

# Vestaburg Elementary School

## Student Handbook



2025 - 26

*Approved by the Board of Education on August 11, 2025*

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*The mission of Vestaburg Community School is to build a foundation and prepare students for their future.  
The Vision of Vestaburg Community School is to empower all to create and achieve their goals and dreams.*

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revised 7.14.25



***A Message to Parents and Families from the VHS Administration, Cindy Hillary:***

As we begin the 2025-26 school year, I want to share my thoughts on how we can build a positive relationship focused on your student's success. In this spirit, I offer the following commitments:

Count on Us...

- To see and care for each child as a unique person, ensuring they feel valued and acknowledged.
- To believe every student can learn and we will demonstrate this by setting high expectations and providing strong support.
- To listen carefully to your concerns, investigate fully, and provide you with follow-up information.
- To clearly communicate structures and limits, helping students learn new social skills and how to make amends to repair relationships.
- To keep your student's information confidential and shared only with those directly involved in their education.
- To respond within 24 hours to your texts, phone calls, or emails unless the message indicates an urgency needing immediate attention.
- To be available for appointments scheduled through our secretary.

We'll Count on You...

- To understand that our decisions aim to benefit all students. If our actions don't seem to meet this expectation, please communicate with us so we can clarify or improve our response.
- To support our focus on observing teaching and learning, which might mean we're not immediately available when you visit without an appointment, though we will respond as soon as possible.
- To understand we will not share information about other students, just as we keep your student's information confidential.
- To allow our staff to address any academic or non-safety-related concerns directly with you to ensure quick and direct resolution.

In strong teams, members know what to expect and have clear roles, helping the team stay strong and reach high levels. As I work to support your student's learning this year, I welcome your questions or comments about how I can rely on each other. Please feel free to contact me at [chillary@vcs-k12.net](mailto:chillary@vcs-k12.net). I am looking forward to a successful year together!

 **25-26 Academic Calendar**



## Vestaburg Community School Administration

Contact Name, Position	Contact Number
Mr. Brandon Hubbard, Superintendent	989-268-5353
Ms. Cindy Hillary, Elementary Principal/Preschool Director	989-268-5284
Mrs. Katie Bissell, Special Education Coordinator	989-268-5284
Mr. Ken Tiesworth, Technology Specialist	989-268-5353
Mrs. Laura Kimball, Food Service Supervisor	989-268-5343
Mr. Ken Carl, Head of Operations/Transportation Supervisor	989-268-5255

## Vestaburg Community School Board of Education

Name, Position	Email
Mr. Lynn Van Sickler, President	lvansickler@vcs-k12.net
Mrs. Joann Spry-Virgo , Vice President	jspry-virgo@vcs-k12.net
Mrs. Renae Caudill, Secretary	rcaudill@vcs-k12.net
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*This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.*





## FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents.

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 this handbook and keep it available for you and your parent to 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 Principal who you will find listed in the Staff Directory section of the handbook. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the School's rules as of August 2024. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2025 the language in the most current policy or administrative guideline prevails.

## DISTRICT VISION

The Vision of Vestaburg Community School is to empower all to create and achieve their goals and dreams.

## DISTRICT MISSION

The mission of Vestaburg Community School is to build a foundation and proepare students for their future.

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## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) disability, religion, gender, or national origin, while at school or a school activity, should immediately contact one of the School District's Compliance Officers listed below:

Brandon Hubbard, Superintendent  
989-268-5353  
7188 Ave B  
Vestaburg, MI 48891  
bhubbard@vcs-k12.net

Cindy Hillary, Elementary Principal  
989-268-5284  
7188 Ave B  
Vestaburg, MI 48891  
chillary@vcs-k12.net

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The compliance officer can provide additional information concerning equal access to educational opportunities.

## TITLE IX

The policy of this District is to not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.



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The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Vestaburg MS/HS Principal Vestaburg and MS/HS Dean of Students/Athletic Director  
989-268-5343 989-268-5343  
7188 Avenue B. 7188 Avenue B.  
Vestaburg, MI 48891 Vestaburg, MI 48891  
[kstaines@vcs-k12.net](mailto:kstaines@vcs-k12.net) [twarczinsky@vcs-k12.net](mailto:twarczinsky@vcs-k12.net)

## PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all



learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events

D. Learning at Home

Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;

1. working with families to establish learning goals and help their children accomplish these goals;
2. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning;

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2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.
- F. Collaborating with the Community
1. building constructive partnerships and connecting families with community-based programs and other community resources;
  2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

## SCHOOL DAY

**Daily Office Hours:** 7:30 a.m. to 4:00 p.m.

**Daily Breakfast:** 7:55 a.m. to 8:00 a.m.

**School day** 8:00 a.m. to 3:00 p.m.

No student is allowed to leave school property once they have arrived without permission of the **building principal** or designee. Doing so will result in consequences aligned with skipping school.

