



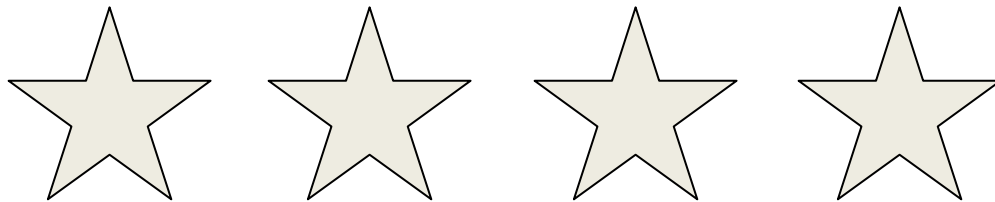
General John W. Vessey, Jr.
Leadership Academy
2011-2012

Cadet & Parent Handbook

33 EAST WENTWORTH AVENUE, SUITE 100
WEST ST. PAUL, MN 55118
(651) 776-8776 FAX (651) 776-8781
WWW.VESSEYACADEMY.ORG

FOUR STAR FOCUS

Knowledge - Discipline - Leadership - Character



MISSION STATEMENT

Our mission is to ensure our cadets have the opportunity to gain the skills, knowledge, and self-discipline necessary to make positive life choices by providing, through a military model, a high quality education, which includes academics, sound moral values, physical training, and leadership skills.

EQUAL OPPORTUNITY STATEMENT

General John Vessey Jr. Leadership Academy welcomes cadets of any race, color, creed, religion, sex, marital status, parental status, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to cadets at the school. We do not discriminate on the basis of race, color, creed, religion, sex, marital status, parental status, national and ethnic origin in administration of our educational policies, admission policies, or any school-administered programs.

GENERAL STATEMENT

General John Vessey Jr. Leadership Academy recognizes that individual responsibility and mutual respect are essential components of the educational process. VLA further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school is that a fair and equitable student discipline policy will contribute to the quality of the student's educational experience. Our discipline policies are adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to another.

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

ACADEMY GOALS

- Promote citizenship
- Develop leadership skills
- Live by the Cadet Creed
- Communicate effectively
- Improve physical fitness
- Provide incentive to live drug-free
- Strengthen positive self image
- Work as a team member
- Improve and optimize academic abilities
- Explore post-secondary options and develop a transitional plan
- Graduate from high school

THE ACADEMY CADET CREED

I am a Vessey Leadership Academy JROTC cadet.

I will always conduct myself to bring honor to my family, country, school, and Corps of Cadets.

I am loyal and patriotic.

I am the future of the United States of America.

I do not lie cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantel of leadership and stand prepared to uphold the Constitution and the American way of life.

HOOAH!!!!!!!

STAFF DIRECTORY

NAME	POSITION	PHONE NUMBER	EXT	E-MAIL
Mary Bright	Executive Director	651/776-8776	103	mbright@vesseyacademy.org
Deb Amacher	Paraprofessional	651/776-8776	107	damacher@vesseyacademy.org
Zach Anderson	Special Ed Teacher	651/776-8776	106	zanderson@vesseyacademy.org
Soni Baxi	Science Teacher	651/776-8776		sbaxi@vesseyacademy.org
Ra'Shane Bryant	Admin Assistant	651/776-8776	102	rbryant@vesseyacademy.org
Jaimi Hoernke	Lead Special Ed Teacher	651/776-8776	106	jhoernke@vesseyacademy.org
Linda Jackson	Lunch/Custodian	651/776-8776		
Katie Konat	Paraprofessional	651/776-8776	106	kkonat@vesseyacademy.org
Scott Larson	Math Teacher	651/776-8776		slarson@vesseyacademy.org
Dawn Segermark	Art Teacher	651/776-8776		dsegermark@vesseyacademy.org
Rick Spinner	Social Studies Teacher	651/776-8776		rspinner@vesseyacademy.org
Col. Carol St. John	Senior Army JROTC Teacher	651/776-8776	104	cstjohn@vesseyacademy.org
Patience Stellmach	Data & Operations Coordinator	651/776-8776	101	pstelmach@vesseyacademy.org
Jonathon Wyman	Language Arts Teacher	651/776-8776		jwyman@vesseyacademy.org

Daily Schedule 2011-2012

7:30-7:45 Breakfast Served (optional)

7:50-8:05 Advisory

8:10-9:00 Period 1

9:05-9:55 Period 2

10:00-10:50 Period 3

10:50-11:15 A Lunch

11:20-12:10 Period 4A

10:55-11:45 Period 4B

11:45-12:10 B Lunch

12:15-12:25 Formation

12:30-1:20 Period 5

1:25-2:15 Period 6

2:20-2:25 Final Advisory

2:25 First Dismissal

2:35 Second Dismissal

2:40 Third Dismissal

2:50 Fourth Dismissal

ACADEMY PARENTS AGREEMENT

The purpose of this agreement is to promote cooperation between parents/guardians and Vessey Academy in offering the educational support necessary to help students succeed. We ask our parents to:

- Support the Behavioral Policy, the Harassment, Bullying and Violence Policy, and the Technology Use agreement.
- Understand the importance of parental involvement in the educational process and agree to come to school to meet with staff when requested to do so by staff.
- Update all of contact information to facilitate the staff in contacting you when possible.
- Understand the need for and value of academic interventions and behavioral intervention plans and agree to participate in their development and support their implementation.
- Understand the benefits of communication with staff and agree to participate in parent-teacher conferences or contact teachers as needed.
- Communicate through the school reception in the case of emergency Electronic communications are not allowed at school and agree to help enforce no cell phone use during the school day.
- Agree to work with staff and keep them informed of any situations which may impact the student's performance at school. Vessey Academy staff is open to accommodations if your student is facing a crisis or emergency situation.
- Place education as a top priority for the student and agree to support putting school ahead of outside activities such as work from 7:50am until 2:50pm.
- Inform the school of any health related issues that may impact your student's performance at school and agree to pick-up the student as soon as possible when requested to do so by the school.

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with VLA's uniform policy;
- L. To avoid inaccuracies in student newspapers or publication and refrain from indecent or obscene language and conversations;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and policies contained herein.

CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by Vessey Leadership Academy:

1. Violations against property including, but not limited to, damage to or destruction of school property of the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language/conversations, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school's Violence, Harassment and Bullying Policy;
5. Violation of the school's Weapons Policy;
6. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school's Technology Use Agreement;
14. Violation of any local, state, or federal law as appropriate;
15. Scholastic dishonest which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of technology to accomplish this end;
16. Impertinent or disrespectful language toward teachers or other school personnel;
17. Actions, including fighting, rough-housing or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, other persons or school property;
18. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
19. Other acts which are disruptive of the educational process, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

ACADEMY POLICIES

GENERAL BEHAVIORAL EXPECTATIONS

Respect others and property

Come prepared to learn

Follow directions of staff

Be the best you!

