further consequences. Three unexcused tardies will be considered an unexcused absence and can result in a decrease the student's grade and/or loss of credit. Three excused tardies will be considered an excused absence.

CHECK OUT/IN

All students must check out of school with VCHS secretary. **No exceptions.** Written or verbal permission from a parent guardian or persons designated on the enrollment form must be provided prior to the student leaving school. Failure to do so **will** result in truancy. Upon returning to school, students must check in with VCHS secretary before returning to class.

ABSENCE VERIFICATION

Parents are required to call the VCHS Secretary at 442-9400, or email the high school office, on the day a student will be absent from class and repeat this call each day the student will not be in attendance. We have a 24 hour answering line available for your convenience. A doctor's note is recommended for extended absences due to medical reasons. Three (3) or more consecutive absences will require a note from a physician. If appropriate notification has not been received within 2 days of student's return to school, the absence may be considered an unexcused absence.

- Any students over 18 years of age, living at home must follow above policy.
- Any students over 18 years of age living independently may provide their own documentation.

TRUANCY

Truancy is defined as a student being absent for all or any part of the school day, without the approval of the parent, guardian or school authorities. If a student misses class time without an acceptable excuse, and/or leaves school without appropriate permission, he/she will be considered truant. This includes students who are on the campus, but not in their assigned classroom. Truancies accrue for the entire year.

- First truancy - student will serve Saturday School performing school service.
- Second truancy - student will appear before the Governing Board.

Any student truant for two consecutive days will be reported to the Canyon County Prosecutor's Office and driving privileges will be revoked.

ATTENDANCE AND THE DRIVER'S LICENSE

Any student who has been verified by the school as dropped from enrollment will be reported to the Department of Transportation as per the Driver's License Policy. **(IDAHO CODE 49-303A)**

DISCIPLINE

DISCIPLINE POLICY

Students are expected to be respectful and kind to fellow students, staff and visitors at all times, exhibit good work skills, and use appropriate language. Students are expected to follow school rules and policies throughout the school day, at all times on VCHS campus and while involved in any event associated with the school. School rules and policies apply to transportation to and from events as well. When students commit an infraction, the faculty member(s) involved will complete an Incident Report. Incident reports will be kept with administration. The administrator will determine appropriate consequences for each incident. Non-compliance with Victory Charter School rules or policies may result in the student appearing before the Governing Board for possible suspension or expulsion .

STUDENT APPEARANCE

Selecting the correct dress for the setting is a lifelong skill. Student dress should reflect the notion that school is a place of business where students are learning both academic and social

skills. In an effort to maintain a safe and orderly school environment for students, the following dress guidelines have been established. It is the opinion of the administration and the governing board that student attire has a direct effect upon the educational environment and upon the individual student's ability to function at an optimum level. Appropriate clothing for class or any school activity must be reasonable, safe, clean, and non-revealing. An individual's dress and personal appearance should reflect a sensitivity and respect for others as well as be appropriate in a professional work environment. The following guidelines are to be followed by students of VCHS during the school day and at any school-sponsored activity or any event in which students are serving as representatives of the school.

- Midriffs, cleavage and underclothing must be concealed at all times.
 - Pants are to be worn at the waist covering underwear.
 - Shirts and tops must go over the shoulders. No tube tops or shirts with armholes open below the armpit area.
 - Tops must cover cleavage (Neckline should be higher than the straight line from underarm to underarm).
 - Shirts and tops must reach below the belt line to cover the stomach.
 - Tops must conceal undergarments, e.g. no bra straps showing and no sheer or see-through tops.
- Shorts, dresses, and skirts must be no more than 3 inches above the top of the knee and provide coverage when the student bends over at the waist.
- Footwear must be worn at all times for health and safety. Flip flops may be worn before fall break and after spring break. Students will refrain from wearing gang attire of any kind. Garments that advertise inappropriate or illegal substances or clothing items with suggestive or obscene statements are prohibited.
- Hats, bandanas, stocking caps and hairnets are prohibited.
- Hair color will be within the natural hair color spectrum (brown, black, blonde or auburn).
- Facial piercing will be limited to small studs in the nose only.
- No facial rings of any kind will be allowed.
- Earrings are acceptable with the exception of ear gauges. **EAR GAUGES ARE NOT ACCEPTABLE.**
- Temporary and permanent tattoos must be concealed during school hours. (Medical tattoos may be allowed with approval by the administrator).
- Pajamas and loungewear are not allowed.

The administrator or his or her designee may determine whether clothing is too revealing or inappropriate and whether it has a direct effect upon the educational environment and upon the individual student's ability to function at an optimum level. Students wearing attire deemed inappropriate by VCHS staff or Administrator will be provided alternative clothing to cover up (i.e. large t-shirts or sweatpants). This clothing must be laundered and returned to the school the following day. If a conflict arises in the interpretation of this policy, the interpretation of the Administrator/designee shall be final.

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is provided alternative clothing because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or

who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct. Exceptions to this policy based upon religious, medical or other legally protected grounds will be addressed by school administration on an individual basis.

Required dress for student participation in activities that are in any way representative of the individual school or community shall be outlined by the respective sponsor and administration.

PUBLIC DISPLAY OF AFFECTION (PDA)

Victory Charter School promotes a professional environment, one in which students recognize not only how to appropriately behave in the school environment, but also what will be expected and valued as employees when they enter the workforce. Therefore, Public Displays of Affection (PDA) are unacceptable on school grounds either before, during, or after the school day, while on school-provided transportation as well as at any school-sponsored activity/function, or any activity/event in which students are serving as representatives of the school.

Consequences are as follows:

- First Offense: Detention
- Second Offense: Saturday School
- Third Offense: Meeting with Administrator and Parents/possible suspension from school at the discretion of the school's administration
- Fourth Offense: Suspension with a recommendation for expulsion from school.

Depending upon the nature and/or severity of the events giving rise to disciplinary conduct pursuant to the Public Display of Affection regulations, the school reserves the right to skip any of the progressive disciplinary steps outlined above and move directly to student suspension and/or a recommendation of the student's expulsion to the school's board. Any decision to skip any of the progressive stages of discipline is solely at the final discretion and decision of the school through utilization of its independent judgment as to the appropriateness of the discipline for the situation. Such a decision is not subject to contest for skipping lower stages of the progressive discipline outlined herein.

