



# **Student/Caregiver Handbook**

**2024**



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## **Purpose:**

**Victory High School is a powerful learning community, serious about recovery and the lives of our students. We believe that each student belongs, is capable of learning, deserves to succeed, and will discover their strengths while being substance free.**

The purpose of this handbook is to provide information regarding the operation of our school. It is intended to serve as a helpful resource to students, Caregivers, school staff and the Board of Directors. Included, you will find information regarding the school's policies, practices, and procedures.

Throughout this handbook we will refer to "Caregivers". This includes anyone who serves in a Parent type role for a student (Stepparents, Foster Parents, Family Members, Group Home Staff, etc.)

It is very important that you review this information as a family unit.

We hope you will take the time to read the following pages and understand the inner workings of our school. The goal of this document is to clearly state the school's expectations and to support students in being successful at Victory High School.

Please contact Victory High School at 813-444-7766 if you have questions or need further explanation. This handbook can also be accessed on Victory's website at [www.victoryhighschool.net](http://www.victoryhighschool.net) and click on Student Handbook button.

### **Mission:**

**Recognizing how harmful substance use disorders or co-occurring disorders can be in our community, our mission is to empower students ages 14-19 through a therapeutic, emotionally, socially and spiritually safe environment with high-quality education to grow academically.**

### **Vision:**

**Our aim is to promote long-term recovery from substance use disorders and co-occurring disorders through education, advocacy and recovery support year-round.**

## **Statement of Acceptance and Tolerance**

Victory High School seeks to maintain a school environment that is safe and encourages inclusion and promotes tolerance. VHS embraces a culture that encourages compassion, understanding, and acceptance of differences. Students have a right to learn, teach, and recover in a safe and welcoming space.

Tolerance can be defined in multiple ways:

- Respect, acceptance, and appreciation of the rich diversity of our world's cultures, our forms of expression and ways of being human.
- Harmony in difference.
- A universal love that "discovers the neighbor in every man it meets." (Dr. MLK)

Specific behaviors that can detract from this environment include, but are not limited to profanity, students refusing to participate in school activities, and insults related to ability, appearance, culture, gender, home language, race, ethnicity, religion, sexual orientation, or social class.

Victory High School teachers, staff, volunteers, and students will work together over the course of the school year to define the meaning of acceptance and tolerance and how these concepts are actualized in our community. Individual students will be held accountable to the school's behavior policy which outlines the steps taken when the safety of the school environment is endangered by intolerant/unacceptable behavior.

### **Registration Checklist 2024**

- Referral and Enrollment Forms
- Birth Certificate
- Transcript Request
- Step Up For Students Scholarship Reward Letter
- District Verification
- Dr.'s Signature Required Forms
- Form 3040 (Health Form)
- Form 680 (Immunization)

## **Admission Eligibility**

Victory High School is a learning community. All students must demonstrate commitment to both academics and recovery.

- To enroll at Victory High School, students must have a willingness to be in recovery from substances.
- All students must work with a counselor to develop an Individualized Recovery Plan and agree to weekly, random drug screens. In the event of a Return to use, the Individualized Recovery Plan will be revised to provide increased support for that student.
- Students must participate fully in substance abuse recovery programming offered at VHS.
- To attend Victory High School, students must be in average good health. VHS is handicap accessible. VHS is further committed to providing reasonable accommodation for anyone with a disability.

## **Commitments**

### **Victory High School's commitment to our students:**

- We create a supportive and enthusiastic environment for your recovery and education.
- We work collaboratively with your Alternative Peer Group (APG) to support your emotional, social, mental, physical, and spiritual development.
- We offer opportunities for daily “check-in” and “closing” so you can work through issues that may stand in the way of your education each day.
- We offer brief counseling interventions, if necessary, to address any behavioral/emotional/recovery issues that surface while at school.
- We offer random and frequent drug testing for accountability and compliance with our mission.
- We will listen to you and hold you accountable with love.