Arrival to School: Students are required to enter the building through the VLA doors only. They may not enter through the front of the building or through the center doors in the back. Students are required to sign into school upon arriving in the morning. There will be sign in sheets for each advisory at the front desk. Students are expected to sign in immediately upon entering the building.

Tardiness to Class: Tardiness to class will be dealt with individually by teachers and advisors. When students are late for class, they must request a late pass from the front desk. They will not be allowed in their classroom without a late pass. Being late to class or school will result in student receiving a later dismissal. Chronic tardiness may be referred to the administration for school consequence as well as county programs for legal intervention.

Hall Sweeps: The school expects all students to be in classes when the bell rings. We will perform hall sweeps where teachers lock their doors at the bell and all students remaining in the hallways are brought to the front desk.

Passes: Students will not be given passes to leave class unless it is an emergency. Since passing time is five minutes, students are expected to use the restroom and retrieve supplies from their lockers at that time.

Attendance/Truancy: VLA is required by Minnesota law to report students with excessive unexcused absences and/or tardies to county authorities. Students reported to the county will be required to attend informational meetings with their parents and if truancy continues, will be summoned by the county to face a hearing officer. The county will determine further consequences which may include referral to diversion programs, assignment of a probation officer, and fines.

To excuse an absence, parents must call the school with a valid reason within 24 hours. Note that truancy is defined by class periods so arriving to school excessively late for first hour is considered one incidence of truancy.

Uniform: As a military academy, students are required to wear the school uniform which is either the Army JROTC Class B uniform or the physical training uniform. The uniform will be a provided Class B uniform or black sweat pants/athletic shorts and athletic shoes with the provided JROTC t-shirt and/or sweatshirt. The Class B trousers will **not** be of a large size so as to be worn sagging, bagging or dragging. They will be belted and worn appropriately with no underwear showing. Men must tuck in their shirts. The JROTC Class B uniform will be worn three days a week (Tues, Wed, Thurs), while the PT uniform will be worn two days a week (Mon, Fri), as designated by the JROTC department. To find out more about the JROTC uniform, refer to the JROTC guide. There are more detailed instructions on proper uniform wear at the end of this handbook. Generally speaking, students are to be in the uniform of the day, well groomed, and provide proper wear and care to their uniform.

School Supplies: As high school students, cadets are expected to provide and maintain their own school supplies (pencils, pens, notebooks, folders, etc). Supplies will not be handed out at the front desk. Dispersal of personal classroom supplies is at the discretion of each teacher.

Please note, students are not allowed to have any type of permanent marker (Sharpies, etc) on their person, at any time. Staff members will confiscate permanent markers from students. They will not be returned.

Food and Beverages: Are not allowed outside the cafeteria and will be confiscated. Students are not allowed to carry any type of beverage with them throughout the day.

Lunch Balance: Parents/Students are required to maintain a positive lunch balance if their student purchases lunch from the school. A letter will be sent home informing the parent of the student's balance once the balance reaches \$7.00. Once a student's lunch balance reaches negative \$7.00, the school will refuse to serve the student lunch. The student may be served lunch once their lunch balance is returned to a positive balance.

Proper Use of School Property: Please respect your environments and the belongings of the school. Aside from not vandalizing school property, please use all property appropriately. This includes sitting in desks properly, not sitting on tables, not kicking walls/doors, not throwing objects, putting trash in appropriate receptacles, not putting your feet up on furniture, not damaging/moving ceiling tiles, and using computer equipment gently and appropriately.

Possession and/or Use of Electronics Policy: Electronics including **cell phones**, radios, headphones, and MP3 players are not allowed at any time. If these items are brought to school, they must be kept in lockers and should not be in student possession at any time during the school day. Expecting parent or emergency calls IS NOT a valid reason for use of cell phone. **In case of emergency, the school telephone should be used by parents to reach students.**

Consequence for Electronics Policy:

- Teachers/staff will confiscate items for the rest of the day.
- Repeated offenses or refusal to hand items over will result in referral to office where items will be confiscated until parents come in to reclaim.
- Students found in possession of electronics will receive a later dismissal.

Use of Telephone: Student use of the school telephone will be limited to calling parents/legal guardians. Students needing to call parents may request to do so at the front desk before school, during passing time, lunch and after school only.

Cyber-bullying: It is important to note that any electronic harassment or threatening activity, regardless of when and where it took place, is grounds for school administrative action if it creates a significant disruption at school.

Playing Cards: Students are not allowed to have any type of playing card on their person while in the classroom. This includes standard playing cards, Pokemon cards, Yugioh cards, Magic, and other similar card games.

Cheating: Cheating includes copying off of someone else's document, using someone else's document as your own, or copying directly without proper citation from a published document or website. Cheating will result in an automatic zero grade, with no chance for make-up, and may result in parent contact or further consequences.

Insubordination/Disrespect Policy: Insubordination is defined as the "refusal to follow reasonable requests of a staff person". In order for VLA to maintain a positive educational environment, it is important that we maintain the expectation that students will follow reasonable requests. **If a student disagrees with a staff request, they are expected to discuss the disagreement respectfully with the staff person at an appropriate time outside of class time.** Incidents of insubordination or disrespect will be dealt with on an individual basis through staff intervention. Repeated or major insubordination issues may result in suspension.

Language: Students are expected to respect those around them by using language and having conversations appropriate to the school environment. Students who chronically swear or have inappropriate conversations will receive consequences such as later dismissals, phone calls to parents, and behavior monitoring.

Interaction with Staff: Staff must be addressed using Mr./Ms./Mrs./Col. (or other military title) and their last name. Some teachers may allow you to use a name other than their last name. This is at the discretion of each staff member. If you would like to be addressed by a name other than your legal name, please inform staff.

Before & After School: The same expectations of student behavior hold true before and after school. Students are limited to the cafeteria and supervised classrooms. Students are not allowed to hang out in the hall ways.

Off-Campus Disruptions: As defined by case law, off-campus events that create significant disruption of school activity are subject to school consequences regardless of where they take place. This means that conflicts or disruptions that occurred outside of school but impact our school through rumors, intimidation, etc. is subject to school consequences. The route to and from the Metro Transit bus stops are also governed by the school. Student conduct and respect for businesses around the school is important to a good relationship with our neighbors. Any conduct that is not appropriate will be dealt with severely.

Bus Cards: VLA provides students with bus cards to get to and from school at no cost to the student. Bus cards are to be used to get to and from school and for school approved events only! You may not use your bus card to go to work, the mall, grandma's house, etc. **No Excuses!**

1. Be sure to request a transfer upon getting on the bus if you need to ride additional buses to get home.
2. Bus cards are not to be used to get your friends or family on the bus.
3. If you lose your bus card, we will replace it one time only. After that, it will become your responsibility to get yourself here if you should lose it again.
4. If you should wash it, crease it, or for whatever reason the card no longer works, please turn it in and we will replace it.

5. You must turn in your used bus card to the front desk to receive a new one.
6. Bus cards are available from the front desk before school, during lunch, and during passing time. Bus cards are not available after school.