LANGUAGE

Students will refrain from swearing or using foul language at all times. Students will speak kindly and respectfully to staff and fellow students. Students speaking inappropriately, disrespectfully or unkindly will be assigned detention and an incident report will be completed. Repeated incidences may require an appearance before the Board of Review as stated in the Discipline Policy.

FIRE ALARMS

Activating the school fire alarm without appropriate cause will result in disciplinary action, up to and including expulsion.

WEAPONS POLICY

The Victory Charter School Board is committed to providing a safe and secure environment at Victory Charter High School. The Board has no tolerance for students who use, threaten to use, or possess weapons or other objects/substances which may pose a threat to the health and safety of students, staff and visitors, or could be used to disrupt the educational process. For the

purposes of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

1. No student shall possess, threaten to use or distribute a weapon on School premises or at any School sponsored activity, regardless of location. A weapon is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm whether loaded or unloaded; air guns, pellet guns; BB guns, all knives, blades, razor blades, clubs, metal knuckles, numb chucks, throwing stars, explosives, fireworks, mace and other propellants, cigarette lighters, stun guns, ammunition, poisons, chains, bows, arrows, laser pointers, and objects that have been modified to serve as weapons.
2. No student shall possess, threaten to use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons, including but not limited to weapons as defined in this policy which are broken or non-functional, look-alike (i.e., toy guns, etc.), or any object that is a facsimile of a real weapon.
3. No student shall use or threaten to use articles designed for other purposes (i.e., belts, combs, pens, pencils, files, scissors, tacks, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
4. Instructional equipment and tools, when properly possessed, used and stored, shall not be considered in violation. However, when instructional equipment and tools are used or modified for use in a potentially dangerous or threatening manner, such possession and/or use will be treated as the possession and use of a weapon.

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of "weapon" under the Gun-Free Schools Act. Victory Charter School takes a position of addressing each case individually in regard to the possession, use or distribution of weapons by students. The minimum consequence for student's possession, use or distribution of weapons may include (upon discretion of Administrator):

- Confiscation of the weapon
- Notification of Police
- Notification of parents/guardians
- Suspension
- Hearing with the Governing Board

A student who violates the Gun-Free Schools Act and Idaho Code 18-3302D, and shall be immediately suspended, referred to the appropriate law enforcement agency, and, following due process, be expelled from school for a period of not less than one (1) year, twelve calendar months.

FIGHTING (BATTERY)

Victory Charter High School's philosophy "*is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place*". Fighting is diametrically opposed to "low threat". A fight is described as follows: Pushing, shoving, kicking, pulling or physically connecting in an aggressive manner with another student. Parents will be notified of any fight (battery). The consequences for a fight are as follows.

1st Fight (Battery):

- Parents will be notified by phone.
- If deemed necessary, the authorities (police) will be notified.

2nd Fight (Battery):

- Parents will be notified by phone.
- The Victory Charter School Board will be notified and may require a meeting with the student and parents.
- Authorities (police) will be notified.
- Three day suspension.

3rd Fight (Battery):

- Parents will be notified by phone.
- Authorities (police) will be notified.
- The Victory Charter School Board will be notified and will conduct an expulsion hearing with the student and parents to determine whether the student will be expelled or serve suspension.

A student who has received disciplinary consequences as a result of the application of this policy, short of a suspension from school or a pending expulsion hearing may participate in an off campus activity during such disciplinary period if he/she is transported to and from the field trip location(s) by a parent and is supervised by the parent for the duration of the field trip. The student's safety is the responsibility of his/her parents.

Administrative Discretion:

Depending upon the nature and severity of the fight at issue as well as the prior disciplinary history of the student in question, the administrator may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for greater or lesser discipline.

DRUG, ALCOHOL AND TOBACCO USE

VCHS adheres to the policies as described in the Safe & Drug Free Schools Act as described by the Idaho State Department of Education and enforces a "no tolerance" drug policy. A student is in violation of school policy if he/she is involved with drug paraphernalia, controlled substances, all illegal drugs and/or substances prohibited by Idaho and/or Federal law, misuse of legal drugs/prescription medications, look-alike/synthetic drugs, or drugs, including alcohol or tobacco, on any school premises or at any school sponsored activity. All incidences or suspected incidences of possession or distribution of controlled substances, over-the-counter, or prescription medication will be reported to the appropriate law enforcement agency. Any student requiring over-the-counter or prescription medication must leave it with the VCHS secretary in the office as described on page 20 under Administering Medication. If there is probable cause that a student is in possession of drugs, all property is subject to be searched including lockers. Refer to Policy 3320 for VCHS disciplinary procedures.

HARASSMENT AND/OR INTIMIDATION

It is the policy of Victory Charter School to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Students attending VCHS are:

- Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
- Prohibited from sexually harassing other students; and
- Required to report, to the school principal or designee, harassment of which the student becomes aware. Victory Charter Title IX Coordinator: Dr. Marianne Saunders, Co-administrator; phone: 442-9400; email: msaunders@victorycharterschool.net

This policy applies to all conduct on school premises and at school sponsored events, conduct during transportation to and from school and school sponsored events, and to conduct off the school's premises that has an adverse affect upon a student's educational environment.

BULLYING

VCHS will maintain an educational environment in which bullying, hazing, harassment, intimidation, cyber bullying or menacing of any kind will not be tolerated. Bullying is the repeated aggressive behavior of frightening of others with an apparent intent to dominate. Bullying may include, but not be limited to, physical (hitting, pushing, or attacks on property; verbal (name-calling, obscene gestures, malicious teasing, or electronic threats); or indirect attacks (intentional exclusions from groups, anonymous hurtful notes, or spreading false rumors). Bullying often occurs without provocation. Bullying is **not** playful teasing between relatively equal individuals.

Bullying may include: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member. Cyber bullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Bullying or cyber bullying behaviors have the effect of:

- Physically, emotionally or mentally harming a student or staff member;
- Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
- Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

How to report bullying:

Any student, employee or third party shall report a violation of this policy to the administrator or a staff member immediately. If a parent initiates the complaint, the administrator/designee will follow-up with the student. Information will be gathered by the administrator/designee to determine if the alleged bullying or cyber bullying conduct occurred. After gathering the

information, the administrator will determine the need for further investigation or the appropriate intervention, including disciplinary action, to ensure that the conduct ceases.