### **Victory High School's commitment to Caregivers:**

- We will treat your child with love, acceptance, and respect.
- We will do our best to answer phones and emails during school hours.
- We will return your calls within one business day if you leave a message.
- We will work with your family to ensure the safety and wellbeing of your teen.
- We will provide support and collaboration with APGs, psychiatrists, educational consultants, probation officers and other professionals as needed.
- We will be clear and consistent with disciplinary consequences and create therapeutic contracts for your child, as needed.
- We will be open to any feedback you have regarding your child's education and development.
- We will provide services and activities to prepare your teen for life beyond high school (e.g., college guidance counseling, study preparation, resume building, vocational counseling, and one-year goals).

## **Core Beliefs**

1. We believe in providing a safe substance free community based on recovery principles, where diversity is both respected and valued.
2. We believe in helping students define their own unique vision for a productive and healthy future.
3. We believe that each student is capable and will learn.
4. We believe in increasing students' cognitive capabilities in the areas of language skills, critical thinking, and mathematical reasoning.
5. We believe that every attempt should be made to maintain the dignity of all adults and students.
6. We believe that students should be guided by their support systems and be expected to solve the problems they create.
7. We believe that students should have the opportunity to tell their side of the story when the consequences appear to be unfair.
8. We believe that misbehavior should be handled with logical consequences and prescribed punishments for serious rule infractions are an important part of maintaining safety.
9. We believe that school problems should be handled by school personnel and that criminal activity should be referred to the proper authorities.
10. We believe that each individual student should be met where they are emotionally and spiritually and celebrated for their gifts.

## Example of Weekly Schedule

<b><i>Time</i></b>	<b><i>Monday</i></b>	<b><i>Tuesday</i></b>	<b><i>Wednesday</i></b>	<b><i>Thursday</i></b>	<b><i>Friday</i></b>
9AM-10AM	Mental Wellness Check-in				
10AM-12PM	Electives	Electives	Electives	Electives	Electives
12PM-12:30PM	Lunch	Lunch	Lunch	Lunch	Lunch
12:30PM-1:30PM	Academics	Academics	Academics	Academics	Academics
1:30PM-2:30PM	Academics	Academics	Academics	Academics	Academics
2:30PM-3PM	Peer Recovery Group				

## Program Components

Therefore, in our community we expect the following:

1. **Attend school every day in session. Attend classes.** Sign in and out each day for attendance.
2. **No alcohol or other drug use** inside or outside of school, 24/7/365. **ALL paraphernalia is prohibited at VHS.**
3. Victory High School and church facilities are **nicotine-free (no cigs, e-cigs, vapes, cigars, etc.)** All substances and products will be confiscated if you choose to violate this policy. E-cigs will be confiscated and returned at the end of the year. Distribution of nicotine products is prohibited and will result in **suspension**.
4. Victory High School has zero tolerance of threats and actions of **violence and harassment**.
5. Bringing a **weapon** to school will result in an immediate **suspension** and may include a police report and expulsion from school for up to one (1) calendar year.
6. **Clothes must be appropriate for school.** No skin or undergarments showing.
7. Students are expected to **dress appropriately for a recovery school environment** (i.e., no alcohol/cigarette or drug use promotion ads attire).
8. **No medications, including over-the-counter medicine, may be carried by a student. All medicine brought to school must be turned into the office and stored in the locked cabinet.** A Physician's note **MUST BE SIGNED**.
9. **Sunglasses** may not be worn in school unless prescribed by a physician.
10. Students are expected to **behave** appropriately, respectfully, and not be disruptive.
11. You must be **ON TIME** for class to earn full credit. Please have **your Caregivers call** school if you are going to have an excused absence.
12. When in the community during school hours on field trips, you must abide by Victory High School policies.
13. Please **enter and exit the school building** through the door facing Trouble Creek Road. This is the only entrance we have permission to use.
14. Please be **respectful of Church property**.
15. Please be **respectful of all people** working and traveling throughout the building and outdoor recreational space.
16. Use of **computers** is a privilege.  
Please:
  1. Do not participate in chat rooms or social networks from school computers.
  2. Print only those things requested of you by your teachers.
  3. No music is to be played on or downloaded from school computers.
  4. The computers are available before school, after school and during lunch **ONLY** with written permission from a teacher for a specific assignment.
17. **Personal listening devices, headphones, electronic games**, etc. may be used before and after school. We will take these items if they are out at other times, and they will be returned at the Director's discretion.
18. **All visitors to the school should be pre-approved through the Executive Director and Program Manager.**
19. **No food or beverages in the hallways or around computers at any time.** You may eat and drink in the classrooms **ONLY** with staff's permission.
20. **Parking is a privilege.** You may lose your parking privileges if you behave or drive in a disrespectful or unsafe manner. *Please register your car with our staff during your first week*