Vessey cadets need to provide positive examples in the community! If by chance you should get into any trouble on the bus, the following will occur:

1. You will receive a warning and a letter will be sent home to your parent/guardian.
2. If there is a second incident, your parent must attend a meeting with the Executive Director before your bus card is reinstated.
3. If there is another incident, you will lose your bus card for five days and it will become your responsibility to get to school. You may be required to attend another parent meeting.
4. If there is another incident, you will lose your bus card for ten days and it will become your responsibility to get to school. You may be required to attend another parent meeting.

Refusal/Defiance: Refusal or defiance is defined as the refusal to comply with a reasonable staff request. It is expected that students will comply with staff requests and refusal or defiance will result in immediate school consequences.

Possible Consequences for Refusal/Defiance

- Telephone call to parents
- Late Dismissal
- Suspension from school with parent conference required

Violent Offenses: Threats, assaults, and fights are all serious offenses that are subject to severe school consequences and criminal charges. The following are considered violent offenses:

- Possession/use of weapons, possession/use of items as weapons
- Participation in a Fight/Physical Assault
- Verbal Assault or Threat*

Consequences for Violent Offenses:

- Parent conference required for return to school
- Grounds for extended suspension
- Possible grounds for expulsion

* Please note that verbal threats toward other members of our school community will be taken seriously and dealt with as a violent offense.

Gang Activity: Vessey has zero tolerance for gang activity. Students are not allowed to wear gang related clothing, demonstrate gang signs or handshakes, or have gang related tattoos or other markings visible (on person or property). Bandanas (of any color) are not allowed on school grounds. Students found tagging or vandalizing property with gang related material will be dealt with seriously. Failure to follow this rule will result in school consequences including the potential for expulsion.

SUMMARY OF TOP CLASSROOM EXPECTATIONS

1. POSITIVE ATTITUDE (EVERYBODY)
2. BE PREPARED: PENCIL/PEN/NOTEBOOK/HOMEWORK/8 HOURS OF SLEEP AT NIGHT
3. BE RESPECTFUL/LISTEN: USE LANGUAGE APPROPRIATE FOR THE CLASS ROOM!
4. SIT AT DESK PROPERLY
5. NO FOOD, UNLESS PROVIDED BY YOUR TEACHER AS A REWARD
6. NO GUM—NO EXCEPTIONS
7. NO PERSONAL ELECTRONICS
8. NO CELL PHONES: THEY WILL BE CONFISCATED
9. FOLLOW STAFF DIRECTIONS

Health & Wellness

Possession and/or Use of Tobacco/Chemical/Lighters: Students are not allowed to bring tobacco products and related paraphernalia on school grounds. This includes tobacco in all its forms including but not limited to: cigarettes, chewing tobacco, snuff, and tobacco products such as rolling paper and lighters. All illegal drugs, legal products that may be used for illegal purposes, and drug paraphernalia are also banned from school grounds. Being under the influence, possessing, or distributing these substances are school AND criminal violations.

Possible Consequences for Tobacco/Chemical Policy

- Confiscation (items will not be returned to you)
- Parent call and/or conference
- Police referral & citation (fine)
- Repeated tobacco violations are grounds for suspension
- Chemical violations are grounds for immediate suspension and possible expulsion
- Consequences for selling these items on school property is grounds for expulsion

Health Issues: Vessey Academy expects parents to communicate health issues to the school. The school will accommodate and facilitate the management of health issues. However, because we do not have a nurse on staff, students who are too ill to be in class will be sent home. However, we will work cooperatively with students and parents in the case of ongoing health issues.

The front desk has band aids, ice packs, aspirin, ibuprofen, and antihistamine available for student use. Parents must indicate on their student's emergency contact form if we are allowed to disperse any of these medications to their student. Students may request these items before school, during passing time, during lunch or after school. Students may only receive a pass to the front desk during class time if they are in strong need.

If your student has a severe allergy or other ailment that requires a specific treatment (inhaler, epi pen, etc), please provide it to the front desk so that we have it on hand if the student finds they need it.

Personal Relationships: Students who choose to engage in personal relationships are expected to refrain from having the relationship interfere with their school experience. Holding hands, kissing, and personal hugs are not appropriate at school and subject to school intervention.

Property & Grounds

Lockers, Backpacks, and Personal Belongings: Lockers are assigned to students for use. A lock will be provided. NO other locks are authorized on school lockers. If one is found on a locker that was not issued by the school, it will be cut off. Students are encouraged not to share lockers and combinations with others and are responsible for all contents of their assigned locker including what may belong to others. Lockers should be used to secure any personal belongings which are not allowed during the day such as electronic items, food, jackets/coats and purses/backpacks. Lockers are the property of VLA and are subject to search at any time for any reason. **If you are uncomfortable leaving items in your locker for fear of theft or discovery, do not bring these items to school.**

Vandalism/Theft Policy: Are serious offenses and are subject to school consequences, criminal charges and school fines. They not only affect the physical property of others and our school but also seriously impact the sense of trust and pride that we strive to instill in our school.

Consequences for Vandalism/Theft Policy

- Restitution for repair or replacement
- Police referral & citation
- Parent conference
- Grounds for suspension

Building & Grounds: Students must be in supervised areas at all times and may not leave the school without advanced approval at any time. If a student is 18 and still resides with their parents/legal guardian, we will require that guardian's permission to release that student from school. Students may not sign themselves out at their own discretion simply because they are 18.

Parking Lot: The parking lot is for staff and student use. The parking lot is considered school grounds. Student parking is a privilege. This privilege may be revoked based on student behavior or concerns with driving or

parking lot activity. This includes unsafe driving. Students are not allowed to hang out in or around cars in the parking lot before, during, or after school.

Privately owned vehicles: It is a privilege to drive a vehicle to school and park on school grounds. A vehicle driven and parked by a student must be registered at the school. The following must be on file with administration: proof of insurance, valid driver's license and valid registration. Failure to provide these will result in parent being called and the privilege to park on school property revoked.

Before & after-school supervision: Students who choose to arrive at school prior to the 7:50AM school start must remain in the cafeteria and follow school expectations. Expectations of students after school are the same as during the school day. Students must remain in the assigned area or cafeteria and request permission to leave the room. After school (2:50pm), students must be engaged in an activity or be with a staff person to be in the building. No students are to remain in unsupervised areas, including the cafeteria, classrooms, hallways, parking lot, unless with supervising staff approval.

Emergency Procedures & School Closings: VLA has a crisis intervention plan which will be rehearsed periodically throughout the school year. To receive school closing information, refer to local media outlets such as WCCO 4, Kare 11 and KSTP 5.

School Property: Upon a student leaving VLA, they are required to return all uniforms, books, and supplies owned by the school. Parents and students will be held financially responsible for school property that is damaged or lost.

School Interventions/Consequences

The general policy of the school district is to utilize progressive discipline to the extent that is reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, administrators, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. Suspension from extracurricular activities;
- G. Restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act; and/or
- S. Other disciplinary actions as deemed appropriate by Vessey Leadership Academy.

