

**AVA VICTORY ACADEMY
MIDDLE SCHOOL/HIGH SCHOOL HANDBOOK
2011-2012**

School Board President.....	Brian Thompson
School Board Vice-President.....	Mitch Jakusz
School Board Member.....	Jack Schmidt
School Board Member.....	Mitch Jakusz
Administrator.....	Teresa Bruffett
Middle School/ High School Director.....	Renee Potts

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

MISSION STATEMENT

Ava Victory Academy is united with families in providing academic excellence from a Christian perspective for all students who are inspired to achieve their God given potential.

VISION STATEMENT

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

STATEMENT OF NON-DISCRIMINATORY POLICY

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

STATEMENT OF FAITH

We believe the Bible to be the only inspired, infallible authoritative Word of God, and a complete revelation of God (II Tim. 3:16). We believe there is one God, eternally existent in three persons: Father, Son and Holy Ghost (Matt. 28:19). We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, visible second coming. We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ; and during this age to make all men aware of sin, righteousness, and judgment to come; regenerate, indwell, guide, instruct, and empower all true believers in Christ, and fill those yielded to God. We believe in the absolute necessity of regeneration of the heart and that the shed blood of Jesus Christ and His resurrection provide the only ground for salvation to all who believe, and only such as receive Jesus Christ are born of the Spirit and then become children of God. We believe that all that are saved are called into a Spirit-filled life; separated from all worldly and sinful practices; as well as to a life of service. We believe in the bodily resurrection and judgment of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of eternal damnation. We believe in the spiritual unity of believers in Christ.

GENERAL POLICIES

ABSENCES AND MAKEUP WORK

In all cases of absences, it is the responsibility of the parent/guardian/student to notify the Department Director (Terms director & principal may be used interchangeably throughout this document). A homework sheet will be completed and may be picked up in the office **at the end of the day**. It is the responsibility of the student or parents to pick up homework and books during periods of extended absences, lasting more the one day.

If a student is going to be absent because of a scheduled appointment, it is the student's responsibility to get assignments and make arrangements with the teacher to take any tests or quizzes that he/she will miss ahead of time or the student will receive a zero for all missed work.

Students who are absent will have the number of days plus one to make up all work. Any assignment not completed on time will receive zero credit. **If a test is scheduled the day they return, it MUST be taken that DAY.** Exceptions may be made due to extended illness (with a doctor's note) or under extreme circumstances with permission of the Director.

High school students who skip school or cut class will be subject to discipline policy found in the Behavior Infractions section of this handbook.

ACADEMIC PROBATION

Academic probation is invoked when a student has a serious academic problem.

A student will be placed on academic probation if their quarter grade drops below 70% in core subjects for middle school* and any subject for high school. Tutoring will be required after school until the next grading period.

A student will be placed on academic probation for one quarter under the following criteria:

- Freshman – quarter GPA below 1.6
- Sophomore – quarter GPA below 1.8
- Junior/Senior – quarter GPA below 2.0

*5th- 8th grade core subjects: Bible, Arithmetic, Language, History, Science, and Health

In the event a student is placed on probation, a notice will be sent to the parent/guardian and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. A conference will be scheduled to discuss the reason for probation and suggestions for remediation.

The academic status of the student will be reviewed by the Director at the end of the next quarter following probationary status. Any student who's grade has improved above the probation criteria will be removed from probation.

If a student's grade has not improved to the appropriate level by the end of the second consecutive quarter, a conference will be scheduled with the Administrator to determine the student's status at A.V.A.

ADMISSIONS AND REGISTRATION

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

All High School students must meet with the High School Director and have a graduation requirement form filled out and placed in their permanent file.

A. ADMISSIONS REQUIREMENTS

1. Completed application form
2. Registration fee for new students paid (non-refundable)
3. Signed Statement of Agreement
4. Grades 9-12: Students must complete an application and have a pastor's recommendation form completed
5. Submit transcript and take entrance exam if deemed necessary by Department Director.
6. Birth Certificate: required of all new students to verify date of birth.
7. Immunization Record (all shots must be up-to-date)
8. Social Security Number

B. ACCEPTANCE

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

Re-Enrollment

During the month of April, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. After May 1st, enrollment will be opened to new students. A \$35.00 fee is due for all returning students and a \$50.00 fee for all new students.

AGENDAS

All students are required to bring their agendas to class every period.

It is the responsibility of the student to clearly write all assignments, quizzes and tests in his/her agenda. Teachers will use the agenda to send home any necessary correspondence. Parents and teachers should check agendas daily.

5th-8th Grade Students: Parents are required to check and sign the agenda every day. Parent signature insures that homework assignments are complete and correspondence from teacher has been acknowledged. Homeroom teachers will check agendas each morning.

