

**VESTABURG COMMUNITY SCHOOL
STUDENT HANDBOOK
AND ATHLETIC CODE BOOK
2011-12**

[Adopted by the Board of Education on July 12, 2011]



A Career Pathways School District

**VESTABURG COMMUNITY SCHOOL
CENTRAL OFFICE
7188 AVENUE B
VESTABURG, MI 48891
989.268.5353**

Welcome to Vestaburg Community School! All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.

Contact Numbers

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Board of Education meetings are normally scheduled the second Monday of each month at 7 p.m. in the High School classroom #2113.

TABLE OF CONTENTS

Foreword..... Page 1

District Vision
District Mission
Equal Education Opportunity
School Day
Student Rights and Responsibilities
Student Well-Being
Injury and Illness

Section I - General Information..... Page 4

Enrolling in the School
Scheduling and Assignment
Transfer Out of the District
Withdrawal from School
Immunizations
Control of Casual-Contact Communicable Disease and Pests
Control of Non Casual-Contact Communicable Diseases
Special Education
Americans with Disabilities Act - Section 504
Student Records
Student Fees, Fines, Charges
Review of Instructional Materials
Meal Service
Fire and Tornado Drills
Emergency Closings and Delays
Visitors
School Dances/Activity Nights
Use of the Media Center
Use of School Equipment and Facilities
Lost and Found
Student Sales
Use of Telephones
Advertising Outside Activities
Parent Teacher Organization
School Fight Song
Mascot and School Colors

Section II - Academics Page 13

- Course Offerings
- Field Trips
- Grades
- Testing Out
- Promotion, Placement, Retention
- Graduation Requirements
- Other Approved Education Programs
- Dual Enrollment
- Recognition of Student Achievement
- Honor Roll
- Homework
- Student Assessment

Section III - Student Activities..... Page 19

- School-Sponsored Clubs and Activities
- Non School-Sponsored Clubs and Activities
- Athletics
- Student Employment

Section IV - Student Conduct Page 20

- Attendance
- Code of Conduct
- Student Discipline Code
- Discipline
- Due Process Rights
- Search and Seizure
- Student Rights of Expression
- Student Concerns, Suggestions, and Grievances

Section V - Transportation..... Page 37

- Bus Transportation
 - Bus Conduct
 - Bus Discipline
 - Parent/Guardian Responsibility
 - Student Responsibility
 - Self-Transportation to School
 - Students Who Drive to Career Center
-

Section VI – Electronic Information Access and Use Policy..... Page 39

- Introduction
- Definition of School Technology
- District Responsibility
- Rights and Responsibilities
- Network Etiquette
- Consequences of Inappropriate Network Behavior
- Challenges
- Code of Conduct Summary
- Elementary Member Responsibility Statement
- Middle School/High School Member Responsibility Statement

**Section VII - Athletic/Extra Curricular/
Academic Competition Code Book..... Page 46**

- Table of Contents
- Philosophy of Athletics/ Academic Competition
- Objectives of Athletic/ Academic Competition Program
- Interscholastic Program
- Code of Conduct

Section XIII – Appendix..... Page 58

- Parent/Student Acknowledgment of Student Handbook
 - Electronic Use Policy
 - Athletic Code Book
-

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your building principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

DISTRICT VISION

Vestaburg Community School: "A community with high expectations for every child every time".

DISTRICT MISSION

Vestaburg Community School, together with the community, will build a foundation for lifelong learning by providing an educational and caring environment, which embraces all.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Superintendent
Phone: 268-5353

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

Students are allowed to go to breakfast prior to the school day.

Students will be allowed to go into their elementary classrooms when the first bell rings.

No student is allowed to leave school property once they have arrived without permission of the building principal or designee.

Middle School students must wait in the middle school or commons area if they are eating breakfast. They are not allowed to be in the high school hallways before school or during lunch unless requested by a teacher.

High School students are allowed to wait in the areas of high school as designated by the administration and is not allowed to be in the middle school building.

During lunch, students may use the gym if available and the library may be open for quiet study and reading.

Weather permitting, students may go outside but must stay in the area designated by the building principal. Elementary students must report to the commons in the morning.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect the rights of their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of her/his behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish her/his educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

MEDICATION & OTHER HEALTH CARE NEEDS

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, require a doctor's order and are to be delivered to the office in the original bottle by the parent or guardian unless authorized by the building administrator. Medications are to be taken only with adult supervision. The building principal or secretary is available to discuss the procedure for medications and treatments.

INJURY AND ILLNESS

All injuries must be reported immediately to the school staff responsible for the supervision of the student at that time and reported to the teacher or office, depending on the nature of the injury. If minor, the student may return to class. If medical attention is required, the office will follow the school's emergency procedures. Each student must have an emergency medical authorization form on file in the office. Insurance claims must be filed within 30 days. School insurance is supplemental to the home insurance.

A student who becomes ill during the school day should request permission from the teacher to go to the office. When a child is suspected to be ill, school staff will call the parents/guardians to report the situation.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which they live. Schools of Choice applications are available in the school offices. Students may pick up an application form in the school office of their home district.

Students that are new to Vestaburg Community School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a certified copy of birth certificate from County Clerk's office
- social security number
- custody papers and/or restraining orders from a court (if appropriate)
- proof of residency
- proof of immunizations

New students will not be allowed to begin attending school until proof of immunization is presented at the office.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

Unaccompanied youth will have equal access to enrollment.

Please notify the school immediately if you have a change of address or telephone number during the school year.

SCHEDULING AND ASSIGNMENT

Elementary level – Each student will be assigned to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

Middle and High School levels – Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Vestaburg Community School, the parent must notify the office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of her/his parents.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the student cannot attend school until this is completed. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office.

Immunization Requirements

Unless given a waiver, or qualifying under The McKinney-Vento Homeless Act, students must meet the following requirements:

- Diphtheria Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Tetanus Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Pertussis Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Polio Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Measles Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Rubella Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Hepatitis B Three (3) doses of the Hepatitis B virus vaccine are required before enrollment in school.

Varicella Beginning with the 2002-2003 school year, one (1) dose if given after twelve months of age and prior to thirteenth birthday.

All preschool students must be immunized in accordance with the regulations provided by the State Health Department.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. The school will notify the Health Department whenever it becomes aware of the possibility of a serious health threat.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual/contact, communicable diseases, the school still have the obligation to protect the safety of the staff and students. In these cases, the person in question will have her/his status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person is respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens if the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

Vestaburg Community School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the office.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the office.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes a student's name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height, weight, athletic team membership, dates of attendance, date of graduation, awards received, any honor roll status, and scholarships.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please make your request in writing. The records will be collected and an appointment will be made with the appropriate people present to answer any questions there may be.

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the United States Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

STUDENT FEES, FINES AND CHARGES

Vestaburg Community School charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the items. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly, as others may need their use.

Failure to pay fines, fees, or charges may result in the withholding of report cards.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school.

MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfast and lunch available to students for a daily fee. Ala carte items are available for middle and high school students daily and for upper elementary students on a scheduled basis. Students may also bring their own lunch to school to be eaten in the cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's "Free and Reduced-Priced Meal Program" are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact the office. Federal funding is often based upon the percentage of free and reduced lunch count. It is extremely important that these applications be returned. Information received is confidential.

FIRE AND TORNADO DRILLS

The school complies with all school safety laws and will conduct fire, tornado and lock down drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WQBX	104.9 FM	Alma
WFYC	1280 AM	Alma
WOOD	105.7 FM	Grand Rapids
	1300 AM	Grand Rapids
WUGN	99.7 FM	Midland
WIOG	102.5 FM	Saginaw
WCFX	95.3 FM	Mt. Pleasant
WOOD-TV 8		Grand Rapids
WNEM-TV 5		Bay City/Saginaw
WWTV-TV 9		Cadillac

Parents and students are responsible for knowing about emergency closings and delays. **Emergency crisis procedures have been established and will be implemented at the administration's discretion. Please do not contact the school.**

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to school, in order to prevent any inconvenience. Students may not bring student visitors to school.

SCHOOL DANCES/ACTIVITY NIGHTS

Any student attending after school dances/activity nights must stay at the event until the scheduled ending time. Once a student leaves, she/he will not be allowed to return. Parents of elementary/middle school students will be notified if a student leaves an event early without permission. Students who are not in attendance on the day of a school dance/activity night may not attend unless prearranged with the office. Guests are **NOT PERMITTED** at elementary/middle school dances/activity nights.