A violation of this Policy will subject the offending student to appropriate disciplinary action, consistent with the school's discipline policy, which may include suspension, expulsion, or notification to the appropriate authorities.

ACADEMIC PROBATION

A cumulative unweighted grade point average of 2.0 (C average) is required for graduation. Any student that falls below a 2.0 cumulative GPA at any semester grading period will immediately be placed on academic probation. A designated faculty member will work with the student to develop strategies to improve their GPA. Strategies will include opportunity for additional academic assistance through either teacher or peer tutoring. Grades will be monitored for the following 2 –3 weeks. If improvement is not evident, the student will be required to participate in a meeting that includes their parents to develop a plan of correction. Students who fail to meet the required GPA requirement at graduation may appeal this decision before the Victory Charter School Governing Board

ACADEMIC INTEGRITY/PLAGIARISM, CHEATING

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty will have the responsibility for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of the Administrator, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to the Administrator.

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.

7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

The official school consequences are listed below. In addition to those, the administration will refuse to write any letters of recommendation and will if necessary; notify the university if the incident should happen later in the academic year.

- First Offense – Student is given a zero on the compromised work. Student will be referred to administration for disciplinary action. Parent and student will sign a contract that notifies a second offense will lead to student being dropped from the course with an F.
- Second Offense – Student will fail the course and will be referred to administration for further disciplinary action with the possibility of expulsion.

HOMEWORK POLICY

The education of today's youth must be considered a team effort involving parents, students and teachers. Research shows that the most successful students, regardless of family income or ethnic background are those who have regularly structured homework time. Homework allows additional practice and reflection, reinforces skills, and provides practical application and time for additional research. Homework helps establish a basis for independent and life-long learning while the discipline of nightly homework creates a habit that will be beneficial throughout life.

It is our intent to require reasonable and constructive assignments that will contribute to the student's success in the classroom.

- Homework assignments are required and will apply to the student's grade.
- Students will record homework assignments in their agendas.
- Daily assignments/homework that are up to 2 days late will result in a 50% drop in grade; after 2 days, the student will receive a 0 for that assignment.

It is not our intention that parents teach their teens; however, parental support and encouragement is essential for many students to be successful. The following have proven beneficial to both parents and students:

- Establish with your student that homework is a priority.
- Establish a regular homework schedule.
- Discuss, read and review assignments periodically.
- Listen to rehearsals of presentations.
- Review and discuss grades on completed assignments.

DETENTION

The purpose of detention is to provide a consequence to an inappropriate or unacceptable behavior. Students assigned detention for behavior may be assigned school service which includes cleaning or other assigned tasks during lunch. Students with continued behavior problems will be required to attend Saturday School and/or appear before a Board of Review as described in the discipline policy.

Saturday School

Saturday school sessions are scheduled throughout the school year. Students who are assigned Saturday school are required to perform school service on the assigned Saturday from 8:00 A.M. until 12:00 noon.

DISRUPTION/LOITERING ON SCHOOL GROUNDS

Students are expected to follow school rules and policies at all times when on school property. Students are allowed on school grounds ½ hour before school and ½ hour after school or at designated times for school events and functions with prior permission only by the staff. A Victory faculty member or an approved adult must be present whenever students are in the school.

ATHLETICS

Athletics Philosophy

Victory Charter High School believes that its athletic program helps promote the Harbor School Method philosophy of respect for others, which in turn promotes the best interest of our student athletes. We also believe that when athletics are run correctly, they add to the strength and foundation of education at Victory. Athletic competition provides situations that allow student athletes to better understand the importance of self-confidence, hard work, discipline, sacrifice and working together toward a common goal of reaching maximum potential as teams and individuals. Student athletes are also provided unique opportunities to develop new skills, learn the importance of practice and preparation, demonstrate good sportsmanship, develop leadership skills, and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. These ideals and character traits are all consistent with the Harbor philosophy.

Sportsmanship

Student athletes, coaches and parents are expected to demonstrate the highest level of respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community at large. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are representing at all times their team, school, and

community. Sportsmanship is defined by the Idaho High School Activities Association as: Those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on other's behavior as well. To remind student athletes, coaches and spectators of our commitment to good sportsmanship, the following announcement will be read prior to all athletic contests:

"Welcome to Victory Charter High School. The purpose of this activity is to provide positive learning experiences and opportunities for growth for these young people. We are please to host our guests from [visiting school]. This competition is being conducted according to the rules of the IHSAA. Student athletes, cheerleaders, coaches, parents and spectators can and are expected to assist in the promotion and achievement of good sportsmanship. Please take the personal responsibility of keeping this contest at a high level of fair, clean, wholesome competition."

We look forward to seeing you at Victory's games and cheering on the Vipers!

Athletics Requirements

Academic Eligibility

At Victory Charter High School, athletics support academics. Victory will follow the academic eligibility guidelines established by the Idaho High School Activities Association (IHSAA). Therefore, to be academically eligible for athletics, a Victory student must be enrolled fulltime and be on target to graduate based on State Board of Education graduation requirements. A student must have a cumulative, non-weighted grade point average of 2.0 or higher. During the previous semester, student athletes must have received passing grades and earned credits in the required number of courses. Equivalency is determined by the following criteria:

- Four (4) classes available must pass at least three (3)
- Five (5) classes available must pass at least four (4)
- Six (6) classes available must pass at least five (5)

Family Service, Community Service, and May Awards are not considered classes, and as such, those grades are not counted as part of the required number of classes passed to determine eligibility. Those grades are calculated into a student's overall cumulative grade point average (GPA) at the end of the spring semester to determine eligibility for the subsequent fall semester. A student who fails to meet all of the above criteria will be ineligible for extra-curricular activities for the next semester.

All students and parents will be required to show appropriate sportsmanship at all athletic events. Violation of General Conduct rules by students/parents/adults may warrant consequences based on severity and frequency of infraction at the discretion of the coach, activities' director, or principal. Consequences may include but are not limited to: playing time lost, game suspensions, dismissal from the team, adults being banned from attending games home or away.