Removal of Student from Class: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the students, using positive reinforcement, assigning late dismissal or other consequences, or contacting the student's parents. When such measures fail. Or when the teacher determines

it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by our discipline procedures. "Removal from class" and "removal" mean any actions taken by a teacher, administrator, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to discipline procedures.

Ground for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Eligibility for Activities: VLA participates in a number of after school activities. Student participation may fall under the Minnesota State High School League rules and VLA will abide by those rules. Students involved in incidents resulting in suspension may be excluded from activities for a limited period of time at the school's discretion.

Students participating in any team activity will not be allowed to participate in games if they are receiving an F in any of their classes.

General Behavioral Record: Staff will enter all behaviors of concern in the general behavioral report. This report is only accessible to VLA staff members.

Day Dismissal: When administration deems appropriate, students will be asked to leave school for the remainder of the day. In some cases, students will be allowed to finish the day but will be asked to stay home the following day. Before students may leave the building, the school will need to obtain parent permission to release them from the building. The school may request a parent conference prior to the student's return to school.

Closed Campus: VLA is a closed campus school. Students may not leave the building for lunch.

Suspension: When students are involved in a serious breach of school policy, the school may assign a suspension. Within reason, parents will be notified at the onset of a suspension and students will be allowed to respond to the facts prior to the suspension if they choose to do so. The student and parents will be required to attend a re-entry conference prior to the student's return to school. Students are allowed to make-up work from the suspension period.

Behavior Monitoring: Students who are chronically disruptive will be placed on behavioral monitoring. If a student is asked to leave class due to behavioral issues more than one time per day, they will carry a Behavior Monitoring Form with them for the next two days (at discretion of administration). The student will be required to rate their behavior for each class period, as well as receive a rating and signature from their teacher. If the student receives a 90% or higher for the next two days in a row, they will be taken off behavioral monitoring.

Behavioral Intervention Plan: Students who exhibit chronic disruptive behavior will be placed on a Behavioral Intervention Plan. This plan is developed by gathering information from teachers, staff, and interviewing of parents and the student. The plan includes intervention strategies for continued behavioral concerns which may include other school interventions such as dismissal, or suspension, including as many specific and measurable goals as possible. Behavioral intervention plans will be reviewed with the student & parents every two weeks until student has demonstrated satisfactory progress.

School Visitors: Outside visitors are not allowed to accompany students to school under any circumstance. Prospective students are required to have their parents call the school ahead of time to request information on the school and arrange for a school visit.

Daily Dismissal: Students will be released from their final advisory at separate times based on their behaviors throughout the school day. The dismissal descriptions/times are as follows:

First Dismissal: 2:25

Student was on time to school, was not late to any of their classes, is not on behavior monitoring, and was not reported by staff as having any behavioral disruptions.

Second Dismissal: 2:35

Student was either late to school (unexcused), and/or late to at least one class (unexcused), was not reported as having any behavioral disruptions and is not on behavior monitoring.

Third Dismissal: 2:40

Student was reported as a behavioral disruption in one of their classes. Students with uniform infractions are released at this time to head to the drill floor to discuss their uniform issues with the JROTC instructor. Students that are on behavior monitoring (as long as they weren't reported as a disruption in more than one class), may be released at this time if advisor has had a chance to review their Behavior Monitoring Form with them. They may be released after this as soon as advisor has discussed their form with them.

Fourth Dismissal: 2:50

Student was reported as a behavioral disruption in more than one class. Students with uniform infractions are released from the drill floor.

HARASSMENT, BULLYING, HAZING & VIOLENCE POLICY

POLICY STATEMENT

It is the policy of Vessey Leadership Academy to maintain a learning and working environment that is free from religious, racial or sexual harassment, bullying and violence. Any incidence of harassment, bullying or violence will be reported, investigated, and dealt with appropriately by the school.

APPLICABLE DEFINITIONS

Definition of Harassment/Bullying/Hazing: Action, language, or behavior that...

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

Types of Harassment/Bullying/Hazing:

A. Religious Harassment—Physical abuse or verbal conduct which is related to an individual's religion.

B. Racial Harassment—Physical abuse or verbal conduct which is related to an individual's race.

C. Sexual Harassment—

1. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
2. Sexual harassment may include but is not limited to:
 - a) unwelcome verbal harassment or abuse,
 - b) unwelcome pressure for sexual activity;
 - c) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teacher, administrators or other school personnel to avoid physical harm to persons, others, or property;
 - d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - f) unwelcome behavior or words directed at an individual because of gender; or
 - g) unwelcome behavior or words directed at an individual because of their sexuality.

D. Sexual Violence—A physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts as defined by Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. It may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching on anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence—a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence—a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault—An act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

H. Retaliation—Any form of intimidation, reprisal or harassment or any other action taken to cause harm to an individual in reaction to that individual’s filing of a harassment or violence report.

I. Hazing- An intentional act taken toward any student during the rushing, induction, pledging, initiation, or membership process on or off campus by a student organization or any of its members which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury, or public ridicule is likely to occur.

REGULATIONS

Related to Vessey Leadership Academy’s Position

Related to Harassment/Bullying/Hazing or Violence as Abuse

A. The school prohibits any form of harassment, bullying, hazing or violence

B. The school considers any actions as defined above as harassment, bullying, hazing or violence to be in violation of this policy.

C. Under certain circumstances, alleged harassment, bullying, hazing or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

Related to Alternative Complaint Procedures

D. Following the procedures in this policy does not in any way compromise the right of a complainant to pursue other avenues of recourse, including, but not limited to the following.

1. Filing charges with the Minnesota Department of Human Rights.
2. Initiating civil action.
3. Seeking redress under state criminal statutes and/or federal law.

Related to the Communication of this Policy

Vessey Academy shall establish and implement a plan for disseminating information about this policy to pupils, teachers, administrators and other school personnel.

Related to Reporting

A. The following parties are responsible for reporting incidents of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel.

- a. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence.
- b. Any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel.
- c. Any adult district personnel who receives a report of religious, racial, sexual harassment or violence.

B. Incidents of harassment, bullying, hazing or violence must be reported immediately to one of the two contact person below.

C. Nothing in this policy shall prevent any person from reporting harassment, bullying, hazing or violence directly to these individuals.

D. Any adult school personnel who receive a report of harassment/bullying/hazing or violence shall inform the administration officer immediately.

E. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter’s future employment, grades or work assignments.

F: The reporting party may choose to report in any manner including conversation, written statement, or any other manner they are most comfortable with.

G. The person receiving verbal reports of incidents of harassment, bullying, hazing or violence may request but not require a written complaint. If the complainant declines to submit a written report, the person receiving the complaint must prepare a written report of the complaint and forward it to the Executive Director or school within 24 hours of hearing the complaint.

H. Persons receiving the complaint must report the information to the appropriate administrative party or law enforcement agency without first screening or investigating the report.

The District must take appropriate disciplinary or other action against any person who fails to forward any harassment, bullying or violence report or complaint as provided herein.