USE OF MEDIA CENTER

The Media Centers are available to students throughout the school day. Passes must be obtained from a student's teacher before entering the Media Center.

In order to avoid late penalties, all materials checked out of the Media Centers must be returned to the librarian in a timely manner.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher and/or building administrator before using any equipment, materials, and facilities. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

The computer user agreement is found in the student handbook. Signing page 58 is acceptance of this agreement.

LOCKER POLICY

- Each student will be assigned a locker and is responsible for its contents.
- Lockers are to be locked at all times and locker combinations shall not be shared with other students.
- Do not put stickers on or write on lockers.
- Do not share a locker with another student unless assigned a partner by the office.
- Students who do not clean his/her locker at the end of the year will be subject to a fine and/or be assigned a summer work-session.
- Lockers are school district property and may be inspected by the administration for any reason at any time.
- Report any problems you may have with your locker to the office.
- No student has the right to enter another student's locker without permission.
- Back packs, book bags, duffel bags, purses, etc.: In order to maintain a safe, clutter-free environment, back packs, bags, purses, and the like are strongly discouraged from being taken to classrooms and should be kept in the assigned locker. Teacher may also designate "no back packs" in their classroom rules. Other materials must be kept in a student's locker or checked in at the office.

LOST AND FOUND

Students who have lost items should check at the office and may retrieve their items if they give a proper description. Unclaimed items will be disposed of periodically throughout the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the superintendent or his designee. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office and teacher telephones are not to be used by students for personal calls, except in an emergency. Students should not have cell phones on or use cell phones during except during approved times as determined by the building principal. Cell phones may be confiscated if used. Students will **not** be called to the office to receive a telephone call.

STUDENT DRIVING AND PARKING REGULATIONS

Motor vehicles, although a convenience and a form of transportation, are to be driven in a safe and conscientious manner. To insure the safety of both pedestrians and drivers, the following traffic and parking regulations have been enacted for campus safety and control of traffic. Please remember, driving an automobile, whether on campus or on a public road, is a privilege, not a right. Vehicles driven by students on school property may be searched if school staff has reasonable suspicion that it may contain contraband material prohibited by school policy.

1. Student parking is provided in the parking lot located on the North side of Vestaburg High School. Students are not to drive or park on any of the grassy or dirt areas of the campus or in areas designated for Faculty, Visitors, or any other area not authorized. (This includes the church parking lot.)
2. Vehicles are to be parked in the parking spaces provided and within the painted lines. Vehicles are not to be parked in the travel lanes except for the purpose of loading or unloading passengers and not at any time in a manner to block the normal flow of traffic. Students are not to associate with non-students that may be in the parking lot during school hours. Ex-students and non-students should only be in the parking lot for the purpose of bringing or picking up students of Vestaburg Community School and not for socializing.
3. There will be no loitering in the parking lot.
4. Most vehicle accidents occur because of moving violations. Students are to drive slowly and cautiously while on campus. Reckless driving, speeding, "squealing" tires or "burning off" and racking off or gunning engines will not be tolerated under any circumstances.
5. Drivers will not allow another person to cling to or ride on the outside of a moving vehicle. Both the driver and the other person may be liable for such action.
6. Vehicles are to be driven only on the paved portion of the campus grounds. All traffic control devices, signs, and directions must be obeyed.
7. Excessive violations and reckless driving can result in suspension of driving privilege.
8. Glass containers are not permitted in the parking lot.
9. Any accident on campus should be handled the same as on a public street and the police should be called.
10. All student vehicles must be registered with the high school office.

PUBLICATIONS

All publications, distribution, or display of written materials and artwork to or by students is subject to review by the administration. Such materials must be without libel, obscenity, or any advocacy of illegal acts. The general nature of such material should be consistent with the goals and purposes of the school and any distribution that disrupts or interferes with school activities must be avoided.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the superintendent. A minimum of 24 hours notice is required to ensure that the superintendent has the opportunity to review the announcement or posting.

PARENT TEACHER ORGANIZATION

The Vestaburg Parent Teacher Organization (PTO) has been highly involved in the success of this school. They are a very active group that provides many extras for our students through their annual fundraisers. All parents are urged to actively participate. Meetings are held on the first Monday of each month at 6:30 p.m. in the elementary building. Babysitting is provided.

SCHOOL FIGHT SONG

(To the tune of the Notre Dame University's fight song)

Fight, fight for the red and the white.
They are the colors that stand out so bright.
Keep our standards always high.
We never let a chance go by.
To Vestaburg we'll always be true.
Our teams are fighting always for you.
Fight on Wolverines and we will cheer you to victory!

MASCOT AND SCHOOL COLORS

Vestaburg Community School's mascot is the Wolverine and the school colors are red and white.

SECTION II - ACADEMICS

COURSE OFFERINGS

High school course offerings are published on the school website, vcs-k12.net.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. School chaperones must meet Vestaburg Community School policy. Chaperones on field trips should refrain from smoking at all times and should always remain with your group at all times.

GRADES

Vestaburg Community School has a standard grading procedure for each building level, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how her/his grade will be determined, she/he should ask the teacher.

Parents of students in grades 6-12 can view current grades online, via the school website. Information on how to do this is available through the office.

Students and parents share a responsibility with teachers for monitoring progress and performance.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. In addition, regular parent-teacher conferences are held.

The School uses the grading system as detailed below:

Elementary School

Elementary report cards differ at each grade level. At the beginning of the school year, teachers will provide information about the grading procedure and report card format.

Middle School - Grades 7-8

It is expected that all middle school students will achieve in each class. Grades are cumulative and based upon percents. Corresponding letter grades are listed below.

93-100	A	80-82	B-	67-69	D+
90-92	A-	77-79	C+	63-66	D
87-89.1	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	59-below	F

All marking period grades will represent an average of percents on assignments.

High School - Grades 9-12

The grading scale is rated from an “A” for outstanding work through “B,” “C,” “D,” in decreasing order for passing work, and “F” for failing work. For purposes of calculating high school grade point averages (GPA), the following point equivalents are used:

A =4.00	B- =2.67	D+= 1.33
A- =3.67	C+=2.33	D = 1.00
B+=3.33	C =2.00	D- =0.67
B =3.00	C- =1.67	F =0.00

Grade Point Average

To calculate a high school grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, and year or for a series of school years.

Testing Out (High School Credit)

Students who feel they can demonstrate mastery of course material may request the opportunity to “test out” of a particular course. The course’s instructor has the right to choose the type of assessment given. This policy will not apply to the State-of-Michigan-mandated course of government, nor to physical education, choral, or instrumental music classes or classes previously taken. Any high school student who wishes to test out of a course, for which she/he is not enrolled, must receive a grade of C+ or better. No actual grade will be earned by testing out of a course, the notation “pass” will apply. Credits earned through this provision will be counted as credit toward graduation.

PROMOTION, PLACEMENT AND RETENTION

Promotion and retention are at the discretion of the district superintendent and/or designee.

Elementary

Promotion to the next grade (or level) *may* be based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, social maturity
- Light's Retention Scale
- Parent/educational team discussion and resolution

Promotion is based upon successful completion of the following program:

Sixth Grade Courses

Language Arts
Math
Reading
Science
Social Studies
Electives

Middle School

Seventh and Eighth Grade Courses

English/Language Arts
Math
Science
Social Studies
Core Exploration with Technology
Electives

Students may not fail more than one class to be promoted to the next grade level.
A designated educational team must grant exceptions to this policy.

High School

Completing required coursework and earning the necessary credits determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with her/his counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

Freshman = Up to and including 6 credits

Sophomore = More than 6 credits and up to and including 13 credits

Junior = 13 credits and up to and including 20 credits

Senior = 21 credits and up

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. The student may still need to earn the required credits indicated by the I.E.P.

Specific course requirements (for current V.H.S students) are:

Technology	1 credit
Electives	13 credits
English	4 credits
Foreign Language, Fine Arts, Vocational Education, or any combination thereof	2 credits
Life Skills/Health	1 credit
Mathematics	4 credits
Phys. Ed	1 credit
Science	3 credits
Social Studies	3 credits

Total 32 credits possible (28 needed for graduation)

Note: Students transferring from other school districts will receive an appropriate credit adjustment.

