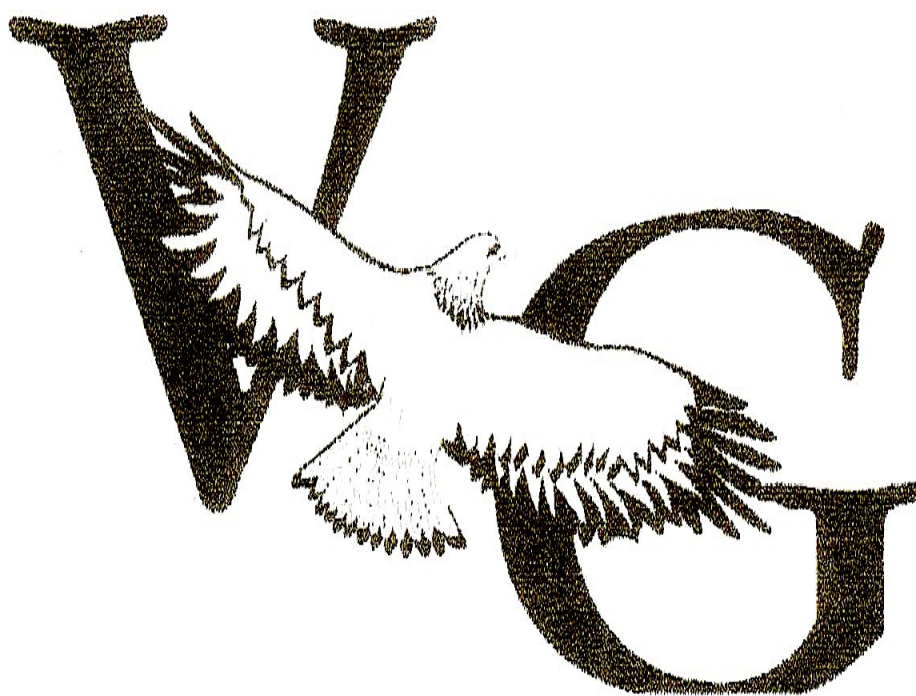


Vincent Gray Academy
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Tel: 618-875-7880 Fax: 875-7887



Student Handbook
FY-2024

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Vincent Gray Academy Philosophy

Vincent Gray Academy is a community of persons existing to provide alternative education leading to a high school diploma.

VGA offers an opportunity for students to acquire academic skills, vocational experiences, and spiritual development in an academic but informal atmosphere guided by Christian principles. We are also committed to helping students obtain the social traits necessary for them to maintain self-esteem. Our students will function effectively as individuals who are self-reliant, and they will use their skills to improve their society.

Every student who is admitted to VGA is accepted as potential candidate for receiving a high school diploma. We believe that every student who is willing to apply herself or himself can succeed at VGA. We believe that a student's previous history does not necessarily dictate how he or she will succeed at VGA. To promote this success VGA is committed to support services it deems necessary to help students to overcome obstacles to perseverance.

We also believe that every student who attends VGA will obtain skills to enrich their lives socially, educationally, and spiritually because of the accepting and caring nature of the VGA community.

VGA does not discriminate by gender, race, national origin, or creed.

ABOUT THE SCHOOL

PRIVATE and INDEPENDENT-- Vincent Gray Academy is incorporated under the laws of the State of Illinois as a General Not-for-Profit Corporation. VGA is therefore a private, independent school.

STATE ACCREDITATION -- Vincent Gray Academy is recognized as a non-public secondary school with the Illinois State Board of Education. Recognition is the official term for accreditation in Illinois. VGA is authorized to award high school diplomas.

ALTERNATIVE -- VGA is called an alternative school to indicate that we provide educational and other opportunities, beyond the traditional school system, especially for young men and women who find it no longer feasible or advantageous to attend such schools.

SCHOOL'S NAMESAKE -- The school bears the name of an outstanding African American high school teacher who inspired many students while ministering in St. Louis some years ago. Vincent Gray was born near Detroit in 1930. In 1949, he joined a religious order called the Marianists. Brother Vincent earned college degrees from St. Mary's University in San Antonio and from DePaul University in Chicago. His long productive career as a secondary school teacher serves as an inspiration to the staff and students at Vincent Gray Alternative High School.

FOUNDERS -- VGA was begun in 1980 under the leadership of two Marianist Brothers, John Laudenbach and Larry McBride, and a School Sister of Notre Dame, Carolyn Sur.

FINANCIAL SUPPORT -- Vincent Gray Academy is an educational institution which charges no tuition or fees. While receiving some funding from the government, most of our income comes from gifts and bequests contributed by corporations, foundations, religious organizations, and individual donors.

<u>2023-24 High School Personnel</u>

Tawana Chairs-BrownDevelopment Director
618-875-7880 ext. 2

Lillian Grinston Executive Director
618-875-7880 ext. 3

Admission and Non-Discrimination Policy

In accordance with Federal and State laws and our philosophy Vincent Gray Academy admits student of any sex, race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. VGA does not discriminate based on sex, race, color, or ethnic origin in the administration of its education policies. VGA is operated for students of VGA as well as the community.

In accordance with requirements in the state of Illinois, all new student enrolled must present a transcript for his/her previous school attended.

Students must be between 17 and 24 years old to enroll in Vincent Gray Academy.

Students in their first quarter at Vincent Gray are on probation. The staff evaluates each new student to determine eligibility for the subsequent quarter.

At the beginning of a quarter, if a student does not attend school for three consecutive days, the student will be designated as "inactive" and will forfeit his/her place at VGA.

School begins promptly at 8:30 a.m. and dismissed at 3:30 p.m. Monday – Thursday.
Student will receive an academic and attendance grade that will be calculated into the final grade.

Re-admission Policy

Student must pass two courses to be eligible for the next quarter (with an exception for new students). If the student does not pass two courses because s/he has been expelled or dropped, the student will not be eligible for the next quarter and will be designated as "inactive". This will apply to all students no matter how short or long a time they have attended the school. Inactive students who wish to re-enroll should contact the executive director.

If a student has been dismissed from the school for certain causes, we do not believe that the student will be successful at the school without getting some special help with the problem. A student may be readmitted only by the approval of the staff. Students seeking re-admission must write a letter of explanation and intention to the staff.

Therefore:

- If a student is dismissed from Vincent Gray Academy for fighting, uncontrolled anger, or flagrant disrespect, s/he will be required to receive individual or group counseling for anger management. The school recommends Comprehensive Mental Health of East St. Louis for this service. The client will have an assessment to determine the length of the treatment. For re-admission the student must present written documentation of fulfillment of this requirement. Any expenses incurred are the responsibility of the individual student.