Sports offered at Victory Charter High School:

Fall – Cross Country Running (boys & girls), Volleyball (girls), *Swim Team (boys & girls)

Winter – Basketball (boys & girls), *Snowboard/Ski Team (boys & girls)

Spring – Golf (boys & girls), Track & Field (boys & girls)

ATHLETIC LETTERS

Athletic letters are awarded to those students who participate in Victory Charter High School sports and gain Varsity status. Athletes are required to attend a minimum of 80% of practices and games. Letters are awarded at the end of each sport's season or at the end of the year Athletics Awards Ceremony. Students have the option of purchasing a letterman's/ letterwoman's jacket.

SNOWBOARD/SKI TEAM

- Students in grades 6 – 12 are eligible for the Snowboard/Ski Team.
- The team will ski 6 consecutive Saturdays in January and February.
- Students may join the team for a nominal fee. A bus will transport the team to and from Bogus Basin.
- Team members are entitled to a discount day ski pass on the days they participate with the team. This program does not include coaching or lessons.
- Students who participate in 3 or more Saturday sessions will be eligible to race in the Annual Dotty Clark Race following the season

NAMPA UNIFIED HIGH SCHOOL SWIM TEAM

- The Nampa Unified High School Swim Team draws students from Victory Charter, Victory Charter, Nampa, Skyview, Columbia, Vallivue, Kuna, and Caldwell High Schools. Swimmers will swim as a Unified Team member except at District and State competitions when they will swim for their individual schools.
- The 10 week season runs from mid August through the end of October, with State finals held the first week end of November. Practices are held Monday through Friday at the Nampa Recreation Center Pool. Students are expected to practice a minimum of 4 days/ week.
- Swim team is not sanctioned by the Idaho High School Activities Association, therefore, the Nampa Unified High School Swim Team has established its own eligibility and participation standards.
- Registration will take place at the Nampa Recreation Center the first week of school.

SPORTS DUAL ENROLLMENT (with the Nampa School District)

- Victory Charter School typically has a contract with the N.S.D. for dual enrollment for extracurricular sports not offered at Victory Charter High School.
- **Victory students are responsible for fees** that are set by the N.S.D.
- Applications are available in the Victory Office, and must be signed by a representative of Victory Charter High School prior to submittal at the N.S.D. administrative office.
- The IHSAA (Idaho High School Activities Association) does **not** allow students to participate in sports at other schools when those same sports are offered by Victory.

GENERAL INFORMATION

LOCKERS

Lockers will be assigned during the first week of school. Two students share one locker. Locker agreements will be signed by each student upon receipt of combination. Students may not under any circumstances add their own locks. Lockers may be opened and searched by school personnel at any time.

SCHEDULE OF CLASSES

Period 1	7:30 - 8:26
Period 2	8:30 - 9:26
Period 3	9:30 - 10:26
Early Lunch	10:26-11:00
Period 4 Early	10:30 - 11:26
Period 4 Late	11:00 – 11:56
Late Lunch	11:36 – 12:00
Period 5	12:00 – 12:56
Period 6	1:00 – 1:56

FINAL EXAMS

The time periods will be altered during Finals week at the end of each semester. **Attendance during Final exams is mandatory. Students will not be allowed to take final exams early or to make up final exams if missed due to unexcused absences.**

ADMINISTERING MEDICATION

Students are not permitted to carry prescription or non-prescription medications at any time. If a student must take medication during the school day, these guidelines will be followed:

- All medications will be left with VCHS Registrar.
- The parent/guardian must submit a written request to the school if the medication is to be given during school hours. Specific directions for administering the medication and the parent/guardian's signature must be received before any medication is given to the student. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
- It is the student's responsibility to come to the high school office at the appropriate time to take his/her medication, unless the student has a disability and is unable to do so.
- Non-prescription medication, such as Tylenol, can be provided to students with parental permission. Parental permission may be provided by parent signature on the enrollment form.
- Students who are able to self administer specific medication may do so provided an authorization form is completed by the student's parents and physician. The form will be kept on file in the high school office.

COMPUTER, INTERNET, & E-MAIL USE

Computer usage is allowed for school related, educational or assignment based use only. Prohibited uses of technology include, but are not limited to:

- Using computers to play computer games, visit chat rooms, instant message or use social networking tools such as *twitter*, *myspace.com* or *facebook.com* at any time.
- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials;
- Encouraging the use of, or promoting the sale of controlled substances or drugs;
- Any attempt to harm or destroy data of another user, the Network, any technology resource or any of the agencies or other computer network services that are

connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses;

- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee;
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials or software whether it is copyrighted or devirused;
- Invading the privacy of individuals, or revealing personal information of others or themselves, such as home address, phone number, etc.;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Logging-in to the system using another user's account or password;
- Leaving an account open or unattended;
- Posting anonymous messages;
- Posting material authored or created by another, without his/her consent;
- Wastefully using resources, such as file space;
- Using the network while access privileges are suspended or revoked;
- Violating any local, state, or federal regulation or statute; or
- Altering computer equipment as set up by the system administrator.

Student and parent/guardian will review and sign computer/internet guidelines at the time of registration. Computer usage is frequently monitored. Computer use at Victory Charter is a privilege and not a right. Abuse of computer usage will limit or deny all computer privileges the school may take further disciplinary action.

BOOK/EQUIPMENT FEE/FINE RESPONSIBILITIES

It is part of the vision of Victory Charter High School to develop habits of a responsible adult. Meeting personal financial obligations is regarded as an important attribute of a responsible adult and citizen. The personal responsibilities of students at Victory Charter High School include the prompt return of books and supplies in good condition, and prompt payment of all participation fees and fines. Students are responsible for their obligations and will be held accountable for meeting them. In the event fines/fees are not resolved, written notification will be sent to parents/guardians. ***School Records/Transcripts will be held until arrangements are made.***

AUTOMOBILE USE AND PARKING

The right to operate an automobile on school grounds is a privilege and may be suspended or revoked when the safety of others demands it. The following driving regulations and parking procedures apply:

- Student parking is allowed in designated areas.
- All students must obey the maximum speed limit of ten (10) miles per hour while on the school grounds.
- Students are expected to drive slowly, carefully and attentively at all times while on school property or within the school zone surrounding VCHS.
- Students must have faculty permission to go to and from their cars during school hours and must carry a signed agenda to do so – including lunch.
- No student will be allowed to ride with another student or faculty to a school activity without permission of parent/guardian.