Graduating with Honors

A graduate of Vestaburg High School cannot be recognized for High Honors unless they enroll in, and satisfactorily complete, four of the following advanced academic classes. High Honors at Vestaburg High School include being named Valedictorian or Salutatorian. High Honors recognition also includes students in the grade point average category of 3.5 to 4.0 and another category of 3.0 to 3.49. No student within these categories will be recognized as achieving High Honors without taking a minimum of four of the following courses.

English 3

English 4

Spanish 2, 3, 4

Advanced Algebra

Functions, Stats, & Trig.

Pre-Calculus

Chemistry

Physics

Anatomy & Physiology

A college level dual enrollment class. (By permission only.)

A traditional or Advanced Placement Michigan Virtual High School course. (By permission only.)

Note: Students meeting all graduation requirements will be allowed to participate in commencement exercises provided proper conduct and attire are observed. Please refer to the *Code of Conduct* section of this handbook for further clarification.

OTHER APPROVED EDUCATION PROGRAMS

Students needing to make up credits will be given the opportunity to make up credits during their high school career. These credits can be made up through a correspondence program that has been approved by Vestaburg High School. The student will be responsible for all costs and charges associated with the correspondence program. Students taking these classes for make up credits must have written approval of the High School Principal and Counselor.

A senior will be included on the list of eligible candidates for graduation provided she/he is carrying enough credits at the beginning of the second semester of her/his senior year so that receiving a diploma is feasible. However, based on the first semester senior grades, those students who will be unable to meet the Board of Education graduation requirements at the end of the second semester will not be able to participate in commencement ceremonies.

DUAL ENROLLMENT

Any student in 11th or 12th grade may enroll in a post-secondary program providing she/he meets the requirements established by law and by the district. Any interested student should contact the principal to obtain the necessary information. Students enrolling in Dual Enrollment or transferring to Vestaburg will have their credits pro-rated using a formula developed and maintained in the High School Counselor's Office.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. The staff initiates recognition for such activities. Recognition and honors may be revoked as the result of inappropriate behavior and/or violations of school board policies. This includes Valedictorian and Salutatorian honors.

NATIONAL HONOR SOCIETY

You must be a junior or senior with a 3.2 cumulative GPA and meet the criteria set forth by a committee of faculty members.

HONOR ROLL

A high school student with a 3.00 or higher grade point average per marking period will be placed on the nine-week honor roll. The honor roll list will indicate students with all A's and students with a grade point average of 3.50 or above. A student with an "F" in any class will not be placed on the Honor Roll. A student with an incomplete (I) will not be placed on the Honor Roll until the "I" is removed and a GPA can be calculated. The same requirements will be applied to the semester honor roll.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MEAP tests and graduation.

Homework is used to enhance the student's learning. Homework completion is required unless otherwise excused by the classroom teacher. Middle School policies will be given to students at the beginning of each year for parental review and signature.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy.

Each student will be expected to pass appropriate grade-level assessments. Students will also be offered the opportunity to take the appropriate Michigan Education Assessment System tests. At the high school level, students will have more than one opportunity to successfully pass the High School Test and qualify for the Michigan Merit Award.

Additional tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Vestaburg Community School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information for high school students can be obtained from the counselor.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Vestaburg Community School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. This includes required attendance in school on the Friday before any weekend activity.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the superintendent or his designee. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that school staff persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Vestaburg Community School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, see the athletic codebook.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that she/he must maintain a job in addition to going to school, she/he must first make contact with her/his principle or counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of sixteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Vestaburg Community School has an attendance policy to avoid these negative consequences.

Excusable, Approved Absences

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Excusable, Non-Approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered truancy, unless it becomes habitual and interferes with educational progress. The student will be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant. The student and her/his parents shall be subject to the truancy laws of the State.

Notification of Absence

If a student is going to be absent, the parents must contact the school the day of the absences and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within 2 school days following the absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance. The truant officer may also be notified.

Making up work after an Absence

Excused:

If the absence is authorized or excused by the principal, make-up work will be available. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. An alternative assignment will be given when possible.

Unexcused:

If the absence is unexcused or unauthorized by the principal, make-up work will be available. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Once a High school student has accumulated 10 absences, excused or unexcused, in any class she/he must:

1. Earn a passing grade in the class.
2. Must pass the final comprehensive exam at the end of the semester.

If either (1) or (2) are not done, the student will receive an “F” for the semester.

A letter will be sent home once a high school student has accumulated 7 excused or unexcused absences. The student than must complete 1 and 2 from above in order to gain credit in the class that they have accumulated 10 absences in.

The skipping of classes, or any part of the school day, is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action, including possible detentions and up to suspension from school, will follow.

Student Pick-up Policy

If your child needs to be picked up from school, please observe the following:

We must receive a signed note at the beginning of the day (except for students who are picked up on a regular basis). **No phone calls will be accepted for student pickup instructions.** Your child’s after-school plan needs to be established before coming to school.

Middle school and elementary students must be signed out in the office by a parent or someone who has parental permission.

High school students must report to the office before they leave the building. They must sign out with administrative approval.

High school students will be allowed to sign out if:

- a. Their parent or guardian has called the office in advance.
- b. The parent or guardian comes into the office when she/he wishes to pick up a student.
- c. The student has a note from a parent or guardian with a phone number on the note so the school can contact the parent or guardian to verify the note.
- d. The student has received permission from the principal.

A student will be considered skipping if she/he leaves the school without signing out. A call from a parent or guardian after the student has left the building will not be accepted without administrative approval.

Vestaburg Community Schools is a closed campus. Thus, students may not sign out, go to the parking lot or leave school grounds for lunch. Any student leaving school grounds for lunch will be considered skipping and disciplinary action, including detentions and up to suspension, will follow.

Student Messages

The staff at Vestaburg Community School will make every effort to get messages to students. We would prefer to only have to deliver messages that have great significance to students. Every effort will be made to limit the amount of disruptions throughout the day. Please be aware that every effort will be made to give students messages, but some circumstances limit our opportunities to get them to students in a timely way and a way that is the least disruptive.

Student Passes

Teachers will issue hall passes for valid reasons. Students are required to have a hall pass anytime they are out of class.

Tardiness

Each student is expected to be in her/his assigned location throughout the school day. If a student is late in arriving at school, she/he is to report to the office to sign in before proceeding to her/his first assigned location. The teacher shall discipline any student who is late up to 10 minutes. Students who are more than 10 minutes late shall be counted absent for that class period.

Tardiness is defined as not being in your seat when the bell rings. Regular bus riders are not counted tardy if the bus is late. Since the school furnishes transportation, car trouble is not normally excused.

Middle School Level:

After three tardies in one class, students will be assigned a lunch detention.

High School Level:

Students who are tardy more than two times to any class during a marking period shall be assigned a detention. Excessive tardiness may lead to further disciplinary action including and up to suspension from school.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents should discuss the matter with the child's teacher to make necessary arrangements. Make up work will be expected according to the make up policy below.

Making Up Tests and Other School Work

Students who have an excused absence from school, or who have been suspended, shall be given the opportunity to make up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

School sponsored or sanctioned activities are not recorded as absences. Assignments should be completed before an absence from class due to school-related activities, unless other arrangements have been made with the teacher in advance.

For every day absent, the student will have a day plus one more to make up the work (i.e. 3 days absent = 4 days to make up the work), up to a maximum of 5 days. Exceptions may be made for extenuating circumstances due to situations such as hospitalization or being on homebound status.

Students are responsible for obtaining their assignments missed immediately upon their return. Teachers will make available their daily assignments to facilitate this. Tests and quizzes may have to be made up before or after school.

Assignments given prior to an absence are due on the original due date. Long-term assignments given on the day of an absence are due on the original due date. It is possible that in-class discussions, projects, labs, and group participation points missed may not be made up through alternate assignments and may affect the grade.

CODE OF CONDUCT

A major component of the educational program at Vestaburg Community School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Act at all times in a manner that reflects pride in self, family, and in the school.
- Play in designated areas of the playground with safety and respect for all.