*of school. You will need your driver's license, proof of insurance, and make, model and license plate number of any car you may drive to school.*

21. **STUDENTS: NO DRIVING AT LUNCHTIME.**
22. **All telephone calls (in or out) during the school day MUST come through the Executive Director's phone (813-444-7766).**
23. **Cell Phones MUST be checked in by VHS Staff at the beginning of each day and they will be returned at the end of the day. Any cell phone that is seen during class time *will be confiscated and a Caregivers will need to pick it up.***

**THANK YOU!**

## **Academics Requirement**

Students attending this program will become Victory High School students and will be required to take online virtual courses with teachers and tutors specializing in assisting with hands on learning for those students needing extra assistance in learning. Most courses will be in the virtual platform called Grade Results. All students will need to create a Grade Results account. Students will meet with the School Academics Manager to determine the most appropriate courses. While every effort will be given to honor a student's course request, student course requests will depend on course availability.

## **Attendance Policy and Procedures**

Student attendance is one of the most vital elements of enrollment at VHS. School is a student's full-time job and therefore attendance at school is a high priority.

Here are our expectations of attendance:

### 1. Daily Attendance is Mandatory

A. Excused Absences Include: court, vomiting, fever, illness requiring medical attention, funerals.

B. Unexcused Absences Include: tired, mild headache, cramps, stayed up too late with sponsor, allergies, not feeling it or similar excuses.

VHS staff would not miss work for those reasons so you should not miss school.

### 2. Absent/Tardy Notice from Caregivers is Mandatory

A. If a student is going to be absent, the Caregivers must notify the office by phone or email by 8:30 am the day of the absence.

B. If a student is going to be tardy, the Caregivers must notify the office by phone or email by 8:30AM the day of the tardy.

Due to daily activities, VHS staff must also know when the student will arrive to campus.

### 3. Documentation of Absences

A. Every time a student is absent, he/she must bring a note signed by a Caregivers on the day of return.

B. The note must be turned into the VHS main office or designated staff member.

C. Each note should contain the following: Current date, date of absence, full name of student and reason for absence with signature of Caregivers.

Student attendance is directly tied to your success at school and to our success as an organization. Victory High School may decide to review your enrollment and appropriateness for the school if excessive.

I have read and understand the Attendance policy and will follow all policies and procedures:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policy and Consent for Drug Screening and Searches**

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

Caregiver Name: \_\_\_\_\_

### **DRUG TESTING POLICY**

Victory High School requires frequent and ongoing drug testing of all students as part of our Mission and accountability for the school. Drug and alcohol testing will be performed at a local community agency and in the future at the school site by trained staff. Students must comply with all procedures and protocols established by the school. Urine will be collected in a plastic cup then transferred into a drug testing cup by staff, this deters students from tampering with test. A student's failure to submit to a drug test or to comply with all procedures and protocols is a violation of this Policy and may result in discipline, up to and including expulsion. It is important to remember that a positive test result does NOT automatically identify a student as a user. The staff will determine whether any legitimate alternative medical explanation could account for the positive result. When a student is notified by the staff to consent to a specimen collection and/or alcohol test, they will be allotted 30 minutes to provide the sample. If the student cannot provide the sample in the allotted time, reasonable disciplinary action may be taken if there is suspicion of "avoiding" or "withholding." Any positive drug test will be communicated to Caregivers and the appropriate APG staff and may result in being withdrawn or expelled from Victory High School.