Related to Investigation

A. The school must investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment, bullying or violence. Upon receiving a report of a harassment, bullying, hazing or violence incident, the designated administrator must immediately undertake or authorize an investigation, to be completed as soon as is practicable. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

B. To the full extent possible, the school must respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses. The respect of privacy, however, shall not interfere with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

C. A written report summarizing the results of an investigation must be prepared and submitted to the Executive Director or School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Related to Reprisal

A. The school will discipline or take appropriate action against any pupil, teacher administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence.

Related to School District Actions

A. Nothing in this policy will prohibit the school from taking immediate action to protect victims of alleged harassment, bullying, hazing or violence.

B. The District must discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

C. Any action taken by the school in response to a violation of this policy must be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law, and school policies. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

Reports to complainants regarding investigation results must be in compliance with federal law regarding data or records privacy. The school may submit a written report outlining results of the investigation to the complainant, consistent with state and federal laws regarding data and record privacy. School administration is responsible for reviewing this policy annually for compliance with state and federal law.

Contact/Reporting Persons:

Mary Bright, Executive Director, (651)776-8776 ext. 103

Patience Stellmach, Data & Operations Coordinator, (651)776-8776 ext. 101

TECHNOLOGY USE AGREEMENT

EDUCATIONAL PURPOSE

1. The internet is available as a media resource; you may access only those resources which pertain to the mission of VLA. Games, gaming sites, YouTube, social networks, and chat rooms will be considered unauthorized access.
2. Your search for information must meet the curriculum guidelines and educational goal for your project.
3. Transmission, installation, or downloading of materials onto school computers is prohibited. You are not allowed to plagiarize works that are found on the internet.
4. Threatening or harassing material or transmissions, material which contains language or graphics inappropriate for school use, or vandalism of equipment used for transmission of data is not allowed.
5. Use of another organization's network or computing resources must comply with the rules appropriate for that network. You will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond authorized access.
6. Software, text files, graphics, and other information available via the internet may not be downloaded without permission of your instructor. Data must be saved to your personal folder or your flash drive. You must request staff permission to print.

PRIVILEGES

1. The use of the internet connection is a privilege, not a right, and inappropriate use will result in cancellation of privileges.
2. To receive access, you must be part of a discussion and training with a staff member regarding proper use of the internet connection.

NETIQUETTE

1. Language and conversation topics appropriate to the school setting are expected.
2. Personal addresses or phone numbers of students, staff, or friends should not be revealed over the internet. Use the school address and phone numbers.
3. All communications and information accessible via the network should be assumed to be private property.
4. Users are prohibited from doing anything which would degrade the performance of the school's computers or communication equipment, including but not limited to deliberately crashing a computer or the computer network.

SEARCH AND SEIZURE

1. VLA staff reserves the right to electronically monitor student terminals.
2. You should expect only limited privacy in contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of your locker.
3. Your parents have the right to request to see the contents of your files at any time.

DUE PROCESS

1. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
2. In the event that you have violated this policy, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation to the school.

LIMITATION OF LIABILITY

VLA makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. VLA will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. VLA will not be responsible for financial obligations arising through the unauthorized use of the system.

REQUIRED PRACTICES WHEN USING VLA TECHNOLOGY:

- You are only allowed to use computers and technology when under the direct assignment and supervision of a staff person.
- You are not allowed to secure a computer yourself. You must wait until one is assigned to you by a staff person.
- You are only allowed to use the computer or visit websites that are directly related to the assignment provided to you by the teacher. You may only use YouTube to watch videos related to a specific

class assignment. **If you wish to do a search for other purposes, you must ask a staff person for permission first.**

- You are responsible for your computer at all times until it is returned and accounted for by the teacher. **Any loss or damage during your possession will be billed to you.**
- You must ask for teacher permission before printing any materials.
- When using computers, you are required to make your content visible to staff at all times.
- Report any issues with your technology immediately to a staff person. This will help clear you in case of prior damage to computers.

CONSEQUENCES FOR VIOLATION OF THE TECHNOLOGY USE AGREEMENT:

Consequences for violations to this agreement which result in disruption and damage to the system are as follows:

First Offense:

- Loss of technology privileges throughout the school for up to three weeks
- Parent communication including warning of consequence for second offense
- Possible dismissal from school or restitution if damage to computer or system occurred
- Until their technology privileges are reinstated, students will have to secure computer resources outside of school to complete assignments requiring use of computers. Students will receive a zero for any assignments that requires computer use that is not completed outside of school throughout the period of the suspension of technology privileges.

Second Offense:

- Loss of technology privileges throughout the school for up to one semester
- Parent communication including warning of consequence for third offense
- Dismissal or suspension from school for a period to be determined by administration
- Until their technology privileges are reinstated, students will have to secure computer resources outside of school to complete assignments requiring use of computers. Students will receive a zero for any assignments that requires computer use that is not completed outside of school throughout the period of the suspension of technology privileges.

Third Offense:

- Same as second offense with loss of technology privileges for up to one calendar year
- Possible recommendation for suspension or expulsion from school

INTERNET SAFETY POLICY: VLA, in compliance with the Child Internet Protection Act (CIPA):

- Will not allow student access to electronic mail, chat rooms, social networks, or other forms of internet-based communication.
- Will provide for the blocking of obscene, pornographic, or other harmful materials.
- Will provide for direct adult monitoring and supervision of student use at all times.
- Will provide safeguards against unauthorized access (hacking) or dissemination of information.

WEAPONS POLICY

General Statement of Policy: No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Definitions:

A. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing starts; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. “Weapons” also includes devices or instruments having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

B. “School location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

D. No person shall use articles designed for other purposes (i.e., lasers or laser pointer, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Exceptions:

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to administration shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to administration, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or coach, or immediately notifies an administrator, teacher or coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. Active licensed peace officers;
 - 2. Military personnel, or students or nonstudent participating in military training, who are on duty performing official duties;
 - 3. Persons authorized to carry a pistol under Minn. Stat. §624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. Person who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§624.714 or 624.715 or other firearms in accordance with 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624,715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§624.714 and 624.715.
 - 5. Firearm safety or marksmanship courses or activities for students or nonstudent conducted on school property;
 - 6. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 - 7. A gun or knife show held on school property;
 - 8. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the executive director or other person having general control and supervision of the school or the director of a child care center; or

9. Persons who are unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related event.
- C. Policy Application to Instructional Equipment/Tools: While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities: A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. §624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

Consequences for Student Weapon Possession/Use/Distribution

A. Vessey Leadership Academy takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The executive director may modify this requirement on a case-by-case basis.

C. Administrative Discretion: While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Consequences for Weapon Possession/Use/Distribution by Nonstudents

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the executive director.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

ACADEMIC POLICIES & PROCEDURES

Student Performance Goals:

All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include:

1. Reading, writing, speaking, listening, and viewing in the English language;
2. Mathematical and scientific concepts;
3. Locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e. problem solving);
4. Creative and critical thinking, decision making, and study skills;
5. Work readiness skills;
6. Global and cultural understanding.

Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:

1. Live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
2. Bring many perspectives, including historical, to contemporary issues;
3. Develop an appreciation and respect for democratic institutions;
4. Communicate and relate effectively in languages and with cultures other than the student's own.
5. Practice stewardship of the land, natural resources, and environment;
6. Use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.

Syllabus: Teachers will prepare and turn in a syllabus for each course to administration prior to the beginning of the course. A copy of the syllabus will also be presented to each student at the beginning of the course. The syllabus will outline academic standards, course content, academic policies & expectations, behavioral policies and expectations, and grading criteria.

Academic Calendar & Grading:

Each course will be assigned one (1) credit for each quarter. Teachers will be expected to turn in a mid-quarter grade and a final grade for each quarter. Students who enroll during the quarter will be allowed to earn partial credit based on the time period they were enrolled in the class.

Grading:

All courses will be graded on a letter scale. Teachers will record grades electronically and will update grades every Friday. Grades will be assigned on a percentage basis which will be converted to a final letter grade by Power School.

Grade	Lower Cutoff	Upper Cutoff
A	94%	100%
A-	90%	93%
B+	87%	89%
B	83%	86%
B-	80%	82%
C+	77%	79%
C	73%	76%
C-	70%	72%
D+	67%	69%
D	63%	66%

Mid-Quarter, Final Grades, & Report Cards:

Mid-quarter and final grades must be turned in by the end of the final day of that marking period. Report cards will be mailed out the following week (final grades only).

Finals:

Each class will be expected to have a final quarter test, exam, or project. Certain semester or year-long courses may choose to, at teacher discretion, offer an end semester, cumulative exam or project.

Make-up & Late Work Policy:

Make-up/late work will be allowed at instructor discretion based upon extenuating circumstances. Teachers must create a timeline that they expect work missed due to absences turned in by (ie: students have 3 days upon return to turn in missed work) and must place this policy in their syllabus. The number of days and percentage awarded is at teacher discretion.

Online Classes (VOLE):

Online classes are only available to students in emergency situations or with extenuating circumstances, as determined by administration. VOLE is not available for students that want to earn extra credit outside of the regular school day.

Academic Prevention, Intervention, and Remediation:

Prevention: Advisors will meet with students daily and will review, on a weekly basis, their academic and assignment progress. Parents will have access to review student progress online.

Intervention: Students with failing grades may be required to stay after school with the teacher of that class for a number of days to be determined by that staff member. At the end of the quarter, parents of students with failing grades will be expected to meet with teachers to assess reasons for failure as well as develop a remediation plan.

Remediation: Students will be allowed to make-up work within guidelines of the Make-up/Late Work policy outlined above. Students will be expected to be the initial point of contact with teachers on make-up/late work and attend all discussions pertaining to these assignments. Students with failing grades may be required to stay after school to remediate until they return to a passing grade.

Academic Awards:

A Honor Roll: Must pass all classes. Based on cumulative GPA for all classes for that quarter. The A Honor Roll requirement is a 3.50 GPA or above.

B Honor Roll: Must pass all classes. Based on cumulative GPA for all classes for that quarter. The B Honor Roll requirement is a GPA from 3.0 to 3.49.

Military Awards: Awards through the JROTC Program will be awarded commensurate with the A/B Honor Roll.

GRADUATION REQUIREMENTS

The graduation requirements at VLA are based on the standards established by the state of Minnesota. The graduation standards for Vessey Academy are as follows:

- Pass the state required academic tests
- Completion of 86 quarter credits
- Completion of the minimum credits per academic area as follows:
 - o Language Arts, 16 Credits
 - o Arts, 4 Credits
 - o Social Studies, 14 Credits
 - o Physical Education, Health & Leadership, 6 Credits
 - o Mathematics, 12 credits
 - o Science, 12 Credits

In addition to these requirements, VLA students are required to attend formation and take advisory and JROTC at all times.

THE CADET CORPS

General:

The objective of the Cadet Corps is to achieve as much realism as possible by mirroring an active duty army element. This practical organization provides the cadet with an opportunity to put into practice the theories taught in the classroom. The Cadet Corps is fashioned after a typical Army battalion organization and the positions of leadership and staff are similar in most aspects to those that would be found in an active Army unit. Cadets command the various units of the Corps with the Army instructors acting in a supervisory and advisory capacity.

Organization:

The Vessey Leadership Academy (VLA) Cadet Corps is organized as a Battalion. The elements of the Battalion are the Battalion Headquarters and Letter companies such as company A, B; etc. (these will form when enrollment of cadets is significant to allow for it).

A Cadet Lieutenant Colonel normally commands the battalion. The battalion staff includes an Executive Officer (XO), an Adjutant (S1), an Intelligence Officer (S2), an Operations and Training Officer (S3), a Supply Officer (S4), a Public Affairs Officer (S5), a Community Affairs Officer (S6), a Battalion Command Sergeant Major (CSM), and such other officers and noncommissioned officers as may be required. When companies are applicable, Cadet Captains or Cadet Lieutenants will command them. Platoons are commanded by Platoon Sergeants and when applicable by Cadet Lieutenants.

Positions and Rank:

The various positions to be found in the battalion and the rank normally held by the incumbents are listed below. The mere occupancy of a position calling for a certain rank does not entitle the incumbent to that rank. Rank must be earned and promotion will occur progressively. Only in special cases will individuals be promoted out of sequence/progression. The object is to earn rank one level at a time as one would in the active duty Army. A Cadet must demonstrate the ability and willing to perform the required duties in a proficient manner and that they have earned the advancement by virtue of an exemplary record.

Battalion Commander	Lieutenant Colonel (LTC)
Battalion Executive Officer	Major (MAJ)
Battalion Command Sergeant Major	Command Sergeant Major (CSM)
Adjutant (S1)	Second Lieutenant to Captain (2LT-CPT)
Intelligence Officer (S2)	Second Lieutenant to Captain (2LT-CPT)
Operations/Training Officer (S3)	Major (MAJ)
Supply Officer (S4)	Second Lieutenant to Captain (2LT-CPT)
Public Affairs Officer (S5)	Second Lieutenant to Captain (2LT-CPT)
Community Affairs Officer (S6)	Second Lieutenant to Captain (2LT-CPT)
Company Commander	Captain (CPT)
Company Executive Officer	First Lieutenant (1LT)
First Sergeant	First Sergeant (1SG)
Battalion Operations Sergeant	Staff Sergeant to Master Sergeant (SSG-MSG)
Battalion Supply Sergeant	Staff Sergeant to Master Sergeant (SSG-MSG)
Battalion Administration Sergeant	Staff Sergeant to Master Sergeant (SSG-MSG)
Battalion Logistics & supply Sergeant	Staff Sergeant to Master Sergeant (SSG-MSG)
Platoon Leader	Second Lieutenant to First Lieutenant (2LT- 1LT)
Platoon Sergeant	Staff Sergeant to Sergeant First Class (SSG-SFC)
Squad Leader	Sergeant to Staff Sergeant (SGT-SSG)

Method Of Appointment:

The positions of cadet officers and noncommissioned officers therefore, are ones of great trust and responsibility. Appointment as a cadet officer and selected in the noncommissioned officer ranks is a demonstration of the special trust and confidence that the school and military advisors have in the particular cadet. A cadet is given the appointment and position of authority only after the cadet has demonstrated their leadership ability for the rank.