Dress and Grooming

The intent of the Vestaburg School dress code is to promote a good academic environment, maintain discipline, and prevent any disruption to the educational process. Any type of dress, behavior, or practice which creates a dangerous situation, infringes upon the rights or safety of others, is immodest, profane, portrays nudity, sexual innuendo, or is otherwise disruptive to the school setting, will not be allowed.

Shirts and tops with sleeves are preferred and recommended. Full-length shirts and shoes are required of all students. Halters, hats, head coverings, hooded shirts, low cut tops, “see-through” clothing, sunglasses, and tank tops (straps no less than 3 inches wide at the narrowest point) are not considered proper attire for school. Undergarments should not be exposed. Hats and clothing that advertise the use or sale of alcohol, drugs or tobacco products are not appropriate for the school setting and will not be allowed. Shorts and skirts should be no shorter than approximately a 4” inseam. A good measure for parents is the “fingertip” rule and the “hands over head” test. Shorts and skirts should be approximately no shorter than the fingertips

when the student's arms are held at rest by the sides and shirts should not expose the midriff when the student raises their arms above their heads.

Students should wear proper fitting shoes or sandals. House slippers will not be deemed appropriate footwear. Elementary students are discouraged from wearing flip flops and sandals because of the wood chips on the playground, and it becomes a safety issue. Shorts/skirts are acceptable if they are neat and clean, and are not disruptive to education because of length or style. Short shorts, spandex shorts, boxer shorts, pajama pants, and cut-offs, for example, are unacceptable. Clothing with holes may be considered unacceptable if holes are too revealing. Holes revealing undergarments and t-shirts where the sides are cut out are not allowed. Chains hanging from wallets, pants, around waists, neck, etc. will not be allowed.

Students who are representing Vestaburg Community School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Commencement Exercises

Seniors are reminded that it is a privilege to participate in commencement exercises. Any student engaging in behaviors that reflect negatively upon the school, the individual or the ceremony will not be allowed to participate. Students not properly attired shall also forfeit commencement privileges. Standards for proper attire and conduct are furnished to seniors prior to the ceremony. Any student needing assistance or clarification in meeting these standards should notify the high school office. Students unwilling to honor this policy as stated will receive their diploma without participation in the commencement exercises.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items, and return them to the student's parents upon request. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or her/his parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the responsibility of Vestaburg Staff to provide a safe and orderly learning environment. We expect our students to act as partners in the maintenance of a learning environment that supports the emotional, social, physical, and learning needs of all students in our schools. Disciplinary actions will follow within the sound discretion of the school's staff and administration when student actions are not compatible with the words "safe" and "orderly".

Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Administration will contact parents when removal from the program is deemed necessary. The parent always has the opportunity to meet with administrators to review the disciplinary action, request modification of the disciplinary response, and plan preventative procedures with school staff to maintain the child in school in the future.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Use of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco/lighters during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

3. Paraphernalia

Any paraphernalia related to the use of illegal substances is prohibited and could result in suspension or expulsion.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the School may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

6. Use of an object as a weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

8. Physically assaulting a staff member/student/person associated with the district

Physical assault on a staff member, student, or other person associated with the district, which may or may not cause injury. Any injuries may result in charges being filed and subject the student to expulsion.

9. Verbally threatening a staff member/student/person associated with the district

Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.

10. Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

11. Gambling

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

12. Falsification of schoolwork, identification, forgery

Forgery of hall passes, bus passes, excuses, IDs, computer passwords or e-mail addresses are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties, as well as disciplinary action. Violation could result in suspension or expulsion.

13. False alarms and false reports/Bomb Threats

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

14. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

15. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in suspension or expulsion.

16. Theft

When a student is caught stealing school or someone's property she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the office. The school is not responsible for personal property. Theft may result in suspension or expulsion.

17. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

18. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

19. Persistent absences or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.

20. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

21. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

22. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

23. Displays of affection

Demonstrating affection is personal and not meant for public display. This includes touching, petting, kissing or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

24. Possession of electronic equipment

The school supplies most electronic equipment necessary in school. Students will be allowed to use cellular telephones only during school approved times. All unapproved electronic devices are to remain in the student's locker during school, including lunch. Students are responsible for their own property. Items should not interfere with the learning environment or be used for illegal or inappropriate purposes. Violations of this rule could result in confiscation, suspension or expulsion. Electronic devices may be used for educational purposes with the express permission of school administration.

25. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules could result in suspension or expulsion.

26. Violation of bus rules

Please refer to Section V on transportation for bus rules.

27. Disruption of the educational process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

28. Use of technology

Anything including audio/visual equipment, computer, digital cameras, software, etc. School technology shall be used for educational purpose only. Misuse of school technology or information systems, such as e-mail and the Internet will not be tolerated. Viewing, printing or distributing of inappropriate material will not be tolerated and can result in suspension or expulsion. Tampering with the functional system of any type of technology can result in suspension or expulsion. Sharing student or program passwords or codes can also result in suspension or expulsion. (See Electronic Information Access and Use Policy for more information).

29. Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Bullying is intimidating behavior that is hurtful emotionally, physically, or verbally. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech, written word, or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- A. **Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. **Physical Contact:**
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

Gender/Ethnic/Religious/Disability Harassment

- A. **Verbal:**
1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- B. **Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. **Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- Forced detention or kidnapping;
- Undressing or otherwise exposing intimates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- Threatened or actual physical harm;
- Unwelcome physical contact;
- Threatening or taunting verbal, written or electronic communications;
- Taking or extorting money or property;
- Damaging or destroying property;
- Blocking or impeding student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should immediately take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact her/his principal.
- B. If the alleged harasser is the student's principal, the affected student should contact the superintendent as soon as possible after the incident.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should immediately take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's Principal, the affected student should, as soon as possible after the incident, contact her/his Principal.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Supt.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

Graduation

Graduating with your class is a privilege that can be lost for violation of the Student Handbook. You are expected to maintain high behavior standards, as well as settle a school debt to be able to participate in the graduation ceremony.

Senior Prank

Senior pranks are neither appropriate nor acceptable at Vestaburg Community School. Any and all pranks will result in disciplinary action that may include suspension and denial of participation in graduation ceremonies and possible prosecution.

Criminal Acts

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- written personal plans
- change of seating or location
- lunchtime or after-school detention
- in-school restriction (timeouts)

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and her/his parents one day's notice. The student or her/his parents are responsible for transportation.

After school detentions will be in session generally from 3:00 p.m. to 4:00 p.m. or from 3:00 p.m. to 5:00 p.m. Assigned students will attend after school. Each student shall arrive with sufficient educational materials to be busy during this study period.

A student missing any portion of her/his assigned time in detention may be given an additional one-hour period. Failure to timely serve a detention may lead to a suspension from school for a period not to exceed one day. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to detention:

- students are required to have class assignments with them
- students are not to communicate with each other unless given special permission to do so
- students are to remain in their designated seats at all times unless permission is granted to do otherwise
- students shall not be allowed to put their heads down or sleep
- no electronic devices, cards, or other recreational articles are allowed in the room
- no food or beverages shall be consumed

Formal Discipline

Formal discipline removes the student the classroom. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, suspension for more than 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education or its designee and the parents will be given written notice of the hearing and will be expected to be present. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the school's jurisdiction, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

The following is the formal discipline process. This process begins after the classroom teacher has exhausted all options to help modify student behavior.

Progressive Discipline Plan

High School

- Steps 1 and 2- Detention (after school - 1 hour)
- Step 3 - Suspension (1 day)
- Step 4 - Suspension (3 days)
- Step 5 - Suspension (5 days)
- Step 6 - Suspension (7 days)
- Step 7 - Suspension (10 days minimum – student will not return until formal meeting with parent and school administration)
- Step 8 - Suspension for remainder of the semester and recommendation for expulsion

Disciplinary steps are progressive and generally follow from Step 1 to Step 8. However, more serious misconduct requires more serious consequences. These decisions are left to the discretion of the building administrator.

Middle School

Vestaburg Middle School is committed to showing P.R.I.D.E. in everything we do. We are determined to approach our education in a manner that emphasizes how important it is to our future and develop a sense of responsibility for our actions and accountability for our own success. The P.R.I.D.E. program is designed to reward students for their efforts and recognize the behaviors that lead to success.

Prepared: We will be prepared for class every day! (This means we will have our homework completed, be on time, and ready to learn!

Respectful: We will respect our peers, and the efforts of others to achieve their best. We will respect ourselves and demonstrate through our actions our readiness to learn.