- If a student is dismissed from Vincent Gray Academy for possession or use of illegal drugs or alcohol at the school or during the school day, s/he will be required to receive individual or group counseling for substance abuse and/or addiction. The school recommends Comprehensive Mental Health of East St. Louis for this service. The client will have an assessment to determine the length of the treatment. For re-admission the student must present written documentation of fulfillment of this requirement. In addition, when applicable, the student will be required to prove by a urine test that s/he is drug free. Any expenses incurred are the responsibility of the individual student.

Student Regulation and Information

If a weapon has been used in a fight, the student(s) will not be re-admitted to the school, unless a mitigating circumstance is identified by the administration of the school. The VGA atmosphere of family-like informality and trust is built on the foundation of these assumptions:

- We respect one another's dignity as human beings.
- We respect one another's right to learn.
- We assess behavior based on these expectations.

The entire school building is maintained as a smoke free area. Smoking is not permitted inside the building.

The hall phone is available for business calls of short duration. The phone is not available during class time without permission of the principal.

Students may not have visitors at the school. All visitors should be directed to the office. Students should not bring children to school during class time.

All students who attend Vincent Gray Academy are responsible for their own transportation to and from school. Student Bus Passes are for sale in the office. They may be used by students 19 years of age and younger and may only be used for transportation between home and school.

Students should only use school computers for job applications, homework, or email. The computers are only available for use before school and during lunch. During class, computer use is restricted to the assignment given.

Student Health and Medical Information

• PHYSICALS & IMMUNIZATIONS

All students are required to have up-to-date physical exams, immunizations, dental exams, and vision exams as required by the State of Illinois. Failure to comply with these health requirements could lead to the denial of attendance for your child at their school. • During the registration process and by the first day of school, Vincent Gray Academy medical consent form should be complete. All physicals must be complete by October 15, 2022.

Immunization Requirements for School Health Records

- **DTP/Tdap**– 3 or more doses, the last on or after the 4th birthday.
- **OPV** – 3 or more doses, the last being on or after the 4th birthday.
- **MMR** – 2 doses
- **HEPATITIS B** – 3 doses
- **VARICELLA** (Chicken Pox) – 1 dose on or after the first birthday or proof of prior varicella disease or laboratory evidence of varicella immunity from health care provider.

MENINGOCOCCAL CONJUGATE – 1 dose on or after 10th birthday with 2nd dose after the 16th birthday.

PNEUMOCOCCAL – Series of Immunizations or at least 1 dose after 24 months of age.

CHICKENPOX

Incubation period - 2 -3 weeks commonly 13 - 17 days. Isolation - for not less than six (6) days after the appearance of eruption or until vesicles become dry. Exclusion from school - until end of isolation.

MEASLES

Incubation period: 10 - 14 days. Isolation - until seven days after the lesions heal.

RUBELLA

Appearance of rash. Exclusion from school - until end of isolation.

GERMAN MEASLES

Incubation period: 14 - 21 days. Isolation - not required. Exclusion from school not required.

MUMPS

Incubation period: 12 - 26 days. Isolation - until nine (9) days after the onset of swelling. Exclusion from school - until end of isolation.

MONKEYPOX

Isolation - until all lesions have healed and scabs have fallen off. Exclusion from school - until end of isolation (when all visible scabs have fallen off).

SMALLPOX

Incubation period: 1 - 16 days, commonly 9 - 12 days. Isolation - until all lesions have healed and scabs have fallen off. Exclusion from school - until end of isolation (when all visible scabs have fallen off).

STREP THROAT AND SCARLET FEVER

Incubation period: 1 - 3 days. Isolation is required but may be terminated after 24 hours of treatment with antibiotic.

SCHOOL HEALTH SERVICES

The physical health and welfare of each student is a high priority at Vincent Gray Academy. We realize that our effectiveness in teaching, academic or emotional truth is largely dependent on the physical well-being of the student. Please take the initiative to keep your student at home when he/she is ill, for your student's sake and for the sake of another student. (Never send your child to school with a fever or a contagious condition.) If students become ill during the school day, the office will be informed, and parents will be notified to pick up their child. **Parents are required to pick up their student within 30 minutes of being notified.** To be able to return, students should be free of fever or any other signs of illness for 24 hours.

In case of serious accident, student will be the priority of care and parents will be notified immediately after student is stabilized. If necessary, 911 will be called and student will be taken to the hospital. If parents cannot be reached, the emergency contacts will be notified for assistance. If unavailable, the doctor/hospital listed on the registration form will be contacted for treatment. Permission for treatment is included in the application form.

Communicable Diseases

Vincent Gray Academy will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

Please Students do not come /Parents do not send your student to school if:

1. The student has a fever above 100.4 and until the child has been fever free for 24 hours without the use of Tylenol or other medicine used to reduce fever.
2. The student has vomited twice or more in the last 24 hours.
3. The student has diarrhea.
4. The student has pink eye and/or white or yellow discharge from the eye.
5. The student has head lice; students must be treated and nit free before returning to school and a note from Dr. must be presented at the time stating they are nit free.
6. The student has strep throat or scarlet fever; or student has been diagnosed by a doctor and has been on an antibiotic for less than 24 hours prior to return to school.
7. The student has chicken pox; all lesions must be dried and crusted before returning to school.
8. The student has impetigo, a highly contagious skin infection marked by a weepy, scaly, or crusted rash. Twenty-four hours of treatment must be completed prior to returning to school. Any unexplained rash must be cleared with a written statement from the Dr.
9. The student has ringworm or any other unexplained skin rash.
10. Chronic coughing, child is uncomfortable and needs to drink constantly.

Students should not be sent to school with a communicable disease.

A student may return to school when a physician states the student is no longer contagious.

MEDICATION POLICY

School personnel are not permitted to administer any internal medication, including aspirin or Tylenol without a signed/ notarized medical waiver by parent and/or Doctor if it is prescription medication. Since we have no staff nurse, form must be on file in office and parents assume all responsibility and liability.

All over the counter and prescription medications need to be stored and dispensed by the school administrator. This includes such medications and Tylenol, aspirin, and prescribed medications.