### **PROPERTY SEARCH POLICY**

Our staff may conduct unannounced searches for alcohol, drugs, paraphernalia, or missing/stolen items. Entering the Victory High School property constitutes consent to searches. Students are expected to cooperate in such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, cell phones, desks, work area, purses, wallets, and vehicles may be conducted when there is reasonable suspicion to believe that a student is in violation of this Policy and/or when circumstances and school conditions justify them. Consent to a search is required as a condition of continued enrollment and the student's refusal to consent may result in expulsion. No student will be touched as part of the search or detained without his/her consent. Students being searched may be asked to empty pockets and remove hats and outer clothing, such as jackets and sweaters. Any illegal or non-prescribed drugs discovered will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy. MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE POLICIES REGARDING DRUG SCREENING/TESTING AND PROPERTY SEARCHES AT VICTORY HIGH SCHOOL. I ALSO GIVE CONSENT FOR THE ENROLLED STUDENT TO BE DRUG TESTED AND SEARCHED ACCORDING TO VHS POLICY.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Safety**

Student safety on campus or at a school-related function is a top priority. With safety in mind, Victory High School has developed the following policies. However, the school can only address part of the challenge; the essential remaining part is the cooperation of the students.

Our policies include:

- Avoid conduct that is likely to put the student or others at risk
- Follow the Code of Conduct and any rules for behavior and safety set by Administration
- Remain alert to and promptly report safety hazards such as intruders on campus
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers, administrators or church employees who see to the welfare of students
- Report any dangerous or disruptive behavior to the school staff
- Report any illegal substances, non-prescribed medication and alcohol Suspicion/Reports of Abuse or Neglect Any staff person with reason to believe that a student has been or is currently being abused or neglected must make a report to Child Protective Services and/or any local state law enforcement agency within 48 hours of discovery.

This is a non-accusatory report reflecting only the information reported. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at our facility.

**Suicidal Ideations or Threats** Victory High School aims to support the emotional needs of each student. We treat self-harm and suicidal ideations seriously. Suspicion and reports of suicidal ideation will be communicated to Caregivers and counselors immediately. We will do whatever is necessary to ensure that students get the help needed. Our staff is equipped to assess for lethality and connect the student with the proper professionals.

**Summoning of Police:** Situations in which the police may be summoned include:

- Physical violence severe enough to be likely to cause injury or which does not stop promptly upon verbal request.
- The presence of an intruder on campus.
- This is not a complete listing, and administrators will use their best judgment.

**Emergency School Closing Information** Stay tuned to local radio and television stations for information regarding school closings due to inclement weather or other emergency situations.

Victory High School will follow the directives of the School District (PCSD). Because Victory High School serves students from the greater Tampa Bay community, there may be times when PCSD is not closed but you feel it is not safe to travel. You are advised to call VHS administration (813-444-7766) to notify us of your circumstances.

### **Immunizations**

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized before he or she can register for school. See the Florida Minimum State Vaccine Requirements for Students Grades K-12 online. To obtain your child's immunization record, please contact the Registrar with 24-hour notice.

## Code of Conduct

The Victory High School Code of Conduct is written to foster a climate of integrity and mutual respect. We believe that each student deserves to learn in an environment that is safe, supportive, flexible and nurturing. Students, teachers and staff are all held to the same high standards of conduct and accountability. Our goal is to lead by example- showing each student through our actions that he or she is valued. Discipline at Victory High School is meant to be a learning experience. Students will be treated with respect and, in turn, are expected to respect the rights and property of others. In the classroom, disciplinary matters are generally handled by the individual classroom teacher and/or school administrators. More serious matters and/or repeat infractions are reported to the Executive Director of Victory High School. VHS follows a "Point Sheet" system which clearly outlines positive behaviors expected by each student on a daily basis. This system provides students with immediate feedback regarding classroom behavior and participation. Teachers mark on the sheet at the end of each class period to give students feedback about their strengths and challenges. The support team analyzes the feedback at the end of the day to make decisions about student privileges, consequences and contracts.