Cadets are promoted solely on their demonstrated ability and evaluation by the Army instructors and cadet staff. Recommendations for promotion may be submitted through channels by any of the cadet leaders for personnel under their supervision. These recommendations are carefully reviewed with the cadet's overall academic record; military record; disciplinary record, both military and overall; and a careful evaluation of the cadet's leadership ability.

After initial vacancies are filled, subsequent appointments or selections will be based upon promotion criteria indicated below. Appointments or selections during the first six weeks of the school year are temporary. During that period, every cadet is being closely observed and carefully evaluated. It is in the best interest of every temporary appointee to give his or her best effort at all times. Temporary appointment or selection is not a guarantee to permanent appointment or selection to any rank, grade or position.

Qualification For Promotion:

Cadet Officer/Noncommissioned Officer. To be eligible for appointment or for promotion to a higher cadet grade or rank, a cadet must:

- Have successfully completed all required LET courses.
- Have maintained at least a "C" average in all military subjects.
- Have demonstrated the ability to lead others by actual performance with the Cadet Corps.
- Be judged worthy of appointment or promotion to the rank by the military advisors and school authorities.

To establish a fair and impartial system for compiling information for promotion of all cadets, the following procedure is submitted for determining advancement to the next grade:

- Evaluation of the cadet's military performance in knowledge of drill, command voice, appearance/bearing, degree of control, self confidence, attitude, wearing of the military uniform and overall general knowledge of military subjects.
- Successful completion of a LET cadet is enrolled in with all requirements met (i.e. parade, community service, presentations) may qualify a cadet for promotion.
- At the end of each quarter, each cadet will be looked at for possible advancement or promotion.
- Acceleration or skipping of ranks may occur if situation arises due to vacancies and low school enrollment. However the goal is for each cadet to advance to the next grade consecutively.
- Completion of a LET does not necessarily mean an automatic advancement to the next grade or promotion.

WEAR AND APPEARANCE OF THE UNIFORM

Purpose:

The purpose of the chapter is to set guidelines and regulations as to the wear of the Army uniform. The uniform is a symbol of a proud and honorable profession. Junior ROTC cadets are expected to maintain high standards in personal appearance, military appearance and bearing. The cadet corps is a uniformed organization. A neat and well-groomed appearance is fundamental to building pride and esprit essential to an effective unit. It is the responsibility of cadet leaders to ensure that cadets under their command present a neat, well-groomed appearance. This is not possible unless you are setting the example. Your appearance in or out of uniform, sets the standard for the rest of the corps. If you do not want this responsibility, do not accept promotion to leadership positions. It is the duty of each cadet to take pride in his/her appearance at all times but especially on uniform wear days, as each uniformed cadet is representing the entire corps of cadets and the JROTC program both in and out of school.

References:

- AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- AR 145-1 ((Senior ROTC Program: Organization, Administration and Training)
- Cadet Command Regulation 670-1 (Uniform Wear and Appearance)
- Cadet Command Policy Memorandum 19 (Wear of Uniform by JROTC Cadets)

Wearing of the Uniform:

Cadets may wear the prescribed issued uniform in the United States and it's possessions as follows:

- During military ceremonies.
- When attending or participating in JROTC activities (such as on the prescribed uniform day at school, during formal inspections, while instructing cadets in JROTC courses, ball games, special functions or ceremonies, drill competitions).
- When traveling to and from school where you attend JROTC.
- When visiting a military installation if you are taking part in drills exercises, and/or summer camp.
- When required by your instructor.

Mixing military with civilian attire is not authorized with the exception of winter time when with the SAI or AI permission, you may wear a civilian coat to and from school due to weather conditions.

The Class B uniform is the designated uniform for VLA. It may be worn while in classes, during breaks at a drill competition, and when approved by SAI/AI. The Class A Uniform is worn during special occasions by designated cadets. ACUs will be worn only at the direction of the SAI or AI for special purposes, i.e. field training exercises, summer camp, special events, extreme weather conditions, etc.

It is a requirement of each cadet to wear his or her Class B uniform three days a week (Tues, Wed, Thurs). Cadets will wear their PT uniform two days a week (Mon, Fri). If a cadet does not wear the prescribed uniform or wear it appropriately, they will receive a later advisory dismissal (1450)

Uniform Appearance and Fit:

Appearance:

Cadets will maintain a high standard of dress and appearance. Whenever the uniform is worn, it will be clean and neatly pressed, fully buttoned, zipped with shoes shined and all insignia polished. Class A uniforms and the all weather jacket will be turned in for dry cleaning at no expense to the student. Cadets are required to wash and press when applicable their BDU uniform and Army Green Shirt, as well as wash socks and T-shirts. Cadets will ensure that when articles are carried in pockets (i.e. wallets, checkbooks, combs, keys, etc.) these articles do not protrude from the pocket or present a bulky appearance.

Fit:

Uniforms will be fitted so as not to present a too loose or too tight appearance. Those uniforms that are too loose will be sent to the cleaners for alteration. Uniforms that are too long in length will also be turned in for hemming or alteration.

Sleeve length for uniform coats and jackets (male and female) will be 1 inch below the bottom of the wrist bone.

Trousers length will fit so that the front crease of the trousers will reach the top of the instep and be cut on a diagonal line to reach a point approximately midway between top of the heel and the top of the standard shoe in the back.

Slacks length will fit so that the front crease of the slacks will reach the top of the instep and be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back.

Hairstyles:

Acceptable hair styles for JROTC cadets do not include any extreme or fad hairstyles. There are many hairstyles, which are acceptable. No one is expected to adopt the severe, short hairstyles demanded by the active military. The SAI and/or AI will make all decisions on questionable hairstyles. In all cases the bulk or length of the hair must not interfere with the normal wear of the uniform headgear. Hair of whatever length is expected to be combed or brushed so that it does not present a ragged or unkempt appearance when in uniform. In general, excesses in appearance are not compatible with wear of the uniform. Hair must be of "normal" color, no vividly colored hair dye such as green, purple or blue. The criteria, for male and female are described below:

Male:

The hair on top of the head will be neatly groomed. The length or bulk of the hair will not interfere with the normal wear of normally sized military headgear. The hair will not hang down or be such length on the sides as to obscure the ears, nor hang down below the collar of the uniform jacket (Class A) or shirt (Class B). Hair will not fall over the eyebrows or extend below the top edge of the collar when combed.

Sideburns are to be no lower than the bottom of the ear opening and be neatly trimmed. The base will be a clean-shaven, horizontal line.