Public Act 94-0792 allows students to self-administer both their asthma and allergy medication (allergy medication taken with an epinephrine auto-injector) at school. For students to be able to self-administer, written authorization from the parent/guardian and the physician/advanced practicing registered nurse must be on file in the office of the school nurse. If there is no school nurse, all written authorization must be kept on file in the office. The written authorization must include the name of the student and the medication that he/she will administer, the purpose of the medication, the prescribed dosage, and the time when the medication is to be taken. The written authorizations must be submitted by the parent/guardian **every year** before students will be allowed to self-administer their asthma and allergy medication.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Vincent Gray Academy shall incur no liability, except for willful and wanton conduct, because of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless Vincent Gray Academy and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

No medication (prescription or over the counter) shall be given or dispensed unless the office has on file a letter of authorization from the parent or legal guardian of the student, and the signed written instructions of the physician.

All medications prescribed for a student should be kept in the **original container** bearing the original pharmacy label and the child's name. A school bottle may be requested from your pharmacist. All prescribed medication will be kept in and administered by school office personnel, not by the classroom teacher.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of student who is minor to register with the Illinois Department of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated care giver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:

2. Copies of the registry identification cards are provided to Vincent Gray Academy; and
3. The student's parent/guardian completed, signed, and submitted a School Medication Authorization Form -Medical Cannabis

Medical cannabis infused produce(product) includes oils, ointment, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and / or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises. The product may not be administered in a manner that, in the opinion of the school, would create a disruption to educational environment or cause exposure to product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by designated caregiver pursuant to this policy is prohibited. Vincent Gray Academy may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

VISION AND HEARING SCREENING

Vision and Hearing screening should be completed for students each year. Vision and Hearing screening will be required of any student suspected of having a visual or hearing defect.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

1. Students/Parents are required to notify the school if they suspect their student has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

VGA Policy and Procedure

Attendance

Calendar Days/Clock Hours: In compliance with the State of Illinois, VGA will have 176 days or 880 clock hours of instruction. If cancellation of school is required, additional days may be added at the end of the school year. Daily attendance and punctuality are responsibilities that each student must take seriously. Students are expected to be in attendance each day during the school year. Therefore, all students who arrive at school after 8:30a.m. must report to the office if they wish to be counted present for the day.

Attendance at Vincent Gray is extremely important for education and responsibility. Absences should occur only for equally important reasons. Daily attendance is expected of enrolled in Vincent Gray Academy. Student unexcused absent will be subject to the following disciplinary action. **If a student is tardy 3 times for a class, it is considered a day absent. Because attendance is half of the final grade for a class if a student absent more than 5 day, he/she will get at 50% for the final attendance grade.**

- An attempt will be made to notify student or guardians daily of absent.
- Excused absences will only be granted in extreme cases as determined by the Executive Director. This may include.
 - A severe illness (return with a doctor's statement)
 - Death of an immediate family member (return with statement from funeral home)
- A student with **three** unexcused absences in a quarter will receive a **WARNING** letter required to attend a conference with his/her advisor or principal.
- A student with **six** unexcused full day absences in the quarter will be dismissed from Vincent Gray Academy.
- Students who are disoriented, incoherent, disruptive, disrespectful, or smell of alcohol or drugs will be asked to leave the class and required to meet with the principal who may suspend the student if he or she deems it necessary.

Reporting and Absence:

Students are expected to inform the principal when they will be absent and if it is necessary to leave the campus during class hours. If the school does not receive a call from the student, the school will make every effort to contact the student the same day. The school office number is **(618)-875-7880**.

Safety / Emergency Procedures

Emergency Drills

Procedures are established to ensure safety of all students and staff. Drills are to be taken seriously. Teachers will give instructions. In the event of a natural emergency, telephone lines will be needed for outgoing calls, only. If someone comes to pick up individual, please inform the staff and administrators that you are leaving. In an emergency, accounting for every student is essential.

Inclement Weather

In case of inclement weather notification will be made on local television station, students should watch Channel KMOV 4, and KSDK 5 for school cancellation or news about late start schedule (10 a.m. start) or early dismissal.

Guidance and Counseling **Student Support Service**

Vincent Gray Academy provides support service to students who encounter behavioral or social changes. The school recommends Comprehensive Mental Health, Chestnut and Legal Aid Services.

The school provides a guidance and counseling program for students. The school's advisor counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Conflicts

Students involved in conflicts will be required to participate in mediation. Participation in the mediation and adherence to its conclusion will be a condition to remaining at Vincent Gray Academy.

Graduation Ceremony

To participate in the graduation ceremony a student must have successfully completed all coursework; earned the required amount of credits; passed all Illinois Standards and received credit for all required classes prior to the day of graduation.

Vincent Gray Academy School Rules

Classroom Rules

A student is required to be in the class for which he or she is scheduled for the entire period.

1. Students are required to be "on task, be prompt, be prepared. be persistent. for the entire period.
2. Students will not get full credit for a class if they are not in the classroom and working for the entire period.
3. To enter another classroom the student must have the explicit permission of the teacher in that room. If the teacher declines the student must return to his or her classroom.
4. No food in classroom. No beverages, food, candy, or snacks are permitted in the computer labs.
5. No earphones or earpieces are permitted in class. While cell phones are not prohibited, they must be turned off during class and may not be answered. Possession of MP3 players, I Pods, tablets, and listening devices are not allowed in the classroom setting, especially during instructional times. All such devices must be put away out of sight. If any of the previous listed devices are confiscated, it will be turned over to the principal.

6. Show respect to everyone, including yourself.
7. Take responsibility for your learning and actions.
8. If student refuses to give their electronic device to a staff member when redirected to do so, a one-day suspension may be given.

Removal from Class

A teacher may determine if the student will be dismissed from class. Disobedience, disruptive, behavior, or misconduct are very serious matters, and all prohibited behavior will be handled accordingly. Students dismissed from class must report **IMMEDIATELY** to the principal office.

Each dismissal from class will be independently judged. The nature and severity of the disciplinary measures will depend upon the offense and the number of times the students have been dismissed from the class. Under certain circumstances, the student may be placed on immediate suspension or removed from class for the remainder of the day with no makeup work privileges.

We look at students being removed from class as a very serious matter; therefore, each case will be investigated thoroughly to determine if the students can be successful at the Vincent Gray Academy.

Classroom Norms for Written Assignments

One of the goals of Vincent Gray is to teach students to write well. To promote good and correct writing, each assignment to be turned in for each class will be graded by the teacher on the following:

- --spelling and punctuation
- --completeness of sentences
- --word usage
- --handwriting
- --clarity

Plagiarism - Honesty and integrity require that all work turned in be one's own. Plagiarism is presenting someone else's work as one's own and is not tolerated at Vincent Gray Academy. Any action taken with the intention of obtaining credit for work, which is not one's own, is consider dishonest. The action may include, but not limed to the following.