High School Students are required to bring their agenda to each class to record assignments. However, they are not required to have their agendas signed.

ATTENDANCE REQUIREMENTS

Attendance is a requirement of all classes in High School. A student is allowed 6 absences per semester in each class. Classroom teachers will record attendance daily. Exceeding the 6 absences can result in a grade reduction. It is important that students understand that these days are not considered as "free" or "skip" days, but are intended to be used for unavoidable absences beyond the student's control, such as illness, injury or family emergencies.

As attendance and participation are part of a successful learning experience, students with 7 or more absences will be issued an academic penalty in the form of grade reduction as follows:

Absences	Grade Reduction
7	2%
8	4%
9	8%
10	16%
11	32%
12	50%

This academic penalty represents the participation portion of the student’s grade and is intended as a deterrent to excessive absences. Any student may reduce accrued absences by staying after school as scheduled by the High School Director. The student must notify the Director that he/she wishes to make up attendance days. Make up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than 6 days of absences by attending make-up sessions. After the 6 days of absences are made up, a penalty will be applied to the semester grade. Students may appeal the penalty by requesting a meeting with the school board or a convened attendance committee, if there have been extenuating circumstances beyond the student’s control such as hospitalization of the student, documented long-term illness with doctor’s excuse, etc.

ATTENDANCE REQUIREMENTS 5th-8th Grade

Attendance and class participation are equally important in 5th-8th grades. Therefore, a student with more than nine (9) absences per semester will be issued an academic penalty based on the following grade reduction chart for each semester. Classroom teachers will record attendance daily. It is important that parents/students understand that these days are not considered as “free” or “skip” days, but are intended to be used for unavoidable absences beyond the student’s control, such as illness, injury or family emergencies.

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

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

ATTENDANCE AND ACTIVITIES

To participate in any extracurricular activity, a student must be in attendance at school for the entire day of the activity, except for verified medical appointments. If a student athlete is absent or tardy on the day following any school sponsored sporting event or game, without a doctor’s excuse, that student will be benched for the first half of the *next* game.

ATTENDANCE AND COLLEGE VISITS

Arrangements for college days follow the same procedures outlined for absences and make up work. Students must notify the High School Director one week in advance and all assignments must be requested and turned in before the college day. If not, the day will count against attendance & the missed assignments will be zeros. Seniors are allowed two full days to visit college campuses & juniors are allowed one. All arrangements with the college are the student’s responsibility. In order for college days to not count against attendance requirements, student must submit a verification letter from the college to the High School director the day he/she returns to school. No college visits will be approved in the month of May. Students over the attendance limit or who are currently failing any class may not take off school for a college day.

ATTENDANCE AND FINALS

High school students who have no more than a total of 2 absences and/or tardies in a quarter will be allowed to opt out of one final exam as long as his/her grade in that class is at least 90% for the quarter (1st & 3rd) or semester (2nd & 4th). Absences and tardies are recorded by class period.

ATTENDANCE AND TARDIES

Consistent and prompt attendance is very important for success in school. Excessive absences and tardiness are detrimental to the educational process and put the student at a disadvantage. When possible, please try to schedule appointments so they do not conflict with school hours. If it becomes necessary for the parent to check their child out of school before dismissal time, prior arrangements with the teacher is required. Parents must first check in at the office and wait for their child to be released from class. All students must be signed out. Students will be counted absent in all classes missed.

Like absenteeism, tardiness is a disruption to the learning process, not only of the student but to the other members of the class. Students are considered tardy if they are not in class, prepared to begin, at the bell or scheduled time. Any student arriving after 8:30 must obtain a tardy slip before going to class. Students, 7th-12th grade, who are tardy for any class within the school day, will be marked tardy by that teacher.

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

Students are allowed four unexcused tardies per quarter. If this limit is exceeded in a nine week grading period:

1. Four unexcused tardies in a nine-week period will be marked as an unexcused absence and will count toward grade reduction penalty.

BEFORE/AFTER SCHOOL

Middle School (5th-6th): Students are required to remain in the Multi-Purpose Room, before 8:30 and after 3:30, under the supervision of the care-giver, unless under the direct supervision of their parent. All information regarding extended care may be obtained from the provider.

7th/8th & High School:

Before school: Students may enter the building (using the Multi-Purpose Room entrance) after 8:00. Students must remain in the high school hallway or the multi-purpose room in the high school area.

After school: Unless remaining on campus for a school sponsored event or meeting, high school students will vacate school property by 4:00.

BEHAVIOR EXPECTATIONS

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

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

BEHAVIOR MANAGEMENT

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

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

3. Off school grounds at any school activity, function, or event.

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

BEHAVIOR INFRACTIONS AND CONSEQUENCES

Infractions will be broken down into three categories by severity.