Any student reported to be driving recklessly by any VCHS staff member; student, parent or citizen will lose parking privileges for a time to be determined by the administration.

HEADPHONES / MP3 PLAYERS

Students are not allowed to wear headphones or listen to MP3 players **at any time**. Headphones or MP3 players seen at school will be taken until after school. Students who consistently abuse this policy will have their headphones/MP3 player taken away **and the confiscated item will only be returned to the parents or guardian**.

CELL PHONES

Students, with permission of parents, may be in possession of cell phones on school property. Cell phones shall not be used during the school day and must be turned off and kept in the student's locker until the end of the day. If a cell phone rings during class or is taken out of the locker during the school day the following will apply:

- If a cell phone is found on a student or in a backpack, the student will turn in the phone to the office before each school day and pick it up after the school day for the duration of the school year.

FUNDRAISERS

Fundraisers are an integral part of providing funds for students to participate in extracurricular activities. Fundraisers are expected to be put together by the student body. Both parents and students are needed for fundraising projects. Students are expected to take the initiative and find the events to work at, coordinate teams to participate, and then get approval from the ASB and Administration.

SOCIAL EVENTS AND DANCES

All fundraisers, after school events and dances must be submitted on an **Event Request Form** for approval by the Administrator or assigned designee a minimum of **one (1) week** prior to the event or sooner. All approved events must immediately be entered on the school calendar. Any changes to the initial proposal must be approved by the Administrator.

School-sponsored dances and events may be held solely on school property or sites approved by the administration. No school event will extend beyond 11:00 PM without Administrator approval. School dances and social affairs are carefully supervised and parents are welcome and urged to attend whether specifically invited as chaperones or not. A minimum of 3 adult chaperones will be present upon approval by the administration. No person may enter or stay in attendance at any school dance if they are suspected to have been drinking intoxicating drinks or under the influence of any narcotic substance. Students will be subject to disciplinary action if this arises. Students leaving the building during a dance or school function will not be permitted to re-enter unless previously approved and accompanied by an adult.

All guests must be approved 3 days prior to the event by submitting an approved "Guest Event Request" form. Guests must meet **all** of the following criteria in order to attend:

1. Guests must be grade appropriate (grades 9-12) or under 20 years of age;
2. Guest must be in "good standing" at their home school or place of employment;
3. Guests who are 19 years of age may be required to submit to a background check through the Idaho State Judiciary Repository;
4. Guest must present photo identification (school ID or driver's license) at time of entry;

5. Guest must adhere to VCHS's rules and regulations while at the dance;
6. Former students who have had significant discipline or attendance issues while attending VCHS may be excluded from the dance.

SCHOOL SPONSORED TRIPS

All school-sponsored out-of-town trips taken for the purpose of participation in any athletic event or educational endeavor shall be chaperoned by a member of the teaching or administrative staff. A student, who is not an active participant in the event, but has a reasonable purpose for attending may accompany the group with advance approval by the administrator. Organizations that plan to attend out-of-town events when it is necessary to leave during the school hours must receive written administrative approval. Any educational trips, which are not sponsored by the school, must have prior written approval from the Administrator for the absence to be excused. Students participating in school activities where buses are used for transportation may not go or return by private means without administrator approval. All baggage and personal effects may be opened and searched by school personnel before or during the trip.

GYMNASIUM

Use of the gymnasium and equipment outside of regular school hours must be supervised by an adult and approved by the administrator. Use of the gymnasium during lunchtime is prohibited without approved adult supervision.

SCHOOL EQUIPMENT AND VICTORY MUSIC ROOM

All school equipment is off limits during non-class hours unless instructor gives prior written permission. The music room at Victory is also off limits unless students are supervised by a Victory staff member.

VIDEO SURVEILLANCE

Victory Charter School utilizes video surveillance on school property to ensure the safety of students, employees and visitors and to safeguard school facilities and equipment.

CAMPUS VISITS

Victory Charter High School visitors are required to check in at the front office concerning their business. Students who wish to bring visitors and guest speakers to the school should proceed through appropriate teacher and get permission of the administrator or her designee at least one week prior to the visit. Parents that wish to speak with students during school hours are asked to proceed through the high school Registrar. **Parents that need to speak with teachers are asked to set an appointment in advance.** Victory Charter tours can be arranged through the front office. Parents of students may observe in the classroom, but are asked to respect classroom procedures and speak with student or teachers outside of class time. Prior approval for observation must be made at least one week in advance thru the Administrator.

CLOSED CAMPUS

Victory Charter High School is a closed campus. Students will be required to stay on campus during the lunch periods unless approved by the staff and administrator on the off-lunch list for Fridays only. Parents/guardians may visit at any time, but must check in at the office. **Teachers may only be visited during pre-arranged appointments or preferably after school. Students may not bring visitors to school. Non-attending students are not allowed on campus during school hours.**

Students are not permitted to go to their cars without faculty approval and a signed agenda. Students who leave the school grounds after arriving at school will be considered truant and subject to the consequences of the truancy policy. Students may leave the school campus to go to a pre-arranged or pre-approved appointment or if other exceptional or emergency circumstances exist provided that written or verbal notice has been received from the parent prior to the intended absence and the student signs out in the high school office.

SCHOOL DELIVERIES/BIRTHDAYS

Victory Charter School does not recommend flowers/balloons being sent to school as the flowers will not be delivered to the student by the school during the school day. The school does not take responsibility for getting the flowers or balloons to the student.

SCHOOL LUNCH PROGRAM

Victory Charter High School provides a variety of wholesome lunches to students. Lunches are \$2.20 daily. (Prices may increase for the 2016-2017 school year.) Reduced/Free lunches are available. Applications are distributed at registration. High school students are offered a 'Snack Attack' opportunity before first period. Snack Attack items are between \$.50 and \$.75 each. Lunch fees may be paid directly to lunchroom staff. Parents are encouraged to maintain a balance on their student's accounts. Students will remain on campus during lunch unless he/she has achieved off-campus privileges on periodic Friday's only.