Examples of plagiarism are:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- copying an article (for example, from the internet).
- copying math work or answers.
- cheating on a test is likewise not tolerated.

- failing to put a quotation in quotation marks or not using proper citations for quotations.
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

The consequences of these or any other forms of plagiarism will be loss of credit (0%) for the assignment or test.

Incomplete Work at the End of a Quarter

Students may be given a “Incomplete” at the end of a grading period if a required assignment(s) is missing for the remainder of grading period. A student with medical reason for missing school may also receive an “Incomplete”. The time allowed to make up incomplete work is two weeks. If the work is not submitted within the allotted time, the “Incomplete” grade for the course will become a “F”. It is the student’s responsibility to see the teacher about any incomplete assignment, tests, etc. that are to be made up.

Dropping a Class

All schedule changes need to be made before the first week of classes. A course will not be allowed to be dropped after this time frame. **A change to a student’s schedule will be at the sole discretion of the school Administrator.**

Online Classes

Any course taken online VGA must be approved by the administrator. A course that does not meet the requirements will not be allowed to be substituted as a requirement for graduation but may have the possibility to being used as an elective course.

Guidance Program - To promote involvement and academic success, each student meets with his/her advisor periodically throughout the quarter. The advisor helps the student look at attendance, academic progress, future scheduling, projected graduation, and any other pertinent student concerns.

GRADE SCALE

Grade Scale Letter/ Numeric Value/ GPA Points					
A + 99-100	4	A 96	4	A - 93	4

B + 89	3	B 85	3	B – 80-89	3
C+ 78	2	C 74	2	C– 70	2
D+ 69	1	D 66	1	D- 65	1
F 64	0	W			

Program of Studies

Graduation Requirements

You can earn an accredited high school diploma when you meet Vincent Gray Academy Graduation Requirements. To receive a High School Diploma, students need to earn at least 1.5 credits from Vincent Gray Academy a total of 18 credits between 9th -12th graded. Credits previously earned from another school or home school program will transfer to Vincent Gray Academy based on our transfer credit policy.

As a result, to becoming a VGA student or parents, you'll see that the relationship cultivated between student and their teachers and counselors are what set the school apart from any other school.

Teach at VGA are dedicated to pay personal attention to their students' strengths and weakness in assignment and leaning style. They're also well trained or giving personal advice to students about what to do after graduation.

To graduate from VGA, a student must meet the following criteria:

1. Each student must successfully complete the coursework.
2. Each student in grade 9th -12th must successfully complete and pass

US Constitutions

Illinois Constitutions

• English	• 4 Credits
• Mathematics	• 3 Credits
• Science	• 2 Credits
• Social Studies	• 3 Credits
Inc: Government /Consumer Education American History; Global History	
• Character Education	• 1 Credit
• African American Studies	• 1 Credit
• Health	• 1/2 Credit
• Fine Arts / Practical Arts	• 1/2 Credit
• Electives	• 3 Credit

Total credits required for graduation 18.00

At VGA, 0.25 unit of credit is earned in character education and 0.50 units of credit is earned in all other subject when a student has met the requirements of the course. The teacher and student sign a performance contract at the beginning of each course. Attendance is recorded daily. When all requirements are completed, the credit is earned and recorded on the student's VGA transcript. English must be taken each quarter and an English credit earned, at least, every third quarter. A reading class must be taken two

quarters per year. Students eligible for admission during the quarter will be accepted with the approval of the teachers in whose classes they are registered.

Credits accrued, beyond those required in a certain subject, may count as electives. However, surplus elective credits do not meet graduation requirements.

Mandatory School Uniform Policy

Dress Requirements:

In keeping with the purpose of Vincent Gray to provide education in an atmosphere that preserves dignity and respect, the standard of dress at the school will be one of modesty, safety, and appropriateness. Therefore, the following regulations are enforced:

- **PANTS** – Trousers, jeans, cargo pants and yoga pants are permitted. Pants must be modest, not see-through, and with no holes. They must be worn at waist level; no sagging is allowed. Absolutely NO pajamas, pictures, or messages
- **SKIRTS, JUMPERS, or BERMUDA SHORT** – Skirts and shorts must be knee level or longer. Blouse or polo shirt must be worn under a jumper. Absolutely NO pajamas, pictures, or messages.
- **SHIRTS** – Any color short-sleeve or long-sleeve t-shirts, oxford, or polo shirts. Absolutely NO under-shirts worn without a shirt over them; NO shirts with drugs, alcohol, gangs or applied images. No tank tops.
- Proper foundation must be worn.
- **SHOES OR SNEAKERS** – Shoes, No caps, Sneakers and sandals must be fit securely on the foot.
- **OUTER-WEAR** – Sweatshirt or sweater can be pullover or zippered (Hoods may not be worn over the head at any time during the school day.
- **HEADWEAR** -- Hats are permitted in the school building but **must** be removed for class (**including assemblies**). Caps with flaps and strings, scarves and bandanas are not allowed.

All students must follow the dress requirements on arrival and for the entire school day.

Students who do not comply with the dress requirements policy will be sent home to change.

Students who are out of dress code including minor infractions, such as sagging, as well as major infractions will count toward the violations and the student will be suspension.

Items of clothing which represent gang membership (or seem to) are not allowable.

Any item of clothing deemed inappropriate by the staff may not be worn.

Vincent Gray Academy

Policy for Bullying Prevention

The Vincent Gray Academy believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

The Vincent Gray Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; Cyber bullying via social platforms of any kinds, and social isolation or manipulation, of any type will not be permitted at any time or in any degree.

The Vincent Gray Academy expects students and/or staff to immediately report incidents of bullying to the principal or designer. Staffs who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, The Vincent Gray Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build and maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Vincent Gray Academy has adopted a Student Code of Conduct to be followed by every student while on school grounds, and during lunch period, whether on or off campus.

Bullying is contrary to State law and the policy of the non-sectarian nonpublic school and is consistent with subsection (a-5) of this Section [free exercise of religion].

As part of the process of reviewing and re-evaluating the policy under subsection (d) of this Section, contains a policy evaluation process to assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as the frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. The non-sectarian nonpublic school may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed because of the policy evaluation must be made available on the Internet website of the school. If an Internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.