CLASS “A” OFFENSES

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

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

Procedures

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

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

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

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

Possible Consequences for Class “A” Offenses

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

CLASS “B” OFFENSES

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

- 1 Defiance of authority; verbal or nonverbal refusal to comply
- 2 Cheating or plagiarism
- 3 Lying, practicing deception, and/or misrepresentation of the truth
- 4 Forgery
- 5 Disrespect
- 6 Trespassing

- 7 Use of profane, obscene, or improper language – written, verbal or gestured
- 8 Possession of matches or lighters

Procedures

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

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

Possible Consequences for Class “B” Offenses

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

CLASS “C” OFFENSES

Unacceptable behavior in this category, is defined as those activities engaged in by a student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or are contrary to the mission of the Academy. Acts of misbehavior at this level may include, but are not limited to:

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

Possible Consequences for Class “C” Offenses

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

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

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

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

BEHAVIOR PROBATION

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

BUS SERVICE

The Academy provides a bus route within Ava and outside of Ava city limits. Applications, route and fee information is available from the school office. If a student rides the bus, we ask that they cooperate with the bus driver by exhibiting proper behavior on the bus. We reserve the right to refuse transportation to anyone who violates bus safety regulations. In such a case, parents will be notified and will be asked to transport their own children.

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

CHRISTIAN SERVICE

High school students are required to complete 10 hours of Christian service for each school year. This allows students the opportunity to share the love of Christ through serving their school, church, community and the world. The following are service guidelines:

1. H.S. Director will track all reported service hours.
2. Service hours will be listed on final report card and transcript each year.
3. Students may not carry hours over from year to year.
4. Students may count verified church service for a maximum of 2 hours.
5. Students may count verified personal/individual service for a maximum of 2 hours
6. The remaining 6 hours must be completed through organized school/club projects

CAMPUS VISITORS

Adult Visitors

From time to time there may be visitors on campus. When visitors arrive they must report to the school office to sign in and obtain a visitor's badge. This is necessary for safety and insurance purposes and includes speakers for classrooms or chapel. Upon leaving, visitors should return to the office to sign out and turn in badge.

Student Visitors

Non-A.V.A. students or former students may visit campus under the following conditions:

1. Student must have his/her parents'/guardians' permission and obtain permission from the Department Director at least 24 hours in advance of visit.
2. Student must check in at the school office prior to going to class.
3. Visitors must adhere to school dress code.
4. Visitors will not be permitted during finals weeks, achievement testing or on field trip days.

Any student who has been suspended or expelled will not be permitted on campus.

Parental Visitors

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

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

CELL PHONES & PERSONAL MUSIC/ELECTRONIC DEVICES

Since the school day is designed for growth and learning, the use of all Cell phones, iPods, MP3 players, and other electronic devices including gaming devices are prohibited during regular school hours.

Cell Phones: All cell phones must be turned in to the high school director or middle school (5th/6th) homeroom teacher at the beginning of the day and may be picked up at the end of the day. **Ring tones, vibrate options, message alerts and alarms should be turned OFF.** Any cell phone that is not turned in and is confiscated will only be released to a parent/guardian.

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

CLUB MEETINGS

School sponsored clubs offer students a chance to explore interests beyond the classroom that may include, but are not limited to BETA Club (by invitation), FCA, FCBLA, & Missions Club. Club meetings are held before and after school to plan social activities, Christian service projects and fundraising goals.

COMMUNICATION

General Information

The faculty and administration at A.V.A. value open lines of communication between parents and school. To this end, teachers, directors, and administration utilize multiple and varied communication avenues to keep parents fully informed. From time to time, questions or concerns may arise. It is important to the relationship between home and school that proper channels of communication be respected and followed. Questions that relate to classroom practices and procedures need to first be addressed with the responsible teacher. Once the teacher has been contacted, the Director is available, if further assistance is needed or if a question is more general in scope. Once the Director has been contacted, the Administrator is available, if still further assistance is needed.

To assist in keeping lines of communication open parents should:

1. Read the handbook thoroughly upon enrollment. Any questions about its contents should be discussed with the Director.
2. Read all correspondence from the school carefully and stay informed concerning activities and schedules.
3. Demonstrate full support for school policies. Criticizing policies, or those in authority, in front of students, encourages them to show disrespect and creates a rift between family and the school.
4. Regularly ask students about what is being studied at school and should show a positive interest in the accomplishments of the student. Students should be encouraged to achieve in a healthy way.

Addressing Disagreement

As our mission statements indicates, A.V.A. has been built on the assumption that we are united with you in an effort to educate your child. This requires a supportive relationship between home and school. This includes support for the administering of consequences for poor choices made at school, a willingness to meet with teachers personally to mutually work out any issues that may occur during the education process and a willingness to use the Matthew 18 Principles for handling disagreement.