Lunch is served daily between 11:00 a.m. and 1:00 p.m. except on 11:00 a.m. release days.

Weather permitting, recess/outdoor time is provided for specific grades. Temperatures, including wind chill, must be ten degrees or higher. Students are expected to go outside at their designated times and need to plan and have proper clothing available.

Students are not allowed to remain in the building unsupervised. Students are expected to leave the building and school property by 3:10 pm daily unless they are being supervised by a staff member or after-school activity coach or supervisor.

## TOBACCO USE/SMOKE-FREE ENVIRONMENT

Vestaburg Community School is a smoke and tobacco-free environment. Smoking and other uses of tobacco 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, electronic cigarettes, vapes, or similar devices at any time on school property or at school-related events by students, staff, or visitors.

## 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 those rights for their fellow students and the staff. Students will be expected to follow teachers'

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directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's 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 student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's 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. If for some reason, this is not possible, the student should seek help from a member of the district's staff.

## **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student 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.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **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 nurse and/or office staff 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 home insurance.

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



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It is the policy of the district that any student who is known to be experiencing a concussion or concussion-like symptoms be forbidden from participating in any physical activity or exertion, including but not limited to, athletic competitions and practices, physical education, and recess until cleared in writing by a physician.

## **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to the students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents/Guardians should contact the school administration regarding procedures for such instruction. The building principal must approve applications. The District will provide homebound instruction only for those confinements expected to last at least (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or caregiver. A physician must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an education program.



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## SECTION 1 - 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 building office of their home district. Vestaburg Community School participates in the MAISD Cooperative Schools of Choice programs, thus, all the School of Choice students need to apply and enroll during the approved window. This includes students both transferring in and out of the district.

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

- A certified copy of a birth certificate from the County Clerk's office
- Custody papers and/or restraining orders from a court (if appropriate)
- Proof of residency
- Proof of immunizations or a waiver from a doctor or the Health Department
- Individual Educational Plan (I.E.P) or 504 Plan if the student has one in place.
- Kindergarten Dental Screening

New students will not be allowed to begin attending school until proof of immunization or a valid waiver is presented at the office. Kindergarten students are also required to have a hearing screening on file in the main 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.

Unaccompanied youth will have equal access to enrollment. Students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall

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offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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 programs in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

Students will be placed in classrooms based on the following.

- **Balanced Classrooms:** Class assignments will be made to create balanced classrooms, considering academic levels, social-emotional needs, diversity, and other relevant factors.
- **Focus on Student Needs:** Placement decisions will prioritize the best learning environment for each student, based on their individual needs.
- **Professional Judgment:** Placement decisions will be made by school administrators and teachers, utilizing their professional judgment and expertise.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or the parent/guardian contacting the school office to request the release. No student will be released to a person other than a custodial parent(s)/guardian(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Vestaburg Community School, the parent/guardian must notify the office. The 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/Guardians are encouraged to contact the office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

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

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from a doctor or from the Health Department meeting immunization requirements. If a student does not have the necessary shots or



waivers, the principal may remove the student or require compliance with a set deadline. 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 building principal.

## 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 is given after twelve months of age and prior to the thirteenth birthday.

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

## EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **MEDICATION & OTHER HEALTH CARE NEEDS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal and/or school nurse before the student will be allowed to begin taking any medication during school hours
- C. All medications must be registered with the school nurse.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be delivered to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, backpack, or other means on or about their person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission to release.

## **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from a physician and parent/guardian, may possess and use a metered-dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the Superintendent to be sure that the supply of Epi-Pens is maintained at the appropriate level and that they have not expired. The Superintendent shall also be responsible for coordinating the training of district employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections. In addition, commencing with the 2018-2019 school year, Vestaburg School will have the opiate overdose medicine, Naloxone, available at the school site. Naloxone is a medication that is used for any



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suspected opiate overdose. The Superintendent and/or his designee shall also be responsible for coordinating the training of district employees.

### **Non-prescribed (Over-the-Counter) Medications**

Students are not permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter products while on school property or at a school-sponsored event. All medications need to be processed with the school nurse and administered through the nurse care. , unless the Doctors' orders state differently.

If a student is found using or possessing a nonprescribed medication without completing the correct paperwork with the school nurse, the student will be brought to the school office and the parents will be contacted. The medication will be confiscated until parents can pick it up.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **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.

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

### **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable disease, the school still has 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 Montcalm County Health Department, to ensure 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.



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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.

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## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Katie Bissell at 989-268-5353 to inquire about evaluation procedures and programs.