The policy is consistent with the policies of the school board, charter school, or non-public, non-sectarian elementary or secondary school.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designer.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- Is consistent with federal and State laws and rules governing student privacy rights, includes procedures for promptly informing parents or guardians of all students involved in the alleged incident of bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. "Restorative measures" means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

- A. Any conduct interferes with or obstructs the mission or operations of Vincent Gray Academy or the safety or welfare of the student, other students, or employees of and, as it applies to behavior against other students:
 1. Where there is an actual or perceived imbalance of power between the student acting and the target of that behavior; and
 2. Where the conduct is repeated or forms a pattern; or
 3. Where the conduct materially and substantially interferes with a student's educational opportunities, or performance, or ability to participate in school functions or activities or receive school benefits, services, or privileges.
 4. Where the behavior has a negative impact on a student's emotional well-being.

B. Bullying conduct that occurs:

1. On school premises, at school functions or activities, by use of electronic technology and communications on school premises, during school functions or activities (whether the functions or activities take place before, during or after school hours), on school provided technology, networks, forums or mailing lists.
2. By use of electronic technology and communications off school premises when such use substantially and materially disrupts student learning or the school environment.

C. Cyberbullying or bullying using technology or other electronic communication.

4. Any harming conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property, or violates a student's reasonable expectation of privacy, or constitutes intentional infliction of emotional distress against a student.
5. Any harming conduct that is directed at a student or students based on the actual or perceived student's: race, ethnicity, color, creed, religion, national origin, immigration status, gender, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, gender identity or expression, academic status related to student performance disability, status with regard to public assistance, age, other protected class characteristic under the Human Rights Act; *(Actions that extend beyond the scope of bullying and violate the civil rights of federally protected classes may be investigated and dealt with as a violation of Policy - Harassment and Violence.)*
6. Conduct that is characterized as, but is not limited to: teasing, abusive, intimidating, defaming, threatening, terrorizing, exclusionary, or provocative conduct that induces or causes others to act in violation of this policy.
7. No student, employee or other personnel of Vincent Gray Academy shall plan, direct, encourage, aid, or engage in bullying and/ or hazing.
8. No employee or other personnel of Vincent Gray Academy shall permit, condone, or tolerate bullying and/or hazing.
9. Any act of reprisal or retaliation by any student, teacher, administrator, volunteer, contractor, or other employee of Vincent Gray Academy against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentionally disparate treatment.
10. No student or employee shall supply information in a complaint or investigation that is determined to have been falsely and maliciously supplied.

III. Vincent Gray Academy RESPONSE

1. Vincent Gray will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action when any student, teacher, administrator, volunteer, contractor, or other employee of Vincent Gray is found to have violated this policy. Vincent Gray Academy shall act to initiate an investigation of all complaints of bullying immediately being made aware of a report of alleged conduct prohibited by this policy.
2. Remedial and restorative responses to prohibited conduct shall be offered to actors, targets and bystanders that are tailored to the behavior or conduct, the students' developmental ages and behavioral histories. The goal of disciplinary consequences is to deter future incidents of bullying. Behavior intervention or discipline shall be consistent with the requirements of The State of Illinois and the State Board of Education Student Behavior Intervention and other policies, applicable collective bargaining agreements, and applicable statutory authority.

3. Within the limitations of appropriate data protection requirements, parents of students alleged to have engaged in prohibited conduct and parents of alleged targets of that conduct, shall be notified of the alleged conduct and the investigation into the allegations.
 1. Vincent Gray Academy cannot always monitor the activities of students and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct and the conduct is repeated or forms a pattern: or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term "bullying" specifically includes cyberbullying as defined in this policy.
2. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data; including a post on a social network, internet website or forum, transmitted through a computer, cell phone, or another electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that is substantially and materially disrupts student learning or the school environment. "Bullying" includes "cyber-bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) Causing a substantially detrimental effect on the student's or students' physical or mental health; (3) Substantially interfering with the student's or students' academic performance; or (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. "Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog

in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

3. "Intimidating, threatening, abusive or harming conduct" means but is not limited to conduct that does the following:
4. "On school premises, on school property, at functions or activities." means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. VGA property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, VGA does not represent that it will provide supervision or assume liability at these locations and events.
5. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
6. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
7. "Student" means a student enrolled in Vincent Gray Academy.

IV. REPORTING PROCEDURE

1. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to Executive Director, Lillian Grinston at 618-8757880 ext. 3 or lilly@vincentgray.org an appropriate school official designated by this policy. A person may report bullying anonymously. However, the school district may not rely on an anonymous report to determine discipline or other remedial responses.
2. Vincent gray Academy encourages the reporting party or complainant to use the report form available from the principal or building supervisor available in the school office, but oral reports shall be considered complaints as well.
3. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") Executive Director, Lillian Grinston is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or

filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the VGA shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
5. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
6. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
7. Vincent Gray Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
8. Is based on the engagement of a range of school stakeholders, including students and parents or guardians Contains procedures for promptly investigating and addressing reports of bullying, including the following:
 - (A) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.
 - (B) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - (C) Notifying the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
 - (D) Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet

with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. Adopted/revised 6/25/23

Vincent Gray Academy

Disciplinary Policy

A record will be kept of each student's disciplinary infractions. Concerns will be discussed at Thursday staff meetings. Referrals will be based upon the need that should be addressed.

The following offenses will be discussed at the Thursday staff meeting and may result in additional disciplinary action or intervention:

- Bullying
- Horseplay
- Harassment
- Threats (verbal or otherwise)
- Vandalism
- Misuse of computer
- Plagiarism, cheating, copying

The following offenses will result in suspension (1 day)

- Tampering with alarms or smoke detectors
- False 911 calls
- Being disoriented, incoherent or smelling of alcohol or marijuana
- Threats
- Throwing food
- Harassment
- Minor vandalism
- Classroom misconducts

The following offenses will result in expulsion.

- Repeated or flagrant disrespect
- Possession or use of a weapon (including any object used as a weapon)
- Possession or use of alcohol or illegal drugs
- Fighting or striking another person
- Stealing
- Setting off a false alarm
- Other felonies (e.g., bomb threat)
- Major vandalism (student must also make restitution)
- Fourth suspension
- Third incident of cheating or plagiarism

HOW THE STUDENT CODE OF CONDUCT SHOULD BE USED

The handbook should be used as a guide to help all schools create a safe, respectful, peaceful, supportive, and productive learning environment by

- (1) guiding students towards positive behavior,

- (2) responding quickly and consistently to correct any inappropriate student behavior.

In a safe, respectful, and productive learning environment, all students know what behaviors are expected of them and understand how to demonstrate good behavior/conduct at school. If a student behaves inappropriately, school staff members are expected to intervene to correct the student's behavior. Therefore, Vincent Gray Academy--teachers, students, and administrators--will seek to use discipline as an intervention strategy to improve student behavior and academic performance.