1. If there is a concern about policies or action taken by the school, the parents should withhold judgement until after contacting school administration.
2. If the disagreement cannot be resolved, then the matter should be taken to the next higher authority in the chain of command.
3. School board members are not to be approached to solve school problems, but instead will refer the aggrieved person to the administrator so that proper procedure can be followed. If a board member is approached, he/she is obligated to notify the administrator.

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

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

COMPUTER USE AND INTERNET POLICIES

Students have supervised access to the computer lab during school hours. Students are expected to display responsible behavior on school computer networks and the Internet. Parents' permission for computer lab access is required for all students. Access is a privilege and not a right at school. **AT NO TIME ARE STUDENTS TO USE SCHOOL COMPUTERS WITHOUT ACADEMY STAFF SUPERVISION.** An account is set up for each student to use while at school. However, personal use of the Internet, including but not limited to, checking email, using MySpace, Face Book, U-Tube, etc, entering chat rooms, and all downloading from the Internet is strictly forbidden. Printing from the Internet is allowed, only with teacher permission, for school assignments. If permission is granted, students must pay a \$.10/ page fee. File storage areas will be treated like school lockers. They may be inspected at the discretion of the school Computer Network Administrator. A.V.A. has installed and regularly updates Internet filters in an effort to protect your child while using the Web.

Violation of any school policy regarding the use of the computer lab will result in the loss of computer privileges.

- *In accordance with Missouri Senate Bill 54: As of August 28, 2012, teachers are not allowed to have a non-work-related web-site (ie personal Facebook page, Twitter or email account) that allows exclusive access with any current or former students who are 18 yrs of age or less and who has not graduated. Ava Victory will continue to maintain a school sponsored website & Facebook page.*

CONDUCT AND COURTESY

The Academy attempts to educate the total, including the teaching of social graces and Biblical-based morals. As a way to help students grow to be men and women that God can use, we will hold them accountable for using common courtesy and general rules of respect. Students are expected to:

1. To use polite and respectful behavior towards fellow students, faculty, staff members, volunteers, guests, and visitors at all times.
2. To use "Yes Ma'am/Sir or No, Ma'am/Sir, Please and Thank You" in their speech when talking to any adult in authority on school grounds or at a school sponsored event.
3. Reply to or address any teacher or other school authority using the proper title Mr., Mrs., Ms., or Miss and surname.

There are general rules throughout the school that all students are required to follow.

All classrooms at A.V.A. follow the same three rules:

1. Face forward
2. Speak only with permission
3. Leave seat only with permission

Additionally students should:

4. Come to school neat and clean
5. Keep desks/locker in a clean and orderly condition and should never write on school property.
6. Put all trash in trash cans only and do not leave on tables, floors, tops of lockers or school grounds.
7. Not chew gum on school property in 8th grade and below. High school students will be allowed to chew gum with the responsibility of disposing of it in proper trash receptacles.
8. Bring necessary supplies and books to school every day. It is not the responsibility of the teacher to provide these items.
9. Not write in books or materials belonging to the school.
10. Walk in the building.
11. Behave as ladies and gentlemen: PDA (public display of affection) is not allowed.
12. Never touch the sprinkler heads in the hallway.

DRESS CODE

The following guidelines are designed to promote a standard of appearance that enhances the learning environment while allowing for reasonable comfort and individuality of all students. The way a person dresses reflects and attitude and A.V.A. desires to establish an atmosphere and attitude of positive learning.

Neat, clean and MODEST dress is expected.

Gentlemen:

1. Shorts must be no shorter than 2" from the top of the knee when standing.
2. All shirts must have a shoulder strap that measures 2" or more. All tops must be long enough to fully cover the torso when the student's arms are raised. Arm holes must not be so big that undergarments or the torso can be seen. T-shirts with the sleeves cut out are not allowed.

3. Clothing with inappropriate messages will not be allowed.
4. Boys will not be permitted to wear an earring(s).
5. Body piercing or tattoos of any kind are not acceptable.
6. Hats, bandannas, and sunglasses will not be worn inside the school building.
7. Extremes in hairstyles or colors are not acceptable.
8. Pants and trousers must be worn at natural waistline with no undergarments showing.
9. Jeans with holes or tears more than 2" above the knee are not allowed. Frays that go through the jeans will not be allowed either regardless if skin shows.

Ladies:

1. Dresses, skirts, splits skirts, and shorts must be no shorter than 2" from the top of the knee when standing.
2. All shirts must have a shoulder strap that measures 2" or more. All tops must be long enough to fully cover the torso when the student's arms are raised. Arm holes must not be so big that undergarments or the torso can be seen. T-shirts with the sleeves cut out are not allowed.
3. Clothing with inappropriate messages will not be allowed
4. Makeup is to be appropriate and used in moderation.
5. Body piercing, other than ears, or tattoos of any kind are not acceptable.
6. Hats, bandannas, and sunglasses will not be worn inside the school building.
7. Extremes in hairstyles or colors are not acceptable.
8. Jeans and slacks must be worn at natural waistline with no undergarments showing
9. Jeans with holes or tears more than 2" above the knee are not allowed. Frays that go through the jeans will not be allowed either regardless if skin shows.