EMERGENCY SCHOOL CLOSURES / SNOW DAYS

In the event of heavy snowfall or freezing rain, which makes road conditions unsafe for school buses to operate, the following procedures will be followed:

- The administrator will notify the radio stations and the TV stations of any school closure or late start.
- The stations will begin announcing closure information at approximately 6:15 a.m. On late start days, all buses can run up to 60-90 minutes late.

WITHDRAWAL PROCEDURES

Any student leaving VCHS for any reason during the school year should do the following:

- Provide a written request from the parent/guardian to the VCHS Registrar stating that the student is withdrawing from school, and the reason for the withdrawal.
- Participate in an exit interview with administrator.
- Complete a withdrawal request form and have all teachers sign off showing current grade and the return of textbooks.

Withdrawal grades will be available within 3 school days following the exit interview.

SCHOOL INSURANCE

Victory Charter High School is not responsible for accidents involving students while attending school, or school-sponsored extracurricular activities. Students are covered when they ride the school buses. Students are protected while traveling on chartered buses or regularly scheduled common carriers by the liability of those carriers. Victory Charter High School does not assume any financial responsibility for medical or hospital expense incurred because of athletic injuries. Athletics are voluntary programs in which the student may participate if he/she so desires; but he/she does so at his/her risk of injury.

HIGH SCHOOL OFFICE RULES

The high school office is often used as a classroom. Students working in the high school office during school hours must have written permission (signed agenda). Students must be working independently and quietly at all times. Any student found to be disruptive while in the high school office will be asked to return to their assigned classroom.

STUDENT GOVERNMENT

Student input through student government can be a valuable asset to the total education process. As an auxiliary unit it can lead to a smoother functioning of a comprehensive high school. Involvement in student government can assist in the augmentation, supplementation and implementation of organizational policy. In no way does this imply that this functional involvement is to be legislative in nature, purpose, or intent, nor does it in any way negate the authority of the administrator or staff.

Eligibility requirements:

- Candidates must complete an application packet containing at least three (3) different signatures of current staff.
- Candidates must have a cumulative grade average of 3.0 or above and received no F's.
- Candidates must have no prior violations of any serious law, including vandalism, and no prior serious violations of school policies.
- Candidates must adhere to the Victory Charter attendance standard of 96%.
- Candidates must be current with all service hours.

PROCEDURES FOR STARTING A CLUB

Students who wish to start a club must submit a proposal to the ASB that includes the purpose of the club, operating procedures, and an advisor's signature as well as a petition with at least 5 signatures of future members. The club must then get the approval of the administrator.

ACTIVITIES ELIGIBILITY POLICY

Victory Charter High School will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (IHSAA). All students wishing to participate in extracurricular activities must meet the eligibility requirements. Student participants in all extracurricular activities, including athletics, will uphold and comply with training policies, which are designed to allow the maximum benefit from participation in the extracurricular activities. Student participants will not have in their possession or use tobacco, alcohol, illegal drugs and/or paraphernalia. Any student involved with any of these substances or items may be suspended or expelled from all participation in contests for a period of time determined by the appropriate staff members. A student suspended from athletics may not dress down with the team nor travel with the team to away contests during the period of suspension.

PARTICIPATION IN SCHOOL ACTIVITIES (During school hours)

When students participate in school-sponsored activities during the school day and miss classes they must meet additional eligibility requirements. Schools are provided primarily to educate students through the classroom curriculum and instruction. As such, it is expected that students will first be responsible for the requirements of the classroom. Extra-curricular opportunities are a natural extension of classroom activities and student participation is encouraged as long as it doesn't interfere with the primary function of the school. To participate during the school day in extra-curricular activities a student must show written documentation that they are receiving a C

or better grade in each class they will miss and that they have no unresolved behavioral referrals.

A student must attend at least four class periods the day of an activity or athletic event when classes are in session. Failure to attend school will make the student ineligible for participation. A student who is truant one or more periods in a day will be ineligible for participation in extra-curricular and co-curricular activities that day. Exceptions to this policy are school excused absences and/or other extraordinary circumstances that are arranged in advance with the administrator.

STUDENT ACTIVITY FEES

Students may purchase a student activity card (\$35.00). Students are encouraged to purchase their cards during August registration or at enrollment. The student activity card is their identification that they are a Victory High School student and will permit them into home games free of charge. All extra-curricular activity participants are required to purchase a student activity card.

GRADUATION / GRADES/SCHEDULES

REQUIREMENTS FOR GRADUATION

To graduate from Victory Charter High School, a student must successfully complete a minimum of forty six (46) semester credits, including a minimum of:

- 32 credits in the core classes;
- 14 credits of electives

In addition to the forty-six semester credits, students must also complete the following:

- 4 credits of apprenticeships; (sophomore, junior, senior years)
- 8 credits of service hours (2 for each year of attendance at Victory);
- .5 credit of Speech Symposium for each year at Victory;
- Successful completion of a Senior Project;
- Students must also take the ACT, SAT or Compass exam by the end of 11th grade.

Required core classes:

English (8 credits)	Math (6 credits)	U.S. History (2 credits)
Science (6 credits)	Speech (1 credit)	Government (2 credits)
Foreign Language (4 credits)	Economics (1 credit)	
Health (1 credit)	Life Skills (1 credit)	

QUALIFICATIONS FOR COMMENCEMENT CEREMONY

Only those seniors who have completed ALL the requirements for a diploma will be allowed to participate in the graduation commencement ceremony. All family teamwork and community service hours, apprenticeships and all online courses (including the final) must be completed by May 19, 2017, in order to count for graduation. To graduate a student must: earn an unweighted cumulative grade point average (cumulative G.P.A.) of 2.0 ("C" average). *Credits toward graduation requirements cannot be counted more than once for meeting the minimum requirements.*

CLASS STANDING

Sophomore: A student who has successfully completed at least twelve (12) credits by the opening day of school has earned sophomore class standing.

Junior: A student who has successfully completed at least twenty-four (24) credits by the opening day of school has earned junior class standing.

Senior: A student who has successfully completed at least thirty-six (36) credits by the opening day of school has earned senior class standing.