The face will be clean-shaven on the morning of the day on which a uniform is worn. Mustaches are permitted. If a mustache is worn it will be neatly trimmed. Any portion extending beyond the corners of the mouth will not fall below a line parallel with the bottom of the lower lip. Goatees and beards are not authorized with the uniform.

Female:

The length and bulk of hair will not be excessive or present a ragged, unkempt or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles will not interfere with proper wearing of military headgear. When hair is pulled up, hair accessories or ornaments such as scrunches, clips, barrettes must be color same as hair, black or neutral in color, be plain in design, and present a neat appearance. No ponytails allowed.

Wearing of Jewelry:

No jewelry other than a standard-sized watch, not more than two rings, and one standard ID bracelet may be worn visibly. Necklaces, religious medals, or other jewelry worn around the neck are permissible only if they cannot be seen when the uniform is worn normally.

Males are not permitted to wear earrings while in uniform. Should a cadet have a new earring stud in place, then with approval from SAI or AI may wear earring as long as it is covered up.

Females are allowed to wear earrings and makeup. Makeup will be kept tasteful and moderate. Earrings authorized for wear are of screw-on, clip-on or post-type earrings with the Class A or B uniform only. No earrings are authorized for wear with the BDU uniform at any time. Only one-set of earring studs that are to coincide to each other, no bigger than ¼ in diameter will be worn. If an extra stud is new and unable to be taken out, authorization for wear will be on a case by case basis with the minimum requirement of the stud to be covered up. Extremes of makeup are to be avoided on uniform day. On uniform days, only clear nail polish is authorized for wear.

Army Green Service Uniform:**Male Uniform:**

The male Class A uniform is comprised of the Army green coat and trousers, and Army green shirt short or long sleeve and a black four-in-hand necktie (see figure 1). Accessories to be worn with it are white undershirt, black socks, belt (web) with brass buckle, black oxford shoes and appropriate rank and nametag as well as awards and insignia. The male Class B uniform is comprised of the Army green trousers and Army green shirt short or long sleeve (see figure 16). Necktie is optional for wear with the short Army green shirt when not worn with the Army green coat. Accessories are the same as with the Class A uniform. Garrison cap will be worn at all times when outside and when applicable during inspections. The Army Black All weather coat is authorized for wear with this uniform.

Female Uniform:

The female Class A uniform is comprised of the Army green coat and trousers, Army green shirt short or long sleeve and a black neck tab (see figure 1). Accessories to be worn with it are the black socks, belt (web) with brass buckle (with trousers with loops), black oxford shoes and appropriate rank and name tag as well as awards and insignia. The black belt is mandatory with the trousers with belt loops. The female Class B uniform is comprised of the Army green trousers and Army green shirt short or long sleeve (see figure 16). Neck tab is optional for wear with the Army green short sleeve shirt when not worn with the Army green coat and mandatory with the long sleeve shirt. Accessories are the same as with the Class A uniform. Garrison cap will be worn at all times when outside and when applicable during inspections. The Army Black All weather coat is authorized for wear with this uniform.

Army Combat Uniform (ACU):

The ACU uniform is comprised of a camouflage material coat, trousers and cap (see figure 22). Accessories to be worn are brown undershirt, black/green socks, tan boots, tan belt (web) with buckle and appropriate rank, insignia and nametag. The Army black all weather coat, the Army cold weather ACU coat or Army Gore-Tex jacket are authorized for wear with this uniform. Only black gloves are authorized for wear with this uniform. Earrings are not authorized for wear with this uniform.

Insignia:**Shoulder Sleeve Insignia:**

Worn on the Class A coat and BDU coat (see figure 2).

JROTC patch: Centered on the left sleeve of the Class A coat (colored) and the BDU (subdued) coat. The top of the insignia will be ½ inch down from the shoulder seam.

VLA patch: Centered on the right sleeve of the Class A coat (colored) and the BDU (subdued) coat. The top of the insignia will be 1/2 inch down from the shoulder seam.

Insignia of Grade:

Class A Coat:

Cadet Officers: On both shoulder epaulets, 5/8 inch from the shoulder seam. When two or more discs/ diamonds are worn the spacing between them is ¼ inch (see figure 3 thru 8).

Cadet NCO, PVT and PFC: Centered on both shoulder epaulets between shoulder seam and button (see figure 2 and 4).

Class A Green shirt:

Cadet Officer and NCOs: Shoulder boards with insignia of grade are worn slipped over the shoulder epaulets (see figure 9 and 17).

Cadet PVT and PFC: Wear non-subdued insignia of grade on the collar as shown in figure 17 and 26.

ACU Coat:

Cadet Officer: The subdued JROTC tape is worn above the left pocket.

Enlisted Cadet: The subdued JROTC tape is worn above the left pocket.

Corps and Collar Insignia:

(See figure 1 and 2)

Cadet Officer: JROTC Cutout insignia centered on upper lapels of coat. JROTC Branch insignia (torches) centered on lower lapels of coat (see figure 3, 5 and 11).

Enlisted Cadet: JROTC Branch insignia (torches) centered on upper lapels on the coat (see figure 2, 4 and 10).

Cap Insignia:

Garrison Cap: (see figure 19)

Cadet Officer: Wear non-subdued insignia of grade centered on the left curtain of the cap, 1 inch from the front edge spaced at 1/8 inch if wearing more than one.

Cadet Enlisted: Wear the ROTC insignia centered on the left curtain of the cap, 1 inch from the front edge.

ACU Cap: Subdued grade insignia is centered top to bottom in the middle of the cap.

Other Insignia:

Honor Unit Insignia: Worn on Class A coat. Males, centered 1/4 inch above the right breast pocket with one point of star up. Females, centered 1/4 inch above the nametag on the right side of the coat with one point of star up (see figure 2).

Academic Achievement Insignia: If worn with the Honor Unit Insignia, the wreath will be pinned so that the star is within the wreath. Males: Centered immediately above right breast pocket. Females: Centered immediately above nametag (see figure 2).

Nameplate:

Male - centered left to right and between the top of the right pocket and the top of the pocket buttonhole on the pocket flap (see figure 1 and 2).

Female - centered on the right side on a line parallel, but not more than 2 inches above the top button of the coat (see figure 1 and 4).

Qualification Badges:

Male: The badge will be centered from left to right on the left pocket flap with the upper portion of the badge approximately 1/8 inch below the seam (see figure 13 thru 15).

Female: The badge will be worn centered on the left side 1/4 inch below the bottom ribbon row.

Ribbons:

Ribbons representing individual awards of academic, athletic and military excellence are worn on the Army Green uniform. Ribbons will be worn in the order of precedence from top to bottom and from wear's right to left in one or more rows either with no space between rows or a 1/8 inch space between rows.

Male: Ribbons will be worn centered with the pocket button 1/8 inch above the left breast pocket in as many rows as necessary (see figure 1 and 2).

Female: Ribbons will be worn centered on the left side with the bottom row positioned parallel to the bottom edge of the nameplate. The placement of the ribbons may be adjusted to conform to individual figure difference, but not more than 2 inches above the top button on the coat (see figure 1 and 4).