Dress code will be enforced at school & school sponsored events, including summer and sporting events.

Dress for Formal Occasions

Students in high school have the opportunity, through events like Hoop Coming and Prom, to dress more formally.

At these events men may wear shirts and ties or suits. For some events, tuxedos may be appropriate.

Ladies wear dresses or formals. These must meet regular dress guidelines except that "spaghetti straps" are allowed. All dresses must be brought in to school for approval prior to the event.

All non-student guests attending special events must adhere to these dress standards. All guests' dresses must be brought in to school for approval prior to the event.

DRESS CODE ENFORCEMENT

Students in major violation of dress code will not be allowed to attend class until the violation is corrected. Minor violations will receive one warning. Parents may be contacted and asked to bring appropriate clothing. If parent is unable to do so, an oversized shirt or pants will be provided by the office for the day, to be returned washed the following day. Continued violations may result in loss of privileges. Students in dress code violation at extracurricular events or field trips will not be allowed to attend until/unless the violation is corrected.

EXTRACURRICULAR ACTIVITIES and ACADEMIC COMPETITIONS

The goals of all extracurricular activities are to help develop the Christian character of our students, to offer the opportunity to be an effective witness, and to broaden the student's horizons.

All students who participate in ANY extra-curricular school activities including, but not limited to, sports, cheerleading, all clubs, bell choir, or student council must:

Maintain a cumulative* average of 75% or higher in all core subjects combined

Not have a cumulative "F" average in any single core subject

Not have served I.S.S. (In School Suspension) or O.S.S. (Out of School Suspension) within a 5 school day period of the scheduled event

Be present in school the entire day of the event or scheduled activity unless prior approval has been obtained from HS principal

HS principal will notify students/coaches/sponsors on Friday of eligibility for participation in activities scheduled for the following week.

*5th – 8th grade core subjects: Arithmetic, Language, Bible, Spelling, History, Science, Health, and Reading.

*9th – 12th grade core subjects: Any subject required for graduation

*Cumulative means grades calculated from the first day of school.

FIELD TRIPS

Field trips are an important part of education and are regarded as extensions of the classroom.

Each class (5th-8th) will take one field trip during the school year. High school field trips will be as the class schedule allows. Permission for students to participate is covered under the blanket permission slip secured at the beginning of each school year. However, parents will be notified prior to the trip. Admission fee and gas money may be required. If you do not wish your child to go, arrangements must be made for your child to stay home for that day. It is school policy that no siblings are allowed to attend field trips unless their class is also part of the field trip. Students are not allowed to bring cell phones.

Students are expected to ride school provided transportation for all field trips, unless parents are asked to drive. High school students are not allowed to drive themselves or other students on field trips.

In the event that parents are asked to drive the following conditions must be met:

1. Approved drivers must be at least 21 years of age. Approved drivers must have a valid driver's license and provide a copy of it to the office.
2. Proof of current auto insurance must be on file prior to leaving school grounds.
3. Vehicles must have the appropriate number of working seatbelts per student.

Teachers may ask parents to chaperone on field trips. Chaperones must be willing to supervise students according to the teacher's directions and remain with the group for the duration of the trip. We ask that parents recognize the teacher is in charge of the activity at all times, and expect the instructions of the teacher to be followed.

FOOD DURING THE SCHOOL DAY

7th-12th: All food items must be kept in lockers until lunch time. No open containers are allowed in lockers. No food or drinks may be eaten in the classroom except for special occasions and/or meetings that have been approved by the teachers/sponsor. Only water bottles are allowed in the classrooms.

Students are expected to bring a nutritious lunch each day. We recommend the use of a sturdy, insulated lunch box with an adequate lunch. Lunches will not be refrigerated but may be heated using microwaves provided in the multipurpose room for students 7th-12th grades. Milk may be purchased at school. There is also a vending machine available.

NO sodas are allowed from Preschool through 8th grade. Sodas will only be permitted for 9th – 12th grade high school students during the lunch period. Glass containers are not permitted. Nothing larger than a 20 oz. bottle will be permitted.