This Student Code of Conduct is designed to clarify school policies governing the rights and responsibilities of students, parents, teachers, and other school personnel.

We strive for a positive climate in all our buildings and activities.

Therefore, all standards of conduct will apply during school hours, while going to and from school and at VGA-related event -regardless of time or location.

If you have any questions regarding this Code, your school principal will be pleased to discuss this with you, or you can call Vincent Gray Academy at 618-875-7880 ext.

RESPONDING TO POSITIVE STUDENT BEHAVIOR

The most critical step to building a safe, respectful, peaceful, supportive, and productive learning environment is establishing a positive school climate where students and adults have strong relationships and students understand what is expected of them as learners at school.

Schools should nurture students by providing them with positive behavioral supports and meaningful opportunities for improving social and emotional skills, such as recognizing and managing emotions, developing caring and concern for others, making responsible decisions, establishing positive relationships, and handling challenging situations using restorative practices in a constructive way.

School principals and staff members must establish and maintain a positive school climate and must effectively communicate, teach, and model the positive behaviors they expect students to exhibit in the classroom and in other parts of the school throughout the day.

To guide students to positive behavior, all school staff must follow these steps:

- 1) Set expectations for positive behavior.
- 2) • Create expectations for positive behavior and predictable routines for students using restorative circles to build relationships, discuss classroom rules and expectations, and give students a voice in their classrooms and environments.
 - a. • Post expectations for positive behavior throughout the school.
 - b. • Regularly communicate high expectations for student success demonstrating positive behaviors.
- 3) Teach positive behavior.
 - a. • Build positive relationships with students.
 - b. • Model positive behavior for students.

- c. • Explicitly teach students how they can best demonstrate positive behavior and follow expected routines. **(For example, specify expected behavior while learning in the classroom, moving through the hallways, entering the building, leaving at dismissal, etc.)**
- d. • Practice expected behavior with students in all settings.

4) Reinforce positive behavior.

- a. • Regularly review expectations for positive behavior, re-teaching and allowing practice as needed
- b. • Provide frequent feedback to students on their behavior, both appropriate and inappropriate, so they know if and how they are meeting the school's expectations
- Praise and reward students for demonstrating positive behavior, especially when it is a new behavior for that student.
- c. • By setting expectations, teaching students to meet those expectations and regularly reinforcing appropriate behaviors Vincent Gray Academy will see fewer incidents of inappropriate behavior and more time spent learning. It is the right and responsibility of students, parents, and staff to support this work.

5) Process Student Behavior Management

- a. Send student up to the office.
- b. Incident is investigated.
- c. Administrative action is taken.
- d. Teacher feedback is given, parent contact is made.
- e. Conference with student on inappropriate behavior in this situation
- f. If student is a minor, make sure parent contact is made.

6) STUDENTS' RIGHTS & RESPONSIBILITIES RIGHTS

- To be treated with dignity, courtesy, and respect.
- To be academically challenged.
- To be treated as an individual.
- To be given the opportunity to be heard as well as have witnesses and/or an advocate speaks on one's behalf.
- To pursue a successful education without disruption.
- To discuss educational concerns with teachers and school staff
- To be informed of student responsibilities, rights, and discipline policies.
- To receive fair and equitable treatment without discrimination in every aspect of the educational system.
- To expect cultural respect.
- To expect learning to be relevant to life situations

RESPONSIBILITIES

- To resolve problems and issues while treating everyone with dignity, courtesy, and respect.
- To be a participating learner and productive citizen.
- To recognize when personal activities are interfering with the rights, personal space, feelings, and property of others.
- To attend school regularly, arrive on time, bring supplies, and be prepared for the day's lessons.

- To be sensitive to individuals from diverse cultures.
- To develop a sense of responsibility for personal choices.
- To succeed in school by working to the best of one's ability.
- To follow discipline guidelines adopted by Vincent Gray Academy, and classroom teacher.
- To ask for help when in need of assistance
 - . To act in a courteous and responsible manner in all school-related activities
 - . • To behave in a safe and responsible manner.

STAFF RIGHTS & RESPONSIBILITIES RIGHTS

- To be treated with dignity, courtesy, and respect. To be supported by other staff and parents.
- To work in a positive atmosphere.
- To work in an atmosphere free from verbal or physical threats and abuse.
- To be involved in the decision-making process for Vincent Gray Academy
- To receive cultural respect.
- To be provided with the resources necessary to carry out responsibilities.
- To participate with parents, community, and staff in school decisions.
- To have a safe working environment.
- To defend or protect himself/herself from the student.
- To defend or protect another person from the student.
- To prevent or stop fights, breaches of the peace, and other disruptions.
- To prevent damage to the property of Vincent Gray Academy or other persons.

To remove a student from any location, room, or assembly where his/ her continued presence creates a risk or threat of physical harm to others, or of damage to school property, or of unreasonable interference with the school or classroom instructional program.

RESPONSIBILITIES

- To communicate an expectation for the student to achieve in every class.
- To academically challenge all students.
- To provide learning for all students in an equitable manner.
- To establish and maintain an environment where all may learn.
- To recognize and work with all students who have a different learning style.
- To respect the rights and confidentiality of students, parents, and other staff.
- To inform and consult students/parents in assessing the needs of progress.
- To be proactive toward resolving issues.
- To teach all students to be personally responsible.
- To respect cultural diversity.
- To act in a courteous and responsible manner in all school-related activities.
- To be fair, equitable, and consistent in all interactions.
- To be responsive to all students' needs.
- To implement approved and accepted teaching and assessment practices.
- To develop, communicate, and enforce clear behavioral and learning expectations for all students.

Standard school procedures are guided by Vincent Gray Academy policies to assist us in supporting positive school behavior. Please see the following pages on the policies related to: • Dress Code • Electronic Device / Cell Phone • Technology Acceptable Use • Unauthorized Sale and Distribution.