Credits for Community and Family Service, Apprenticeships, and Speech Symposium are not counted in determining class standing.

DETERMINATION OF CLASS RANK

A valedictorian will be selected based on the highest weighted cumulative GPA. Valedictorians must have completed a minimum of seven (7) semesters at Victory Charter High School. Determination of class rank shall be accomplished following the method recommended by the National Association of Secondary School Principals. *Students completing College Credit courses meeting the criteria set out on page 28 of this Handbook (Concurrent College Courses), receive a weighted scale; therefore a GPA higher than a 4.0 is possible.*

FIFTH YEAR STUDENTS

Students that have been unable to complete required coursework within the 4 years allotted in a typical high school schedule will need to submit a petition to the administration for a 5th year at VCHS. If students are not deemed to be providing sufficient effort during that 5th year, administration may request that the student not continue at VCHS.

SCHEDULES / CHANGES

Registration will be held prior to the start of each school year with upperclassmen being provided first choice of classes. Schedule changes will be permitted only under the following circumstances:

- Classes may be dropped within the first five (5) days of the semester with approval of the teacher and administrator. A student who drops a class after the allowable time period may be subject to a failing grade in this course for the semester.
- Misplacement (the student has not had enough preparation for the material).
- Student must take or retake a different class in order to meet a graduation requirement.

OPEN CLASSES

Open or study hall classes are not an option for VCHS students. Students must carry a minimum of 6 courses per semester. Seniors may choose a shortened schedule if they have sufficient credits necessary for graduation, but must attend a minimum of 5 consecutive classes each day.

FAILURE OF COURSES

Students that fail a course at Victory will not be allowed to re-take the course at Victory. The following options apply:

- Re-take course through independent study from an approved online school at parent expense; or
- Re-take course through a public school district summer school at parent expense.

Students must provide proof of a passing grade prior to returning in the fall.

REQUIRED ATTENDANCE OUTSIDE CLASSTIME

Some Victory Charter School courses require students to attend practices, performances and/or events after school, on evenings or weekends, as a part of the curriculum. Failure to attend as required will have an impact on the student's grade.

DUAL ENROLLMENT

Victory Charter School students may be allowed to dual enroll in classes at Liberty Charter School under the following criteria:

- The course is not available at Victory Charter School;
- Liberty Charter students have priority for enrollment in Liberty classes;
- Enrollment is available for Victory students with seniors having first priority and juniors second priority;
- Victory students that dual enrolled at Liberty are required to exhibit the highest standards of behavior and academic performance. Students who are discipline problems while at Liberty and/or do not turn in assignments as required will forfeit the privilege of being able to dual enroll.
- Liberty teachers are available to Victory parents at fall and spring parent/teacher conferences and will also communicate to Victory parents through class emails. Liberty teachers are not responsible for additional parent meetings or conferences. It is the student’s responsibility to make sure he or she understands course requirements and to communicate with the teacher concerning those requirements.

Dual enrollment is a privilege and the privilege can be revoked at any time by the administrator of either Liberty or Victory.

CONCURRENT COLLEGE COURSES

Concurrent College Courses with Northwest Nazarene University, College of Western or Idaho, or Boise State University may be given a weighted GPA. If a student receives an “A” they will get 5 points, “B” – 4 points, “C” – 3 points. There is no weighted grade for a “D”. In order for a student to receive a weighted GPA on his/her transcripts, the following must be met:

- Entire course must be attended and completed
- Earn an A, B , or C in the course
- Concurrent Credit tuition must be paid by the parent/student

GRADING SYSTEM

Teachers will utilize the following standards to evaluate student’s semester/quarter grades, based on achievement of course objectives (benchmarks), quality of work, and attendance.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

REPORT CARDS

Students will receive a formal copy of quarter, and semester grade reports. Parents are encouraged to attend Parent/Teacher Conferences at the end of 1st and 3rd quarters to pick up Progress Reports and meet with teachers about each student’s progress and participation. Semester report cards are mailed to parents. Parents are encouraged to access their student’s Powerschool records regularly. Parent passwords are available from the high school secretary and parents may email teachers through Powerschool. Weekly or monthly progress notes will be

sent home with students if teachers or parents feel it is necessary. Parents will be notified a minimum of 2 weeks prior to grade reports if a student is failing a class.

TRANSCRIPTS and LETTERS OF RECOMMENDATION

Victory Charter High School sends out transcripts and letters of recommendation for colleges and special vocational schools for senior students or graduates. Request forms can be picked up in the High School office. A minimum of one week advance notice is required.

APPRENTICESHIPS

In an effort to help students develop excellent work skills and to provide “real work” opportunities, VCHS includes an Apprenticeship Requirement. This is an excellent opportunity for students to explore career options and work situations. An apprenticeship enables students to make contacts and develop areas of interest that might become career opportunities after high school. The foundations of the Apprenticeship Program begin in the Life Skills course during their freshmen year. The coordinator will meet individually with students during their sophomore year to assist them as needed in making contacts, establishing objectives, monitoring progress, and completing required work. The apprenticeship program requires students to exhibit a high level of responsibility and independence. **Contracts must be signed to begin apprenticeship. Any apprenticeship started without the contract signed, will be transferred to community service.** Victory does not provide transportation for the apprenticeship program. Apprenticeships may be completed during the school year (outside of school hours) and during breaks. Students must complete an apprenticeship program for each year in attendance grades 10-12 for a total of 120 hours as follows:

- 30 hour apprenticeship - Sophomore (1.0 credit)
- 30 hour apprenticeship - Junior (1.0 credit)
- 60 hour apprenticeship - Senior (2.0 credits)

FAMILY SERVICE & COMMUNITY SERVICE HOURS

VCHS students are required to complete 50 hours of Family/School Service and 50 hours of Community Service each year. Hours must be turned in with dates; appropriate detail describing tasks, and have appropriate signatures. Parents may sign for Family Service hours. Community Service hours must be signed by the individual the student worked for. Service hours must be non-paid and should not directly benefit the student in any material way. Students will be issued a grade at the end of the second semester that will be applied to their transcripts. The breakdown for grades received is as follows:

50 hours	A
45-49 hours	B
40-44 hours	C
35-39 hours	D
Below 35 hours	F

In order to meet graduation requirements, all students must complete a minimum of 40 hours per year in attendance and receive a C or above on their transcript. Therefore, students who turn in less than 40 hours in a year must make up the missing hours as well as achieve the required 40 or more for the current year and are limited to a C on their transcripts.