Students also have the option to order lunch from the catering menu. The catering menu will be handed out at the beginning of the school year. Catered lunches or milk cannot be charged. Please send lunch money on Mondays in an envelope. Fill out the front of the envelope to indicate what the child will be ordering on the appropriate days and enclose the correct amount of money in the envelope for the week's order. Parents need to send exact change in the envelope. If a parent or child needs to make change, they must stop by the kitchen before school and have change made. Small checks for lunch are fine. There will be no reimbursement of change if the correct amount is not in the envelope. A parent may pay for several students' lunches with one check. If so, please list the lunch information for all children on the outside of the envelope. Students in 5th-6th grades turn their lunch envelopes in to their teacher, and grades 7 through 12 place their order in the envelope outside their homeroom door before the bell rings.

GRADUATION REQUIREMENTS

High school students are expected to take a full course load each year. 26 credits are required for graduation. A core sheet of required classes is kept in student's file.

In order for high school students to receive credit for a class, they must have a 70% or higher semester grade. Any student failing a class must meet with the Director to discuss options for making up the credit. There will be an additional fee for credit recovery.

P.E. credit will be given for participation in school sponsored sports. Attendance will be taken at all practices and playing time recorded at all games. Credits will be calculated on minutes of participation. 7830 minutes = 1 credit

Grading Code

The following system is used to determine letter grades and grade points for the determination of Grade Point Average (GPA) and class rank.

AVERAGE	LETTER GRADE	GRADE POINTS
96-100	A	4.0
90-95	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
67-69	D+	1.3
64-66	D	1.0
60-63	D-	0.7
0-59	F	0.0

Graduation Honors

Graduating High School and 8th grade students may work toward the following honors to be bestowed during graduation:

Valedictorian: Student(s) with the highest GPA in the graduation class
HS valedictorian will wear a gold cord at commencement.

Salutatorian: Student(s) with the second highest GPA in graduating class
HS salutatorian will wear a burgundy cord at commencement.

Beta Club members who have maintained a 3.2 cumulative GPA will wear a gold Beta stole.

HALL PASSES

All students are required to carry an agenda at all times. Permission to leave class will be noted in the agenda. Hall pass privileges will be limited during instructional time. Students will be expected to remain in class except for rare circumstances. If a student is in the hall without their agenda they will be sent to the Director. If they are not in class, it will count as an absence for that period.

HOMEWORK

Each teacher is required to give homework to aid the student progress in his/her studies. Therefore, each student is required to complete homework assignments and have them in on time. Parents should expect an average of 15 minutes of homework per grade level. For homework not completed and turned in on time, please refer the following divisional procedures:

*Middle School (5-8): First offense in a one week period:
Zero daily grade
Note to parent in agenda
Complete homework assignment during recess period

Second offense in a one week period:
All of the above
Lunch Detention to be served the following day.

Third offense in a one week period:
Phone call home
ISS (In School Suspension) is served the following day at the student's expense. (Charge will be added to monthly tuition bill of \$35/day)

*High School (9-12): Students receive a daily homework grade. No homework will result in a zero. Homework grades are averaged and count as one test grade each quarter. Not completing homework will seriously impact overall grade.

INJURIES

All injuries are to be reported immediately to the appropriate supervising staff member, who will complete an accident report, which will be turned in to the Dept. Director. Depending on the seriousness of the injury, appropriate steps will be taken, including notifying the parent/guardian if necessary.

LEAVING THE BUILDING/CAMPUS DURING THE DAY

Students are to bring all books, lunches, etc into the school upon arrival. At no time during the day is a student to leave the building without authorization from the Director
. A.V.A. operates as a closed campus. At no time during the day is a student to leave campus without signing out or being signed out. Students must have a parent/guardian signed permission slip or the parent/guardian must personally sign the student out in the office.

LOCKERS

Lockers are used in grades 7-12. Locks are recommended and must be brought from home. Only combination locks may be used. The student must provide a copy of the combination to the HS principal before the lock is put on the locker.

Students are expected to keep lockers neat and orderly and use them strictly for school items. No decorations are allowed on the outside of lockers. Students may use magnets and "sticky-tack" to secure acceptable items/decorations inside the locker. Tape should not be used.

The school reserves the right to inspect lockers periodically or when deemed necessary without notification.

LOST AND FOUND

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

MEDICINE

Medication will only be dispensed by certified personnel with written parental instructions. All medicines must be turned in at the nurse's office. Prescription and non-prescription medication shall be in the original container, and labeled with the child's name, instructions for administration, including the times and the amounts for dosages, and the physician's name. Due to liability, the Academy will not dispense any medications not in the original containers.

Students are to be kept home:

1. If he/she complains of a sore throat, is vomiting, has contracted a contagious illness, or has a fever. Students must be fever free for a minimum of 24 hours before returning to school.
2. If a student is prescribed an antibiotic from a physician for a contagious illness, a doctor's release stating when the student may return to school is required for re-admittance into class.

Students who become ill during the school day will be sent to the nurse's office and parent/guardian will be notified to pick the student up immediately.