ELECTRONIC DEVICE /CELL PHONE POLICY

- All cell phones/electronic devices must be powered off and stored away, prior to the first hour of class, and remain until the end of the day at the dismissal bell.
- This includes passing periods. But can be visible and used in school hallways. For the cell phone violations that always apply.
- Safety Precautions with Electronic Devices and Accessories Speakers or other accessories must not be heard by others. They are not allowed.
- It is the individual student's responsibility to ensure that earbuds or headphones must be used in a way that they can:
 1. Adhere to staff verbal directions in the hallway and cafeteria.
 2. Adhere to safety and emergency drills along with peers. "Off" means, powered off and not on vibrate or silent mode.
- Administrators are the only staff members able to confiscate and retain phones for the entire day.
- All students will be responsible for security of their personal cell phones.
- Vincent Gray Academy is not liable for damages and/or lost phones when students choose to use their cell phones at school.
- All students are expected to report the need to call their parent or guardians to school staff, and these calls must be made from school/office telephones.
- We are hopeful that all students understand that our cell phone policy is to ensure learning and safety for all.
- This policy should be strictly followed as the VGA has provided an electronic device for all students to use while in their classrooms.

TELEPHONE POLICY

- The school hall phone is to be used for school business only.
- Students may use designated phones with class business or any emergency with the permission of the administrator.
- Parents may contact the school to speak to a student when an emergency arises.
- Parents are asked to be respectful and not cause a disturbance when calling the school.

CELL PHONE/ELECTRONICS VIOLATIONS

Cell phones may never be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e. sexting. Possession is prohibited regardless of whether the depiction violates State Law.

Cell phones may never be used in violation of any State or Federal law.

Students must comply anytime a request is made by school personnel to cease the use of any electronic device.

This policy specifically prohibits the use of camera cellular phones, personal digital assistants, or any other electronic or photographic device to take, transmit, or record pictures or other images in all restrooms, or other locations where students and staff “have a reasonable expectation of privacy.”

Taking or transmitting digital images during classroom activities, in the hallways, or in other common areas is also prohibited without the express permission of the classroom teacher or administrator.

Students caught improperly using any telecommunication or electronic device to take or transmit digital images will face school discipline, which may include expulsion.

Abuse or misuse of these devices, especially camera phones, is strictly prohibited.

Using a camera, cell phone, or other device to create video or photographs of any school incident, or potential incident that results in a disruption, or potential disruption, to the educational environment of the school may result in serious disciplinary action.

TECHNOLOGY ACCEPTABLE USE POLICY

- All use of Vincent Gray Academy electronic networks shall: be in support of education and/or research and be in furtherance of Vincent Gray Academy stated goal, for a legitimate school business purpose. Use is a privilege, not a right.
- Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via Vincent Gray Academy electronic network or computers.
- It is the responsibility of each student to use electronic technology (computers, Internet, etc.) in an appropriate manner.
- Failure to do so can result in the loss of the right to use such technology, as well as other disciplinary action social networking.
- School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy.
- **Vincent Gray Academy will not request a student to provide their password or related information.**
- During an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination.

- A social networking site is defined as an Internet-based service which allows individuals to:
 - 1) construct a public or semi-public profile.
 - 2) create a list of other users with whom they share a connection within the system; and
 - 3) view and navigate their list of connections and those made by others within the system (i.e. Facebook, Twitter, and/or Instagram).
-

Definition of Offenses

The following terms used in the policy herein are defined to facilitate the implementation of the Behavior Code. Each one carries a certain weight on a Discipline System and a consequence from the consequence list.

- **Arson** – The willful and malicious burning an attempt to burn any part of a building or any property of Vincent Gray Academy.
- **Assault** - Attempt to commit battery or the intentional creation other than by mere words, of a reasonable fear in the mind of the victim of imminent bodily harm.
- **Battery** – Any unlawful touching of another, which is without justification or excuse.
- **Bullying** - to treat abusively or to be habitually cruel to another weaker than you.
- **Class Cuts** – Unexcused absence for a class period.
- **Communication and Electronic Devices** – Possessing any electronic signaling and /or cellular radio-telecommunication devices. Following is a partial list of items that students are not allowed to bring to school unless authorized and approved by the Executive Director or Principal: laptop computers, laser pointers, radios, tape/CD players, portable televisions, electronic games, and recorders or cellular communicating devices (beepers, pager, etc.), boom boxes, Walkman's, etc. This does not prevent teachers choosing to operate their own or those belonging to the school in their classroom. Students may have cell phone and MP3 Player, but they must be turned off and kept out of sight during school hours. Additionally, the school is allowed to confiscate the item and either return the item to the student at the end of the day or return the item to the child's parents, THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS BROUGHT TO SCHOOL FOR ANY REASON.
- **Disruption** – Any action that interferes with the educational process or setting. Disruptions may include but not limited to the following activities: annoying others, excessive talking, improper use of materials /objects, not having necessary books and materials, phone use during the class, screaming and unpreparedness.

- **Extortion** – The obtaining of property from another induced by wrongful use of actual or threatened force, violence, or fear.
- **False Alarm** – The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
- **False Reports** – The act of falsely reporting incidents or making false accusations or giving false testimony to school personnel which would affect the welfare of others.
- **Fighting** – Any form or type of aggressive behavior that does physical or psychological harm to someone else and / or urging other students to engage is prohibited. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, threats, intimidation, fear, bullying, or other comparable conduct. When a fight occurs, all participants in a fight will be disciplined.
- **Gambling** – To play or game for money or another stake, making a bet.
- **Gang Related Activity** – A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts. No students shall engage in any gang activity, including but not limited to:
 1. Wearing clothing or displaying any item or other thing that are evidence or membership or affiliation in any gang.
 2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang.
- **Gross Disobedience**- Direct, flagrant, willful, or continued violation of direct order issued by a staff member.
- **Harassment** – No person, including employee student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, other protected group status. The academy will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- **Illegal acts** - Including, but not limited to, cheating, stealing, plagiarism, acts of dishonesty or activities which aim to defraud or deceive, or the willful taking of the ideas, writing, etc. from another and passing them off as one's own, shall be considered a violation. Students are expected to practice honesty (trustworthiness) in all academic work such as reports, tests, projects, homework, and other products that exhibit personal achievement.
- **Insubordination** - Disrespect and/or disobedience to authority, *refusal* to obey

a directive from someone in authority including but not limited to: derogatory comments, ignoring or resisting directions from an staff, refusing to identify oneself when requested, dishonor, or in other manner, abuse, verbally or in writing, any member of the school staff or student body. The willful failure to respond or carry out a reasonable request by authorized school personnel.