Involved: We will be involved in our learning! We will be involved in school activities and support each other.

Determined: We are determined to do our very best, to make each day, each class, and each lesson a valuable learning experience.

Effort: We will show through our actions, our words, and our academic success that we have PRIDE in all we do.

The following guidelines will be used when assigning a consequence to a middle school student.

Level 1 - Teacher warning. Home contact by teacher/administrator, possible referral to school counselor, social worker or other agencies deemed appropriate

Level 2 - Detention, conference with parent/guardian, administrator and teacher, other agency referrals

Level 3 - Suspension by building level administration for a period of 1-10 days.

Level 4 - Recommended for expulsion by superintendent and Board of Education

Parents will be expected to be highly involved in this process. Middle school policies will be given to students at the beginning of each year for parental review and signatures.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When disciplinary action is considered a student will be notified of the charges. The student will be given an opportunity to explain her/his side and the administrator will explain to the student the evidence supporting the charges. After this student conference the principal will make a decision on the disciplinary action to be taken. In all cases resulting in suspension the parents will be contacted and provided information concerning the incident and the response of the principal. The parents will have the option to have a conference with the principal or may be required to meet for a conference depending upon the seriousness of an incident or a perceived need to discuss further preventative measures that will keep a student in school in the future.

Suspension of longer durations will require a parent conference and in some cases may require the involvement of our superintendent.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians or counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education or official(s) designated by the Board of Education during which the student may be represented by her/his parents, legal counsel and/or by a person of her/his choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Vestaburg Community School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

SEARCH AND SEIZURE

Search of a student and her/his possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION

The school provides bus transportation for all students who live outside the town of Vestaburg. The bus schedule and route is available by contacting the Transportation Director at 268-5255.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

BUS DISCIPLINE

School principal and/ or transportation supervisor may suspend student's transportation privilege for failure to follow expected school or bus conduct.

- First Offense: Parents must discuss the problem with their child and the child must return the slip to the driver signed by the parents.
- Second Offense: Student will be suspended from riding the bus for 1 to 5 days.
- Third Offense: Student will be suspended from the bus for 5-10 days.
- Forth Offense: Student will be suspended from the bus for 10-20 days. Parents/ guardians are required to meet with driver and transportation supervisor.
-

*Severe Clause: In the case of improper behavior that puts students, bus driver, property, and others at risk, a student may be suspended/ expelled from the bus or school without going through each disciplinary step.

PARENT/GUARDIAN RESPONSIBILITY

The transportation supervisor or bus driver must be notified if a child is not going to ride the bus. After three days of no notification, the bus driver is not required to stop until the transportation department is notified the student will be participating in school transportation.

If a bus turnaround is required, the property owner must keep it usable and safe for students and the bus.

Parents/ guardians are responsible for contacting the transportation supervisor when a student needs to ride a different bus or be picked up or dropped off at a different stop other than their assigned bus stop. Routes are planned to provide the shortest time and safest transportation as possible. Passes for other routes will only be assigned for emergency or childcare only.

STUDENT RESPONSIBILITY

While waiting for the bus, students are to stay off traveled roadway at all times. Students must wait for the bus to come to a complete stop and the bus driver's signal before crossing the road. Always cross at least 10 feet in front of the bus and within the complete view of the driver. Students should always look both to the right and to the left before proceeding across the road.

Students are never to go under the bus, run back to the bus after leaving the designated drop off, or walk behind the bus. Students are to be at their assigned bus stop ready to board when the bus arrives. Students are to go directly to their assigned bus when they are dismissed from school. When boarding the bus students are to promptly find a seat. Bus drivers have the right to assign any students a specific seat or a specific area on their bus. Students are not allowed to eat, drink, or chew gum on the bus. Students are to participate in scheduled "bus evacuation drills."

SELF-TRANSPORTATION TO SCHOOL (Cars, Cycles, Bicycles & Scooters Included)

Students are much safer on school transportation. Self-transportation is a privilege and can be revoked at any time. Parents/ guardians are expected to use discretion when determining if their child should use self-transportation. Students are expected to follow all state laws when driving and are expected to drive safely at all times. All vehicles driven to school must be street legal.

Students are not allowed to eat, drink, or chew gum on the bus.

Students should drive carefully at all times. During the school day, students are not to use vehicles or be in the parking lots without school approval. Students should park in designated student parking areas. Each student is responsible for her/his vehicle at all times regardless of who is driving it. Students may not park between the Elementary and High School buildings, in the Church lot, or the visitors' area by the gym lobby entrance during class hours. Obey all parking signs. Teachers and bus drivers have priority parking in the elementary lot and behind the high school. Students should use the south parking lot. Always park in an orderly fashion. Failure to follow parking procedures will result in loss of driving privileges. Bicycles should be placed in the racks or areas provided. Bicycles and scooters should not be ridden on the sidewalks by the school buildings. The school is not responsible for lost, stolen, or damaged vehicles.

Students Who Drive to the Career Center

Students should be aware a bus is available for transportation to and from the career center. If a student chooses to drive their own vehicle it is expected that they follow all driving laws and if found to be driving recklessly or is unable to make it back to school in a reasonable amount of time the student's privilege to drive may be revoked. The parents of these students will be ultimately responsible in determining if it is safe for their child to drive in questionable weather. If the parent determines it is not safe for them to drive, they should follow the excused absence guidelines.

SECTION VI - ELECTRONIC INFORMATION ACCESS & USE POLICY

INTRODUCTION

The Vestaburg Community School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technology rich environment and assist them in becoming responsible, self-directed, life-long learners.

Use of technology at Vestaburg Community School is a privilege extended to students, faculty, staff and community members to enhance learning and exchange information. Each user of technology shall read the following in its entirety and sign the corresponding “Responsibility Statement” which follows, prior to accessing and using technology.

DEFINITION OF VESTABURG COMMUNITY SCHOOL TECHNOLOGY MEMBERS

All account holders on the Vestaburg Community School District network will be granted access to all services the network offers, based upon need and access privileges. The following people may hold accounts on the Vestaburg Community School Network:

- A. **Students.** Students who are currently enrolled in the district may be granted a network account upon agreement to the terms and conditions stated in this policy.
- B. **Faculty and Staff.** Staff members currently employed by the district may be granted a network account upon agreement to the terms and conditions stated in this policy.
- C. **Community members and others.** Anyone may request a special account on the district network. These requests may be granted on a case-by-case basis, depending on need and availability and agreement to the terms and conditions stated in this policy.

OTHER DEFINITIONS

- 1. District equipment includes but is not limited to computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, and other related technological resources.
- 2. Software includes but is not limited to computer software, print, and non-print resources.
- 3. Networks include but are not limited to all voice, video and data systems including the district's internal network, and the Internet.

DISTRICT RESPONSIBILITIES

The Vestaburg Community School District is responsible for the management of the structure, hardware, and software that the district uses to allow access to informational technologies for educational purposes. These include:

- Assigning and removing of member accounts on the network(s).
- Maintenance and repair of equipment that comprises the network(s).
- Selection of software that the network will support.
- Electronic Information Access and Use Policy.
- Defining the rights/responsibilities of members.
- Providing resources that support the mission of the district.
- Provide training opportunities on the use, care, and application of information technology, including training on new technologies, software and media as they are acquired and put into use in the district.

The district does not take responsibility for resources located or actions taken by the members that do not support the purposes of the school district.

The district will implement software\hardware measures on all district computers to block materials and web sites that it deems inappropriate to children or not suitable for school use. The district also realizes that it cannot block all web sites or material inappropriate to children or not suitable for school use but will actively monitor and block sites or material inappropriate to children or not suitable for school use. To meet the requirements of CIPA, we have addressed:

- Access by minors to inappropriate material on the internet and world wide web;
- The safety and security of minors when using electronic communications;
- Unauthorized access and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal identification information, regarding minors;
- Measures designed to restrict minors access to materials deemed “harmful to minors”;
- The development and completion of a plan to monitor minors’ use of the Internet in school.

RIGHTS AND RESPONSIBILITIES

RIGHTS - Members have the right to:

1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources, which facilitates learning, and enhance educational information exchange.
3. Access district networks and the Internet to retrieve information and facilitate learning and enhance educational information exchange.
4. Sign up for approved Listservs and Newsgroups on the Internet, which facilitate learning and enhance educational information exchange.