OFF CAMPUS LUNCH PRIVILEGE

Upperclassmen are given the privilege of off campus lunch at McDonalds on Wednesdays and Fridays and Taco Bell (with adult supervision) on Fridays. These guidelines must be followed in order for a student to enjoy this opportunity:

1. A permission slip must be on file, signed by the student and his/her parent.
2. Students must check out and in at the office.
3. Students are not allowed to drive or leave campus in someone else's vehicle,
4. Students may not bring back food for other students.
5. All food/drinks must be consumed before returning to class.
6. Students who are late for class must get a tardy slip from the office before returning to class. If this happens that student loses off campus privilege for one week.
7. This privilege will be revoked if the above guidelines are not followed.

PARENT/TEACHER CONFERENCES

7th-12th Conferences will be held at the end of first quarter. However, parents are encouraged and welcomed to meet with teachers any time they feel necessary. Please contact the High School Director to make arrangement to meet with the teacher.

PARENT VOLUNTEERS

There are jobs vital to this ministry which can only be filled with workers who have a willing heart and a desire to serve. Teacher's aides, lunchroom monitors, and playground monitors for the lower grades are encouraged to apply by filling out a volunteer sheet and returning it to the office. Chaperones and club sponsors are encouraged in the upper grades.

For safety reasons, all volunteers must first sign in at the office and obtain a visitor's badge. When leaving you must sign out and return the badge.

PHYSICAL EDUCATION

5th-8th: Students must wear tennis shoes for their PE days. During hot weather, a water bottle is strongly recommended. All students will be required to participate in PE. Nonparticipation will result in the lowering of student's grade. If a student has a physical problem that keeps him/her from participating on a given day a note from a parent verifying the problem is required. A doctor's note may be required for consecutive nonparticipation.

9th-12th: PE is a requirement for graduation. Nonparticipation is allowed only with a doctor's note describing why the student should not participate. Nonparticipation must be evaluated each quarter.

PROMOTION/RETENTION

Promotion of students to the next grade is determined by satisfactory progress and developmental readiness.

In grades 5-8, promotion will be based on satisfactory completion of the following subjects: Language, Arithmetic, History, Science, Health, Bible, Spelling and Reading. A child can be retained in a grade and not promoted for any of the following reasons:

1. Having a cumulative average grade of 69% or below in two core subjects.
2. Being absent more the 14 days in one semester or 28 days in the school year.
3. Recommendation of the student's teacher, principal or administrator.

In High School, the number of credits earned determines grade placement as follows:

- To be classified as a sophomore – must have earned 7 credits
- To be classified as a junior – must have earned 14 credits
- To be classified as a senior – must have earned 21 credits

RECESS (5th-8th)

We will be going outside for recess whenever possible. It is important that children be allowed to get fresh air and exercise throughout the day. Students will have recess in the winter, so please send coats, gloves, etc., on cold days. We will not go outside when it is raining, snowing, or is below approx. 36 degrees, depending on the wind chill.

RELEASE OF RECORDS AND COMMUNICATION WITH PARENT

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

REPORTS CARDS

The scholastic year is divided into two semesters of two quarters each. In grades 5-8, a weekly envelope is sent home with the student's test and quiz papers to allow parents to regularly check progress. In grades 9-12, grades are sent home with students biweekly. At the end of first quarter, parents may pick up their student's report card at Parent-Teacher Conferences. If a parent is unable to attend the conferences, then the report card will be mailed to the home. For remaining quarters, both mid-term grades and report cards will be mailed home

SCHOOL CLOSING FOR INCLEMENT WEATHER

All school closings for snow will be announced on the local radio station KKOZ 92.1 FM and Springfield television stations. Usually, A.V.A. will close when the Ava public schools close for inclement weather. Occasionally, A.V.A. may hold classes when the public school is still closed, if the major roads are clear and safe to travel on.

SCHOOL DAY

Class Times

School begins at 8:30 and ends at 3:25 for 5th-6th grades and 3:30 for 7th-12th grades. The school cannot be held responsible for High School students on campus before 8:00 am or after 4:00 pm unless they are involved in teacher/school sponsored activity or in Extended Care.

Parent/Teacher Communication

As stated, the agenda will be the primary communication tool between home and school. Parents who wish to speak with a teacher should do so after classes, in the afternoon or make an appointment with the teacher for a time when the teacher does not have other responsibilities. Teachers need to be available for supervision of students in the hallways and classrooms without distraction during school hours.

Pledges

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

SCHOOL PICTURES

Arrangements are made with a photography studio to have individual and class pictures taken. Individual photos are taken in the fall and spring and may be purchased, if desired. The fall photo is used in the yearbook, therefore attendance on picture day is important and all students are photographed, even if not purchasing a packet. Graduation photos are taken of graduating students (8th & 12th) in their caps and gowns.