- **Intimidation** - trying to control or influence another person by making threats to harm the person, the person's property, or something that the person values. Intimidation may be physical, verbal, or nonverbal.
- **Lewd acts** - Vulgar or intimate acts involving students with or without either direct or implied consent or forcing another person to engage in such activities.
- **Loitering** - to be dilatory or slow in movement, to stand around or move slowly about.
- **Misconduct** – a noncompliance with an established rule. Misconduct is considered minor when it has no immediate direct impact to anyone else
- **Out of Bounds** - Students in unauthorized areas or in authorized areas during unauthorized time or leaving school grounds without authorization.
- **Public Displays of Affection** - Public displays of kissing, caressing, necking, petting, fondling and passionate kissing will not be allowed.
- **Sexual Harassment** – The act of sexual harassment, whether verbal, non-verbal or physical, (including, but not limited to obscene gestures, displaying of pornography, touching, brushing the body, and sexual propositions.) Respect for the person and his or her space shall be maintained. All at VGA will treat others with respect avoiding any suggestive sexual remarks or touches. Any such behavior or language is not tolerated and should be corrected. Any notable or repeated harassment should be brought to the attention of the principal. The individual affected is the arbiter or what is offensive. False accusations are likewise intolerable.
- **Taunts** - Naming calling, Mocking, Boos, and/or verbal harassment is not allowed at the academy.
- **Theft** – The taking or acquiring of property without the owner's consent. Theft is considered minor if the property taken is values at less than \$100. Students who possessor engage in sale of stolen property, or any object will have local law enforcement notified. Stealing is unacceptable at VGA. However, the school does not accept responsibility for lost or stolen belongings or cash. If valuables or large sums of money must be brought to school, students are advised to deposit these, upon arrival, in the main office for safe keeping.

- **THREATS** - A communicated intent to inflict physical or other harm on any person or on property, a menace of such a nature and extent as to unsettle the mind of the person on whom it operates, and to take away from his acts that free and voluntary action which alone constitutes consent.
- **TRESPASSING** - Students who are on an out-of-school suspension and are apprehended in school or on school grounds will be considered trespassers. The student may be suspended for an additional days or parent/guardian conference will be required before reinstatement. A student who is found in a school building (or in the school other than the one to which he/she is assigned), will be considered trespassing unless he/she has legitimate business in the building or has been authorized to be present by a member of the administrative staff. In addition, a student who appears at school while under suspension will be considered a trespasser unless asked to come by school authorities. Students may also be suspended for trespassing on private property adjacent to school buildings.
- **UNCOOPERATIVE STUDENT** - Refusing to participate in academic activities.
- **VANDALISM** - The act of willful' destruction of property belonging to others. Vandalism is considered minor if the monetary value of the destruction or damage is less than \$100. The Academy will seek restitution from students and their parents in cases of vandalism to school property.
- **WEAPONS, DANGEROUS INSTRUMENTS AND EXPLOSIVE / IMPLOSIVE DEVICES** - A student who uses, possesses, controls, or transfers a weapon, Firearm or any object that can reasonably be considered, or looks like, a weapon, shall be expelled A "weapon" means possession, use, control, or transfer of:
 - (1) any gun, rifle, shotgun,
 - (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or
 - (3) "look- alike" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered a weapon if used or attempted to be used to cause bodily harm.

UNAUTHORIZED SALE OR DISTRIBUTION POLICY

The selling, distribution, or attempt to sell or distribute any object or substance on school property, or at any school sponsored activity without permission of the administration is strictly prohibited. Any student found with a firearm, selling, or distributing will receive expulsion. **Notify the Illinois State Police of such incidents.**

RESPONDING TO INAPPROPRIATE STUDENT BEHAVIOR

All members of the school community should take steps to correct a student's inappropriate behavior, remedy any harm caused, and prevent the same inappropriate behavior from reoccurring. Besides teaching, supporting, and engaging in positive behaviors, buildings also must support a safe, respectful, supportive, and productive learning environment. **Notify the Illinois State Police of such incidents.**

INCIDENT REPORTING SYSTEM

Notify the Illinois State Police of such incidents.

MANDATED REPORTING

The teachers and staff of Vincent Gray Academy are mandated by law to report any suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act.

Missing Person and his/her School Record:

- Vincent Gray Academy shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place for flagging record requests for any former or current students who have been reported as missing by the Illinois State Police.

The following actions will take place:

- Illinois State Police notifies Vincent Gray Academy of a person's disappearance and missing status.
- Vincent Gray Academy flags the record of that missing person to alert the school whenever a copy of the record or information regarding the record is requested.
- Vincent Gray Academy immediately reports any request concerning the flagged record, including knowledge of the whereabouts of any missing person, to the Illinois State Police.
- +
 - Vincent Gray Academy removes the flag from the record once the Illinois State Police notifies the school that the missing person has been recovered.

Forms and Authorizations

Student Medication Authorization Form

For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:

Authorization for Medical Treatment (Updated June 2022)

Student Medication Authorization Form

To be completed by the student parent(s)/guardian(s).

This form is to be used for medication. A new form must be completed every school year for each medication. Keep in the Vincent Gray Academy Principal's office.

Student's Name: _____ Address: _____

Home Phone: _____ School: _____ Grade: _____

Cell Phone: _____ Birth Date: _____

Emergency Phone: _____ Parent Signature: _____

To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:

Prescriber's Printed Name: _____

Office Address: _____

Office Phone: _____

Medication Name: _____

Purpose: _____

Dosage: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____

Discontinuation date: _____ Diagnosis requiring medication: _____

Emergency Phone: _____ Frequency: _____

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Prescriber's Signature _____ Date _____

For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

☐ Yes ☐ No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).

For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii) (A)-(C).

For parents/guardians of students who need to self-administer medication required under a qualifying plan, only:

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

Prescription date: _____ Order date: _____

Discontinuation date: _____ Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Expected side effects, if any:

Time interval for re-evaluation:

Other medications student is receiving:

Prescribe Signature _____ . ☐ Yes ☐ No Date

Vincent Gray Academy - School Year 2022-2023 - Student Handbook If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.

Parent/Guardian Initials _____

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:

I authorize Vincent Gray Academy and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel. Illinois law requires Vincent Gray Academy to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.

Parent/Guardian Initials _____

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Vincent Gray Academy and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of Vincent Gray Academy), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428.

I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual specifically consent to such practices,

and I agree to indemnify and hold harmless Vincent Gray Academy and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name _____

Address (if different from Student's above): _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

Parent/Guardian Signature _____

Date _____

Vincent Gray Academy - School Year 2022-2023 - Student Handbook -

– Authorization for Medical Treatment (Updated June 2022)

To be submitted to Vincent Gray Academy. (Please print)

Student _____

Parent/Guardian _____

Home address _____

Home phone _____

Cell phone _____

Physician phone _____

Physician _____

Medical Information: *(list allergies, medications, conditions, and any known restrictions)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

Parent/Guardian Signature _____

Date _____