RESPONSIBILITIES - Members are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. All material received via the internet under his/her user account accepts responsibility for keeping all inappropriate material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet.
4. Keeping hardware and software from being removed from school premises without prior consent from the technology coordinator.
5. Maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contacts, which facilitate learning and enhance electronic information exchange.
6. Making sure that all food and drinks are kept out of the computer labs and away from all computers.
7. Preventing and knowingly installing computer viruses on school equipment.
8. Properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.
9. Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.
10. Adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
11. Adhering to district guidelines as it pertains to plagiarism or the unwritten consent from the author from which it is derived.
12. Adhering to district policy and guidelines as it pertains to web page development and design.

Members are prohibited from:

1. Using the technology for personal or private business, including product advertisement or political lobbying, or for making any financial commitments on the Internet.
2. Maliciously using technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
3. Accessing materials that the district deems inappropriate to children or not suitable for school use.
4. Revealing the personal address(s), telephone number(s) or identification information of yourself or others.

NETWORK ETIQUETTE

Members are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Use appropriate language. Do not use profanity, vulgarities, or other inappropriate language. Illegal activities are strictly forbidden.
2. Do not use the network in such a way that would be disruptive to others. Be polite. Do not be abusive in your messages to others.
3. All publications, information, files, and programs accessible via the network should be assumed to be private property; therefore, should be given copyright consideration.

NOTES:

1. Files on the network are district property and subject to control and inspection.
2. Electronic mail (e-mail) is not guaranteed to be private. Systems operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

CONSEQUENCES OF INAPPROPRIATE NETWORK BEHAVIOR

1. Members violating any of these Rights and Responsibilities may be banned from using school hardware and telecommunications software to access the Internet.
2. Members will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
3. Members violating any of these Rights and Responsibilities may face additional disciplinary and/or legal action deemed appropriate in keeping with the disciplinary policies of the school, state, and federal law.

The building administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy. The account may be closed at any time for infractions.

CHALLENGES

Challenges to district information resources shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness.

VESTABURG COMMUNITY SCHOOL CODE OF CONDUCT SUMMARY

This is a policy summary. Students and staff should read and will be accountable for following the entire policy. Technology covered by this policy includes the use of district software, audio and video media, computers and hardware peripherals, network, telecommunications, video, and audio equipment.

The use of district technology is a privilege that can be revoked at any time by the district. Each individual member is responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it.

District technology members will be responsible for its use and misuse. Appropriate use of district technology is defined as use in furtherance of the instructional goals and mission of the district. Members should consider any use that does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur.

Staff and students acknowledge that software, audio, and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the member, as well as the district, to a variety of legal liabilities.

Members are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information except as a part of an appropriate educational use of technology.

Passwords are the property of the member and are not to be used by anyone else.

Checking out District technology for non-classroom use must be in accordance with Current Policies and Guidelines. All technology must be returned and available for instruction whenever students are present for instruction.

VESTABURG COMMUNITY SCHOOL

Electronic Information Access and Use Policy

Elementary Member Responsibility Statement

Use of technology is a privilege given to all students. Every student using computers in the Vestaburg Community School System needs to follow certain rules. These rules keep you safe. If you do not choose to follow these rules, you may lose your opportunity to use computer technology.

I promise:

- To be polite, use proper language, and be respectful both online and to others using computers.
- To tell the teacher or the Computer Lab Assistant if something is broken or not working.
- To tell the teacher if someone else is not using the technology in the right way.
- To keep all hardware and software in the school and to use it properly.
- To use the Internet for getting information only for my school projects.
- To give credit (the location and author) for information I find that I use in my writing.
- Not to reveal my address or phone number to anyone online.
- Not to have food or drink near the computer.
- To keep my password private.

I understand the rules above and agree to follow them.

I have read and understand the Electronic Information Access and Use Policy. With this notice, I understand that the district computer system will potentially allow my child online access to external computer networks (Internet) not controlled by the school district. Although this provides access to wonderful, new resources, some materials on these external networks may be inappropriate. I realize that as children are learning how to use the network in a responsible way, errors could result in accessing objectionable material.

I agree to release the Vestaburg Community School District, the Board of Education, its agents and employees from any claims arising from my son/daughter's use of the district computer system.

VESTABURG COMMUNITY SCHOOL

ELECTRONIC INFORMATION ACCESS & USE POLICY

Middle School/High School Member Responsibility Statement

Access and use of the Internet, local and wide area networks, computers, and related equipment is a privilege for district members. Vestaburg Community School has developed an Electronic Information Access and Use Policy for the Internet, local and wide area networks, computers, and related equipment.

I have read, understand, and will abide by the Electronic Information Access and Use Policy. I agree to be responsible for and abiding by all the rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

I have read, and understand the Electronic Information Access and Use Policy. I acknowledge receiving notice that, unlike most traditional or library media materials, the district computer system will potentially allow my son/daughter student access to external computer networks not controlled by the school district. I understand that some materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the district to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the district computer system or any other electronic media or communications.

I agree to release the Vestaburg Community School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the district computer system in any manner whatsoever.

I agree that my son/daughter may have access to the district computer system and I agree that this may include remote access from our home.

SECTION VII – Athletic/ Extra Curricular/Academic Competition Code Book

Table of Contents

- I. Philosophy of Athletics/ Academic Competition**
- II. Objectives of Athletic Program/ Academic Competition**
- III. Interscholastic Program**
- IV. Code of Conduct**
 - A. Academics**
 - B. Attendance**
 - C. Physical examination**
 - D. On the Field**
 - E. On Campus**
 - F. On Trips**
 - G. Behavioral expectations in and out of school**
 - H. Penalties**
 - I. Miscellaneous**
 - 1. Parents and other supporters**
 - 2. Working athletes**
 - 3. Equipment**
 - 4. Quitting**
 - 5. Changing sports**
 - 6. Practice regulations**
 - 7. Spirit**
 - 8. Injuries**

I. Philosophy of Athletics/ Academic Competition

The interscholastic athletic program at Vestaburg Community School is a vital and integral part of the total educational program. Its purpose is to make positive contributions to the development of participants, spectators, school, and community. In as much, the Vestaburg Community School recognizes the Michigan High School Athletic Association's annual *Handbook* as the governing body over our interscholastic athletic code. The District realizes it must meet the minimum requirements put forth by the MHSAA and the MHSAA grants districts permission to supercede the minimal requirements set forth in the Handbook with more stringent requirements the District deems appropriate at a local level.

A. Philosophy of participation will vary at the different grade levels.

The primary function of athletic programs at the middle school level is to provide instruction in the basic drills. The skills are best learned under game conditions. Therefore, a major goal of programs at these levels is to give every athlete the opportunity to use these skills under game conditions.

The primary function of athletic programs at the JV and Varsity levels is to win the game, while allowing as many as possible to participate.

Every attempt will be made to allow all interested students to remain on the team in which they are interested. The athletic director, after having a discussion with the varsity head coach regarding various team members, will make the final decision on the number of athletes to be carried on a team. Many variables will be taken into consideration before making such a decision. In general, the following will apply:

7-8 Everyone on the team in good standing will participate in the game but may not receive equal playing time.

JV Every attempt will be made to get all athletes in good standing in the game but may not be possible in a close contest.

Varsity At this level, the ultimate goal is to follow our guidelines in developing responsible student-athletes and to win. In some game situations, not all team members may be able to participate.

B. Summer and holiday practices -- when scheduling summer and holiday practices, the head coach will meet with the athletic director to discuss such practices. Family vacations and personal commitments, along with grade level of participants, will be major consideration when determining such schedules. Sunday practices are discouraged and shall not be mandatory. The athletic director should approve all such schedules.