Discipline techniques frequently used:

- Verbal correction
  - Cooling off time
  - Seating changes in classroom
  - Redirection techniques
  - Conflict resolution
  - Peer mediation
  - Restricting privileges
  - Confiscation of items
  - Behavioral contracts
- Violations of behavioral expectations will result in one or more of the following actions:
- Disciplinary action appropriate for the offense (logical consequence)
  - Lunch Support
  - Contract for specific behaviors
  - Conference with Caregivers (and APG staff)
  - Out of school suspension
  - Expulsion
- 27 "Lunch Support/Detention" is defined as a consequence whereby a student comes to school early, stays late or cannot attend off campus lunch for a specified period of time. Detention may be given for, but not limited to, the following infractions:
- Roughhousing
  - Profanity or vulgarity
  - Insubordination
  - Noncompliance with school rules
  - Skipping class and/or check-ins and closing
  - Failure to comply with sign-in/sign-out procedures
  - Not respecting others' feelings, property and/or space
  - Uncooperativeness
  - Any other minor offenses as determined by support staff
- Behavior contracts/Probation occurs when a student has repeated detentions/suspensions and is not showing improved behavior. A "contract" will be developed with specific requirements and for a specific timeframe. The student will be considered "on probation" for a defined amount of time and may be suspended/withdrawn due to

noncompliance with the contract. “Out-of-school suspension” results when a student commits a moderate offense and is excluded from attending school for a specific period of time. These offenses become a permanent part of each student’s disciplinary record that can be forwarded to any public or private school that requests records.

Moderate offenses include, but are not limited to, the following:

- Aggressive or threatening behavior
- Verbal abuse
- Insubordination
- Fighting
- More than 3 unexcused absences
- Harassment
- Inappropriate sexual conduct
- Inappropriate use of the school’s technology (moderate offense)
- Not following a behavior contract (suspension may be a consequence)
- All other moderate offenses as determined by support staff Suspensions are building-level decisions and cannot be appealed. The campus Principal has the final decision in building-level interventions.
- State law allows a student to be suspended (out of school) for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or school year.
- A student who is to be suspended will be given an informal conference by the Principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident.
- The duration of a student’s suspension, which cannot exceed three (3) school days, will be determined by the appropriate building administrator.
- Any restriction on participation in school-sponsored or school-related extra-curricular and non-extra-curricular activities will be determined by the Principal or appropriate administrator. “Expulsion” results when a student commits a serious offense and is asked to leave VHS.

Serious offenses include but are not limited to the following:

- More than two suspensions
- Cheating/plagiarizing
- Noncompliance with a behavioral contract
- Return to use or drug/alcohol use or tampering with drug tests
- Selling, giving or delivering to another person, possessing, using or being under the influence of drugs/alcohol. This includes behavior which is suspicious of being under the influence. This will be assessed by the VHS Recovery Coaches and/or Executive Director.
- Possession of a firearm or other weapon (knives, mace, etc.)
- Committing arson
- Vandalism
- Robbery or theft
- Extortion, blackmail or coercion
- Engaging in conduct that constitutes a felony criminal charge
- Public lewdness/indecent exposure
- Inappropriate use of the school’s technology (security offense)
- Other conduct that substantially disrupts the school environment or educational process

The Florida Recovery Schools of Tampa Bay, Inc. Board of Directors and Executive Director will schedule a hearing within a reasonable time with the student’s Caregivers, the teacher, and the

student. The student's Caregivers will be invited in writing to attend the hearing. Until a hearing can be held, the Executive Director may place the student in one of the following:

- Another classroom
- Student Support
- Out-of-school suspension

A student facing expulsion will be given appropriate due process. The student and a Caregivers will be given the opportunity to present their evidence.

## **Medicine – Prescription and OTC Policy School Medication**

### Guidelines:

- The first dose of a new medication WILL NOT be given at school.
- All medication must be sent in a current prescription labeled bottle.
- Medications should be scheduled so that as many dosages as possible are given at home. Example: 3 times a day can be given before school, after school and at bedtime.
- All medications must be reported to the school staff.
- All medication must be accompanied by a written administration request from the Caregivers.
- Medications need to be brought in the office by Caregivers.

Over-the-Counter Medications: Over-the-counter medications may only be administered with Caregivers permission. A completed health history and a completed non-prescription medication consent form must be on file before any medication may be administered. Consecutive daily use of over-the-counter medications (i.e. Tylenol, Ibuprofen) will be monitored by the school staff and referred as needed unless medication is otherwise ordered by the student's physician/nurse practitioner. The school has a supply of certain over-the-counter medications. Any other medications that you wish for your child to take should be given to the nurse in the original package along with a signed note from the Caregivers that the child needs to take this drug during school.