SPORTS PROGRAM

Teams, coaches and spectators representing A.V.A. are to be a light in the community. It is a privilege to be a part of an athletic team and represent A.V.A.

All athletes/participants are to:

- Learn positive values form competition
- Learn to be leaders and role models
- Display exemplary sportsmanship
- Set and maintain high standards of behavior on and off the playing field

STUDENT PARKING

It is a privilege to be able to bring a car to school. These guidelines must be followed:

1. All student-driven cars are to be registered with the High School Director immediately when the student begins driving to school. Proof of insurance must be provided. The parking fee is \$5.00 per semester and is non-refundable. It will be added to your account September 1 and February 1.

2. Each student will be provided with a parking registration packet, parking tag and an assigned parking space. The tag must be visible from the front windshield of the car registered while parked on the school property. Cars are to remain parked until students leave for the day. Parking space will be assigned when the car is registered. Cars parked in school lot will be regularly monitored for safety reasons.
3. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses.
4. In the event a student should drive a different vehicle that is not registered with the school, the student must report the license number to the High School Principal.
5. Each driver should be an example of courteous, careful driving habits. Failure to observe these policies will necessitate cancellation of the privilege of bringing your car to school.

The speed limit in the school parking lot is 5 mph

TELEPHONE USE

The school phone is reserved for official business. Students may not make phone calls without written consent from teacher and then only for matters of extreme importance. Parents should not call the student except for emergency cases.

TESTING – PLACEMENT, ACHIEVEMENT AND ACT

Placement Tests

5th-8th: The administrative staff will determine grade placement for incoming students based on a review of appropriate placement documents.

High School: Transcript will be evaluated and class schedule set. If student did not pass last credit attempted in a core class, with a 70%, a placement test may be required.

Achievement Tests

Achievement testing provides parents, teachers, and the school with an evaluation of the student's progress, strengths, and weaknesses. The Stanford 10 is administered to students in the 5th grade each spring. The EXPLORE is administered to 8th grade and the PLAN to 10th grade in December. Results are used to determine how well the school is meeting its goals. Parents receive student's results along with an explanation for interpreting those results.

ACT

A.V.A. encourages all students to take the ACT beginning their sophomore year. This test is used by most colleges to determine admission and scholarships. ACT prep materials/guidance and registration assistance is available at school. The registration fee is the student's responsibility.

TEXTBOOKS AND SUPPLIES

Students will be issued textbooks the first day of classes. Some of these books are the property of A.V.A. and must be turned in at the end of the year. Any book that is not turned in or is damaged due to mishandling will be charged to the student's last tuition bill and must be paid for before the final report card is issued.

TRAVEL GUIDELINES

The following guidelines apply for all extracurricular activity trips. In addition, all regular school rules are in effect for all participants, coaches, faculty, chaperones, and parents/guardians who officially accompany any trip.

Lodging

In the event that it is necessary to stay overnight, permission must be first granted by the School Board. If allowed the following rules apply:

1. Coaches or official school representative will be responsible for any room assignments and curfews.
2. Coaches or official school representative will be responsible to see that there is a lockout on movie channels, pay-per-view, and any other media deemed inappropriate.
3. Boys are not permitted to be in girls' rooms and vice versa.

4. Coaches or official school representative will coordinate all activities.

Violations of these guidelines will result in consequences to be determined by coach/sponsor and the high school principal with approval by the administrator and/or school board. All policies and procedures outlined in the Behavior Management section of this handbook will apply.

Transportation

1. The school will make arrangements for transportation for extracurricular activities. Whenever possible, this will be in a school vehicle. If the school specifically asks a parent to use a private vehicle, the school will still make all arrangements. If a parent secures permission to transport his/her own child, only that child may ride; no children of other parents will be allowed to ride in cars other than their parents' either to or from an event without that parent notifying the school **IN WRITING**. After an event, parents in attendance may have the option of taking their own children home with them, provided the parent notifies the coach.
2. If any meals are eaten during the trip, all drivers, students, faculty, and chaperones will eat at the designated place.
3. If there is more than one official school vehicle on a trip, those vehicles will caravan together to and from the event and between segments of the event, as much as possible.
4. All designated drivers must provide the school with a copy of a valid driver's license, and provide proof of auto insurance before leaving school grounds.
5. If deemed necessary, the school reserves the right to inspect all luggage.
6. Unless it is impossible due to space availability, male and female students are not to ride together in the same seat. The adult in charge may make exceptions due to space and will be responsible for filing a trip report with the office.

TUITION POLICY

All tuition information & schedules may be obtained from the office.

WITHDRAWAL FROM SCHOOL

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

YEARBOOK

Each year A.V.A. publishes a yearbook. Order forms are sent out 4th quarter and yearbooks are delivered in the fall.