II. Objectives of Our Athletic/ Academic Competition Program

The athletic program includes these objectives:

1. To teach people to relate to each other and work together for a common goal
2. To give athletes the opportunity to develop physical and mental abilities to the fullest
3. To provide the opportunity to gain personal and group recognition
4. To teach athletes to display victory humbly and defeat gracefully
5. To teach good sportsmanship
6. To teach good health habits through physical training
7. To stress the importance of the athletes doing their best academically and athletically
8. To teach the importance of making a commitment
9. To give positive reinforcement

III. Vestaburg High School's Interscholastic Program

Boys' Fall Sports

Cross Country
Football

Girls' Fall Sports

Cross Country
Volleyball

Boys' Winter Sports

Basketball

Girls' Winter Sports

Basketball

Boys' Spring Sports

Baseball
Track

Girls' Spring Sports

Softball
Track

IV. Code of Conduct for Student Athletics/ Academic Competition

Participation in sports is a privilege extended to those students whose scholastic record and citizenship status satisfies the standards imposed by the school and the Michigan High School Athletic Association. Athletes earn their place on a team and keep that place with a show of commitment, dedication, and attitude. Coaches should not tolerate any departure from this course that would adversely affect the performance or attitude of the team.

Participation means the teaching of fair play and sportsmanship: understanding the appreciation of working as a team and the fact that quitting means failure, while hard work means success.

With these goals in mind, this code should be used as a guide for the use of all individuals concerned.

A. Academics

The Michigan High School Athletic Association states that, “No student shall compete in any athletic contest during any semester who does not have to his/her credit on the books of the school represented, at least (20) credit hours of work for the last semester during which he/she shall have been enrolled in grades nine to twelve, inclusive.” The MHSAA also states that the requirement is a minimum and any school can hold more stringent academic requirements. Twenty credit hours would constitute passing four classes in a six period day. The Vestaburg Community School Board of Education believes that failing any course at any time warrants academic sanctions.

At Vestaburg Community School, an athlete shall maintain at least a minimum 2.0 (on a 4.0 scale) semester grade point average with no failing grades to remain eligible to participate in athletic competitions. Grades earned through the Montcalm Area Intermediate Career Center, School-to-Work, and any high school course taken via the Internet will be counted in averaging a grade point average. Dual-enrollment college grades do not count toward grade point averaging.

Once an athlete is deemed ineligible to compete, the athlete will remain ineligible for a minimum of one week. An athlete is only allowed two periods of ineligibility in one season of a particular sport. If an athlete becomes ineligible a third time, the athlete will be dropped from the team for the remainder of the season. If the athlete is deemed ineligible to compete when semester grades are released, he/she is ineligible to compete athletically for no less than 60 school days of the next semester. However, any student that is deemed ineligible according to Vestaburg Community School Policies, but meets the state requirements and fails one or fewer courses may be placed on academic probation. Students that meet the criteria will be suspended from participating in athletic contests for (50%) of the scheduled competitions for the affected season. Upon completion of the suspension the student may be allowed to begin participating in athletic contests provided that they are in good standing with the team and are meeting and continue to meet all academic requirements for the remainder of the semester. Students may qualify for the probationary period only one time throughout their entire athletic career. In addition, if at anytime during the semester a student on academic probation fails to meet the academic requirements (2.0 and no failing grades) they will be immediately deemed ineligible for the remainder of that semester. Semester grades will be computed at the latest by the Friday following the end of the semester (one week after the end of the semester). Students will be notified of any change in eligibility status by the following Monday (the second week of the second semester). Students will be notified of any ineligibility as soon as the athletic administrator has the information. Any student who is ineligible to compete because of academic sanctions and who receives disciplinary sanctions will complete any athletic-related suspensions or other sanctions during the next season in which he/she is eligible to compete.

The procedure for determining eligibility is as follows:

1. Teachers will turn in grades every other Thursday.
2. The athletic director will inform coaches of ineligible athletes Friday.
3. Coaches will inform athletes of ineligibility that day.
4. Athletes will become ineligible on Monday and remain ineligible until the Monday one week later.

B. Attendance

Students who are absent from any part of the school day may not participate in that day’s practice or competition unless authorized by the building principal or designee. Exceptions include pre-arranged appointments, which cannot be scheduled at other times, school-sponsored or related trips,

and other applicable situations, which arise.

C. Physical Examination

All athletes must pass a physical examination before participating in any phase of the athletic program. A physical examination card indicating that the student has passed the physical examination and is able to compete in athletics must be completed by an examining physician, physician's assistant, or nurse practitioner and returned to the office of the athletic director prior to participation. For the card to be valid, the examination must be given on or after April 15 of the previous school year. A physical examination card may be obtained by contacting your coach and/or the athletic director. Only one card must be submitted per school year for each student. In cases of injury or serious illness, the school district reserves the right to require that an athlete be re-examined by a physician before resuming participation in athletics.

D. On the Field

In the area of athletic competition, an athlete does not use profanity or illegal tactics. The student athlete learns the fact that losing is part of the game, and that he or she should be gracious in defeat and modest in victory. It is always courteous to congratulate your opponent on a well-played game after the contest. As a Vestaburg athlete, you are expected to show exemplary sportsmanship at all times. False athletes often display fits of temper, clown, or become exhibitions in other ways when things fail to go as desired or when replaced by a teammate. True athletes have complete control of themselves at all times.

E. On the Campus

Behavior and appearance on the campus is of great importance. Athletes should be leaders, since fellow students respect and follow them. An athlete should conform to school dress and grooming rules at all times. Leaders will accept these responsibilities, realizing that they influence many others on the campus. Athletic leaders work for the betterment of the school and what is right and good for their fellow students.

F. On Trips

On trips, athletes directly represent the community, school, and coaches. It is, therefore, expected that all concerned will dress in an acceptable manner when traveling and conduct their self on the bus in a manner in keeping with this code. It is our philosophy that the team and individuals benefit when all athletes ride to and from events on the school transportation. Exceptions are discouraged, except in extreme circumstances. Student athletes may not be released to any other individual, even with parental permission. In a situation where the student must ride home with the parents or guardians, a parent or guardian must physically sign the student out with the coach.

G. Behavioral expectations in and out of school

Behavior expectations must be adhered to. They have been developed for the welfare and benefit of the athletes. The athlete must observe the rules, train faithfully, and follow the specific training instructions of the coaches of the particular season. General rules are in effect for all athletes year round. This also includes any sponsored camp, activity, fundraising event, or any other instance where the student can be considered to be representing Vestaburg Community School. Students in violation of the handbook have the option of telling an administrator immediately following the incident. Students who choose to come forth may receive a reduction in their athletic suspension.

H. Consequences and Procedures

<u>Level</u>	<u>Definition of offense</u>	<u>Disciplinary action</u>	<u>Second offense</u>	<u>Additional offenses</u>
I	<p>General classroom misbehavior, which is reported in written form to the administration for a school punishment. This shall occur after the classroom teacher has attempted to work with the student (through private conversations, classroom detentions, or other disciplines). Level I infractions are cumulative throughout the school year.</p> <p>An athlete shall not remain in a place where he/she knows that alcoholic beverages are being served to or consumed by persons under the legal age. In addition, an athlete shall not remain in a place where he/she knows or can be reasonably presumed to know that any provisions of the Michigan Controlled Substance Law are being violated.</p>	<p>The athlete will be suspended from one game unit (one football game, one baseball double header, etc.). The suspension will be effective with the next logical game, i.e. if a varsity football player is disciplined on a Monday, Tuesday, or Wednesday, the suspension will be effective that Friday (or whatever day the contest is scheduled). If the action occurs on Thursday or Friday, the suspension will take place the following contest. A similar plan is in effect for all other sports, but during this step, the student-athlete's suspension will not be effective <i>immediately</i>. The athlete will be expected to practice with the team throughout the suspension period, unless the suspension occurs at or near the end of the season and affects the remaining schedule.</p>	<p>The second offense will result in a two game-unit suspension.</p>	<p>A third offense automatically goes to Level II.</p>
II	<p>Penalties for verified violation of the Vestaburg Community School Student Handbook. These penalties are an alternative to the handbook and shall take precedence. Level II infractions are cumulative throughout the school year.</p>	<p>Automatic and immediate suspension from 25% of the season's scheduled contests. If the season is more than 75% complete, the remainder of the suspension will be made up in the next sport in which the athlete participates. For the suspension to be complete, the athlete must finish any season in which the suspension</p>	<p><u>2nd Violation</u> - The athlete will be immediately suspended from 50% of a season's contests. If the season is more than 50% complete, the remainder of the suspension will be made up in the next sport in which the athlete participates. For the suspension to be completed, the athlete must finish any season in</p>	<p><u>3rd Violation</u> - The athlete will be immediately placed on indefinite suspension, to be reviewed by the Athletic Council one year (365 days) after the offense. The athlete may not practice with a team during the suspension period.</p> <p><u>4th Violation</u> - The athlete will be</p>