NATIONAL HONOR SOCIETY

The PSI OMEGA CHAPTER of the National Honor Society inducts new members each spring. Any tenth, eleventh or twelfth grade student who has a cumulative grade point average of 3.8 or better and is current on their community and family service hours is eligible for membership. Eligible students are notified in February. To be considered for membership, they are requested to fill out an activity form listing school, community, and job activities. A list of students who meet the above requirements is then presented to the staff, administration, and honor society advisor and they will evaluate students based on service, leadership, and character. The honor society advisor then makes the final decision for membership. Members must maintain the high standards of the Honor Society: scholarship, leadership, character and service. Any member whose cumulative grade point average falls below 3.8 will be removed and cannot regain membership until the following school year.

HONOR ROLL

Victory Charter High School students will be included on the Honor Roll if:

- The student is enrolled in a minimum of four courses where a letter grade is given; and
- The student achieves a minimum grade point average of 3.5 for the semester.

The administrator will release and make public an honor roll at the end of each semester.

MAY AWARDS & PRESENTATION NIGHTS

Each student is expected to make a presentation at the end of each year about a meaningful VCHS experience for May Awards. Each class (9-12) has a specific presentation night and **participation is mandatory**. These events are nights of recognition, reflection, and celebration. Presentation night is an opportunity for parents and the community to see all the wonderful accomplishments of VCHS students. Presentations are a part of the charter and are **required** for every VCHS student.

Presentations must:

- Be reflective
- Focus on academic or school related topics
- Include visuals / power point
- Must be memorized and well presented
- Student will be allowed to use 1, 3 X 5 card
- Be 3 minutes in length
- Students are to be respectful to fellow students and will refrain from talking during student presentations.
- Students must be dressed in semi-formal attire. Boys must wear a tie, slacks and a button up shirt. Girls must wear dress slacks, skirts or dresses.
- Students will receive 1/2 credit and a grade with satisfactory completion of ***all presentation requirements***.

Awards

- Student of the Year/Nominees (12th grade only)
- Math/Science Student of the Year (12th grade only)
- Service Student of the Year (12th grade only)
- Outstanding Student in each course
- Perfect Attendance (all grades)

LETTER TO PARENTS REGARDING VISITS TO SCHOOL
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:
http://isp.idaho.gov/sor_id/

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present with thirty (30) minutes before or after a scheduled school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present for a school activity, or when students are present thirty (30) minutes before or after such activity.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

Convicted sex offenders must make an appointment with the principal before visiting the school.

Victory Charter School

STUDENTS

3570F

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The Charter School will maintain a file for each student that shall contained the information, including but not limited to the following:

basic identifying information
academic transcripts
attendance record
immunization records
intelligence and aptitude scores
psychological reports
achievement test results
participation in extracurricular activities
honors and awards
teacher anecdotal records
special education files
verified reports or information from non-educational persons
verified information of clear relevance to the student's education
information pertaining to release of this record
disciplinary information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1. The right to inspect and copy the student's education records within a reasonable time of the day the Charter School receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school Administrator (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Administrator will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

The Charter School charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the Charter School to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Administrator or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the Charter School decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the Charter School will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Charter School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Charter School discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the Charter School may release directory information regarding students, limited to:

1. the student's name for school related directories, military or post-secondary requests only and not for public release;
2. address for school related directories, military or post-secondary requests only and not for public release.
3. telephone listing for school related directories, military or post-secondary requests only and not for public release;
4. electronic mail address (e-mail) for school-related directories only and not for public release
5. photographs of the student used by the School for recognition of student achievement and community relations, including, but not limited to, publication in the School's directory or school's newsletters or publications, yearbooks, in the school setting, and on the school's web site;
6. participation in officially recognized activities such as sports;
7. weight and height of members of athletic teams;
8. dates of attendance, degrees and awards received; and
9. the most recent previous educational agenda or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Administrator within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the Charter School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the Charter School not release this information, and the Charter School will comply with the request.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Victory Charter School

INSTRUCTION

2140

Student and Family Privacy Rights

Surveys - General

Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the Charter School's educational objectives as identified in Board policy, the school's Charter as well as the general mission and vision of the Harbor Method™. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Generally speaking, surveys in relation to the school's setting shall be used sparingly and only after the review and approval of the School's Administrator.

Surveys Created by a Third Party

Before the Charter School administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey:

1. That is created by a person or entity other than a Charter School official, staff member, or student;
2. Regardless of whether the student answering the questions can be identified; and
3. Regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;

3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request, and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including:

1. A student's or parent's first and last name;
2. A home or other physical address, including street name and the name of the city or town;
3. Telephone number; or
4. A Social Security identification number.

The Charter School shall not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The Charter School, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

Notification of Rights and Procedures

The Administrator or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the Charter School office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, ISBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.

Cross Reference:	2520	Curricular Materials
	3200	Student Rights and Responsibilities
	3500	Student Health, Physical Screenings, and Examinations

Legal Reference:	20 U.S.C. 1232(h)	Protection of Pupil Rights
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VICTORY CHARTER HIGH SCHOOL
Parent/Student Policy Agreement

STUDENT POLICY AGREEMENT

Name: _____
(Please print)

My parents/guardian and I have read the Victory Charter High School Student Policy Handbook/Agenda and understand that I am responsible for upholding the policies stated in this handbook. I also understand that I will be held responsible for the contents of this handbook whether I have read it or not.

Student Signature _____ Date _____

PARENT/GUARDIAN POLICY AGREEMENT

As the parent or guardian of this student, I have read the Victory Charter High School Student Policy Handbook/Agenda. Understanding that there are many educational choices, by enrolling my student at Victory Charter School and signing below, I am acknowledging my understanding and support of the Harbor School philosophy and policies and I will support the philosophy and policies with my student at home and in all my interactions with the school staff and administration.

Parent/Guardian: _____
(Please print)

Signature: _____ Date: _____

Parent/Guardian: _____
(Please print)

Signature: _____ Date: _____