Prescription Medications: Physician/Nurse Practitioner orders are required for all prescription medications. The prescription label will be considered equivalent to a prescriber's written direction. AU prescription and over-the-counter medications that are approved for administration will be kept in the school's office or in the office building. Medications will be administered with adult supervision only. AU medications are kept in locked storage.

School Attendance: If your child has a temperature of 100.0 or greater, please keep them at home until they have been fever free for 24 hours without the help of fever-reducing medication. If your child reports to the VHS office and has a temperature of 100.0 or greater, you will be notified to come and get your child.

*(Continued on next page)*

## Victory High School MEDICATION CONSENT FORM

Student's Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Dear Caregivers: Victory High School will supply the following non-prescription medications for our students, with Caregivers permission:

- Tylenol or Generic Brand — Acetaminophen
- Motrin or Generic Brand — Ibuprofen
- Throat Lozenges (cough drops)
- Turns or Generic Brand — Antacid Tablets
- Caladryl Lotion or Generic Brand — Anti-Itch lotion or cream
- Solarcaine Spray (minor burns or stings) or Generic Brand
- Neosporin Antibiotic Ointment or Generic Brand First Aid Antibiotic

Caregivers written permission is required to administer any of the above listed nonprescription medications. Return this signed permission form to the school office.

I give the school permission to administer to my child the above non-prescription medications as needed, according to the manufacturer's recommendations. This signed permission slip is a permanent authorization for your child while enrolled in the current school year. If at any time you wish to discontinue your child's non-prescription medications, please notify the VHS office.

Does your child have any allergies to medications? Yes or No

If yes, please list what medication and the reaction:

\_\_\_\_\_

Note: If a child demonstrates habitual usage of over-the-counter medications, a doctor's order may be requested to verify that ongoing symptoms have been evaluated and you will need to provide the medication.

Caregiver Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Consent for student to volunteer

I consent to and understand that Victory High School provides volunteer opportunities at facilities such as, local schools, and hospitals to promote "carrying the message" of substance free lifestyles. These programs may include attendance in such facilities as within school itself. I also agree that any questions or concerns regarding these matters will be addressed to Victory High School and that the recipient facility shall not be held liable in any manner. I understand that this authorization can be revoked at any time by providing a written request for such action to the Executive Director.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FIELD TRIP PERMISSION SLIP**

I, \_\_\_\_\_, (Caregiver) give permission for my son/daughter, \_\_\_\_\_, (Student) to participate in any Victory High School off campus field trips. These trips are educational as well as therapeutic for many of the students. I understand that Victory High School volunteers and staff will not allow any form of inappropriate behavior or drug/alcohol use and will not be responsible for any accidents that may occur. I voluntarily release you and agree to indemnify and hold harmless Victory High School and its volunteers and staff from all claims, demands, or causes of action, which are in any way connected with participation in these trips.

Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In the event of an emergency and If Caregivers or emergency contacts are not available, I agree that Victory High School has the authority to obtain medical assistance. Furthermore, I release Victory High School and its employees from any liability and/or responsibility for any illness or injury suffered because of my child's participation in a field trip. Further, I understand that if my child's behavior is deemed inappropriate while participating or if he/she is under the influence or in possession of drugs and/or alcohol my child will be separated from the other participants, and I may be contacted to pick up my child.

### **PHOTOGRAPHS/ IDs**

Photographs will be taken on trips for hanging in the school, our website, graduation ceremonies, our annual fundraising events, and marketing purposes. Please check the box if you would NOT like your child to be photographed. I do NOT consent to photography.

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Return to use Policy**

Random and frequent drug testing is administered on campus for accountability purposes and program integrity. We acknowledge the difference between “getting honest” and “getting caught.” Efforts will be made to continue a student’s enrollment if he or she is honest about a Return to use and effectively moves forward with the Success Plan. 30 It is possible for a student to be expelled/withdrawn from school for a first-time Return to use even if the student is honest about the event (due to the circumstances and severity of the Return to use). \*It’s important to note that some of our students may be working on an abstinence-based program around other behaviors and we will consider acting out in those behaviors a RETURN TO USE as well.