		occurs in good standing with the coaches involved. The athlete will be expected to practice with the team throughout the suspension period, unless the suspension occurs at or near the end of the season and affects the remaining schedule.	which the suspension occurs in good standing with the coaches involved. The athlete will be expected to practice with the team throughout the suspension period, unless the suspension occurs at or near the end of the season and affects the remaining schedule.	permanently ineligible to participate in athletics at Vestaburg.
III	<p>1. Use, possession, concealment, distribution, sale or being under the influence of:</p> <ul style="list-style-type: none"> a. Tobacco or tobacco products in any form. b. Alcohol or such beverages in any form. c. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute. d. Steroids, human growth hormones or other performance enhancing drugs. e. Substances purported to be illegal, abusive or performance enhancing, i.e. look-alike drugs. <p>It shall not be a violation of the athletic code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school-sponsored activity.</p> <p>2. Violation of a federal, state or local law/ordinance on</p>	<p><u>1st Violation</u> - The athlete will be immediately suspended from 50% of a season's contests. If the season is more than 50% complete, the remainder of the suspension will be made up in the next sport in which the athlete participates. For the suspension to be completed, the athlete must finish any season in which the suspension occurs in good standing with the coaches involved. The athlete will be expected to practice with the team throughout the suspension period, unless the suspension occurs at or near the end of the season and affects the remaining schedule.</p>	<p><u>2nd Violation</u> - The athlete will be immediately placed on indefinite suspension, to be reviewed by the Athletic Council one year (365 days) after the offense.</p>	<p>Con't.</p> <p><u>3rd Violation</u> – Immediately, the athlete will be permanently ineligible to participate in athletics at Vestaburg.</p>

	<p>school premises or during a school-sponsored activity.</p> <ol style="list-style-type: none"> 3. Theft, vandalism, destruction of property, or possession of stolen goods belonging to our school, to an opponent's school, or to any applicable entities. 4. Felony or misdemeanor acts other than minor traffic offenses. 5. Conviction of said act is not necessary. <p>Level III infractions may occur at any time during the calendar year and are cumulative throughout a student's school career.</p>			
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1. Violations will be verified in the following manner:
 - A. Student (or parental) admission.
 - B. Law enforcement reports.
 - C. Vestaburg staff member or a representative thereof, reports an observed violation by the staff member.
 - D. Responsible adult reporting an observed violation.
2. Due process and right of appeal are offered to athletes according to school policy. Any athlete who feels that he or she has been unjustly suspended or discriminated against may appeal the decision to the Athletic Council. Until the Athletic Council makes a decision, the suspensions will be upheld. The council shall consist of all head coaches, two non-coaching teachers, the principal, and the athletic director. The principal shall act as secretary and the athletic director shall act as chairperson.
3. Upon written receipt of an appeal, the athletic director shall call a meeting of the council within five (5) days. Parents of the appellant shall be notified of the hearing in advance of such hearing. Votes shall be of public record and recorded as part of the record kept by the secretary. The council must decide to uphold the decision of the administrator/coach, overturn it, or amend it. Within three (3) days of the hearing, the council shall render its decision and give written notice to the student, parents, principal, coach, and athletic director. The athletic director shall maintain records of the hearing.
4. The student may appeal the decision of the council to the superintendent. If not satisfied with the decision, the student may further appeal to the Vestaburg Board of Education. Any decision by the Vestaburg Board of Education will be final.
5. Vestaburg Community School recognizes that a student may elect to become an athlete at any time during his/her school career; therefore, the Board of Education recognizes a statute of limitations for offenses. Penalties for Level III infraction(s) will be in effect one year from the date of the infraction, whether or not the individual is an athlete at the time of the infraction.

I. Miscellaneous Subjects

1. Parents and other supporters
 - a. The appropriate line of communications when wishing to discuss team or play issues (discussions are more helpful when arranged ahead of time - 24 hours) is as follows:
 1. Parent/supporter → Coach
 2. Parent/supporter → Coach and Athletic Director
 3. Parent/supporter → Coach, Athletic Director, and Principal
 - b. Locker room and attendance - Parents and supporters not directly associated with the team are not allowed in the locker room immediately before games, during halftimes or immediately after games, except in an emergency.
 - c. Practice attendance - Parents and supporters are welcome to attend practice situations, except in special cases, as long as they do not interfere with the practice sessions.

2. Working athletes must comply with the code. An athlete who works must:
 - a. Maintain academic standards.
 - b. Maintain training rules (especially late-hour rules).
 - c. Not let work interfere with practice or games.
 - d. Learn to put the team's welfare first.
3. School Equipment
 - a. An athlete is financially responsible for all equipment checked out to him or her.
 - b. He or she will receive credit on items turned in only if they are items that were checked out to him or her.
 - c. He or she must treat all equipment as though it is his or her own personal property. It should not be abused. It should be kept in a locked locker.
 - d. All clothing must be washed at least once a week.
 - e. Uniforms are to be turned in immediately following the conclusion of the season.
4. Any athlete dropping the team anytime after the first contest will forfeit their award.
5. Athletes may not switch sports after one week of official practice time, without permission of both coaches involved.
6. Practice regulations:
 - a. A coach must be consulted if any athlete must miss a practice. An athlete missing a practice without good reason will be dealt with at the coach's discretion.
 - b. Illness or an extreme emergency would be a good reason for missing a practice or game.
 - c. Obey the specific rules of the coach, who is responsible to the athletic director.
7. School spirit:
 - a. An athlete should think of his or her school rather than his or her own personal interests first.
 - b. An athlete should participate in a sport so that his or her presence will help the team even though he or she may not be star.
 - c. In addition, each athlete should furnish spectator support for sports in which he or she is not a participant.
8. Physical Injury/Illness
 - a. All students must have a current athletic physical form on file as required by the MHSAA.
 - b. Any student athlete who suffers an injury or illness calling for a doctor's care that causes an absence from practice or a game, must present a clearance notice from the treating physician or the authorized team physician to begin participating again.
 - c. If, in the opinion of an authorized team physician, it is unsafe for a student athlete to participate, the coach will notify the student's parents that participation has been denied until a physician's statement is produced clearing that student to participate.

NOTES

PARENT / STUDENT / SCHOOL COMPACT

As a Parent/Caring Adult of a Vestaburg student, I will encourage and support my child's learning by:

- Seeing that my child attends school regularly (except when ill), is punctual and ready to learn.
- Establish a time and place for homework and checking it regularly.
- Instilling high expectations for my child as an individual and encouraging a positive attitude about learning.
- Keeping the lines of communication open with teachers and/or school officials.
- Showing an interest in my child's well-being by attending (when possible) school functions, supporting school activities, and parent/teacher conferences.
- Encouraging daily reading at home.

As a Vestaburg student, I will actively participate in my learning by:

- Coming to school on time everyday, except when ill.
- Coming to class prepared with all materials, homework, and a positive attitude to learn.
- Completing all classroom lessons and homework on time in a way that is accurate and neat.
- Showing respect at all times to everyone and cooperating with others.
- Obeying all school rules and conducting myself accordingly.
- Doing my part in keeping my school clean and safe.

As Vestaburg Staff, we will encourage and support students' learning by:

- Providing a safe and positive learning environment conducive to learning.
- Setting high instructional standards that encompass the state content standards and benchmarks.
- Helping students develop responsibility for their own behavior and learning.
- Creating a warm atmosphere for parents/guardians during classroom visits and participating in activities.
- Communicating and working with families to support students' learning.
- Valuing and respecting the importance of the parents' role in the education of their children.

SECTION VIII - APPENDIX

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK, ELECTRONIC USE POLICY, AND ATHLETIC CODE BOOK

THIS PAGE MUST BE SIGNED AND RETURNED TO THE SCHOOL

We have read the Vestaburg Community School Student Handbook and all related policies contained within. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Student's Name (please print)

Parent/Guardian Signature (please sign legibly)

Student Signature (please sign legibly)

Date: _____

THE CHARACTER COUNTS PILLARS

I. Caring

II. Citizenship

III. Fairness

IV. Respect

V. Responsibility

VI. Trustworthiness