A student may be expelled/withdrawn from Victory High School if he or she:

- Has more than one Return to use
- Tests positive for drugs/alcohol without getting honest
- Refuses to consent to a drug test
- Tampered with a drug test
- Is held accountable for a Return to use by another student or an outside party

## **Phone Policy**

**Student phones**- Under PCPS Policy students are NOT permitted to carry cell phones into groups or classrooms. Students are required to turn them into Victory High School Staff during class time. Phones will be confiscated by staff if a student is using a phone during class time (texting, games, internet, etc.) Students may have their phones returned at the day's end for the first offense; second and subsequent offenses will require a Caregivers to come to the school to retrieve the phone.

**School phones**- School telephones are for school business only. Students will not be permitted to make or receive calls unless there is an emergency, or it is authorized by school personnel.

**Messages**- only messages of an emergency nature can be relayed to students. Victory High School administrators will determine if a call is an emergency in nature. We are hopeful that Caregivers can plan for pick-up, doctor’s appointments, etc., that would require a student to leave early. Should a Caregivers need to make special arrangements for their student, please call Victory High School at 813-444-7766 and leave a message to make those arrangements.

## **Notice of Nicotine Use Policy**

Nicotine including vapes, Juuls, e-cigs, cigars, cigarettes, etc. are *prohibited* in/on the Victory High School campus. Victory High School campus comprises the entirety of the property owned by the Church.



## 2023-2024 Calendar Mondays-Fridays 9AM-3PM

<b>Important Dates</b>	<b>Occasion</b>
August 9, 2023	First Day of School
September 4, 2023	Labor Day Off
October 16, 2023	Off
November 10, 2023	Veteran's Day Off
November 20-24, 2023	Thanksgiving Break
December 22, 2023-January 5, 2024	Holiday Break
January 15, 2024	Dr. Martin Luther King Jr. Day Off
February 19, 2024	President's Day Off
March 11-15, 2024	Spring Break for Pinellas County
March 29, 2024	Off
April 1-5, 2024	Spring Break for Pasco County
May 27, 2024	Memorial Day Off
May 29, 2024	Last Day of School

**Summer: Sober Camp July 22-26, 2024 and Weekly Monday Zooms for Students.  
Monthly Support Group Zooms for Caregivers with Caregiver Advocate.**



## **THE VICTORIOUS CREED**

### ***RECOVERY IS POSSIBLE:***

- I DESERVE TO BE HEALTHY!
- I AM WORTHY OF A POSITIVE LIFE!
- I CAN ACCEPT MY LIMITATIONS BUT I WILL NOT BE DEFINED BY THEM!
- I BELONG HERE: A SAFE, PLACE OF HOPE, HEALING AND SECOND CHANCES!
- I AM COMPASSIONATE, CARING AND LOVEABLE!
- I AM NOT A LABEL OR DIAGNOSIS!
- TODAY, I WANT TO LIVE!
- TODAY, I CAN FEEL TRUE FREEDOM FROM ALL SUBSTANCES!
- I AM VICTORIOUS!

## Student Acknowledgement Form Student Handbook

I have received the 2024 Victory High School Student Handbook.

I acknowledge and will abide by the policies and guidelines defined in the handbook.

I understand that violation of school policies and guidelines may result in disciplinary actions.

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

### Publishing of Student's Achievements or Image

Occasionally the opportunity may arise for a student's achievements and/or image to be published in various venues (ex. school website, social media, newsletter, etc.).

Signing below authorizes the use of the student's works or images by Victory High School.

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

### Transportation for Field Trips and Off-Campus Events

Victory High School creates opportunities for students to attend educational field trips like museums, nearby college campuses, expressive arts events, service work projects, etc. By signing below, I give permission for off-campus events and field trips. Trips are adequately staffed and supervised to ensure safety and compliance with rules.

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

### Uniform

Victory High School will provide your student with one t-shirt, each additional t-shirt will cost \$25. By signing below, I understand that we will be charged \$25 for each t-shirt given to my child for field trips.

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

### Scholarship

Victory High School requires a scholarship reward letter from Step Up For Students before enrollment. Please withdrawal your child from Florida Virtual School before attending VHS. By signing below, I understand that I will need to submit the reward letter before my child is enrolled. If I do not apply for Step Up For Students, I will be responsible for paying \$1200/month tuition for my child.

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_