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities. Contact Cindy Hillary at 989-268-5284 ext 1152 to inquire about this process.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

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| A. a student's name   | B. dates of attendance  |
| C. address (except for students participating in the Address Confidentiality Program Act);                          | D. date of graduation   |
| E. telephone number   | F. awards received  |
| G. date and place of birth  | H. honor rolls  |
| I. photograph   | J. scholarships;  |
| K. Major field of study   | L. telephone numbers only for inclusion in school or PTO directories; |
| M. participation in officially recognized activities and sports; height and weight, if a member of an athletic team | N. names of parents.  |

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA),

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to school office personnel. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or



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adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
  - B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **STUDENT FEES, FINES AND CHARGES**

Vestaburg Community School charges specific fees for co-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.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

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

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades or credits.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to the school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

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## STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See Board Policy – 5830 Student Fund-Raising and associated Administrative Guidelines). The following general rules will apply to all fund-raisers.

- Crowdfunding activities are governed by Board Policy and Administrative Guideline 6605 and Associated Guidelines.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## 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 must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfast and lunch available to students for a daily fee. However, Vestaburg Community School is a Community Eligible Program. This means that all students receive free breakfast and lunch. 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. We ask that no elementary students bring soda/pop or candy for lunch/snacks. ***No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.***



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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 he/she 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. Outside sources will not be allowed to deliver food to the school during school hours without explicit permission from the school administration.

## **SCHOOL SAFETY DRILLS**

The school complies with all safety laws and will conduct all safety 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.

SwiftReach (our robo-call system) will be utilized for mass communication efforts. This communication may be done via text message, phone call, or email. For the most updated announcements, accurate contact information is to be provided to the office at the beginning of each academic year.

Vestaburg Community School has an emergency response plan that covers a wide variety of emergency situations. If you would like more information, please contact the school administration. During an emergency situation, school staff may not be available to return phone calls or emails due to being focused on the safety of our staff and students. To keep up to date with the most important information, please make sure that your contact information is updated and correct at all times. The school administration will provide updates when it is feasible and safe.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening is delayed because of inclement weather or other conditions, the school will make every attempt to notify students and parents/guardians through the automated alert system (SwiftReach). However, in case the system is down the school will also notify the local radio and television stations. In addition to these media outlets, the school will post updates on the school's Facebook Page-[Vestaburg Community School](#). Parents/Guardians and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

In order to properly monitor the safety of students and staff, each visitor between the hours of 7:30 am and 3:15 pm 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, he/she should call for an appointment prior to coming to school, in order to prevent any inconvenience. Students may not bring student visitors to the school, in order to schedule a convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

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## SCHOOL DANCES/ACTIVITY NIGHTS

If a student leaves the dance/activity early, he/she will not be allowed to return. Guests are **NOT PERMITTED** at elementary/middle school dances/activity nights. High school students wishing to bring a guest must fill out the proper guest request forms and receive approval from the principal (no guests over the age of 20 will be permitted).

## 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. Students are not to remain in the building after school (3:10pm) without supervision (from a school staff member, teacher, coach, etc.).

## LOCKER POLICY

- Each student will be assigned a locker and is responsible for its contents.
- Do not put stickers on or write on lockers
- Do not share a locker with another student unless assigned a partner by the office/teacher..
- Students who do not clean his/her locker at the end of the year may be subject to a fine and/or be assigned a summer work-session.
- Lockers are school district property & may be inspected by the administration for any reason at any time.
- Report any problems you may have with your locker at the principal's office.
- No student has the right to enter another student's locker without permission.
- Backpacks, book bags, duffel bags, purses, etc.: In order to maintain a safe, backpacks, bags, purses, and the like are not allowed to be taken to classrooms and should be kept in the assigned locker. Materials must be kept in a student's locker.
- No elementary student lockers are locked.

## 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 donated or 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 except during approved times as determined by the building



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principal. Cell phones may be confiscated if used without permission. Students will **not** be called to the office to receive a telephone call.

### **Cell Phones/Electronics**

- Grade K-5: Cell phones/Electronics are in students' lockers at all times. Teachers may allow cell phones based on individual teacher preference.
- Students who wish to leave school due to illness, emergency, etc. must do so through the office. If a parent/guardian wishes to excuse a student, they must contact the office directly.

Consequences for cell phone/electronics violation at any grade level:

1. The phone will be turned off and turned into the office. The offense will be logged in PowerSchool. Students may pick up the phone from the office at the end of the day.
2. The phone will be turned off and turned into the office. The offense will be logged in PowerSchool. The parent must pick up the phone from the office.
3. The phone will be turned off and turned into the office. The offense will be logged in PowerSchool. The parent must meet with the Principal and/or Dean of students when picking up the phone.

Student refusal to relinquish a cell phone/electronics will result in a level three behavioral referral and will result in the process automatically moving to step three in the consequences process.

Additional consequences and measures will be considered (i.e. detention, suspension, restorative action, student cell phone banned from school, student dropping the cell phone/electronics at the start of the day in the office, etc.) if the cell phone/electronics usage continues during inappropriate times determined by either the teacher or school administration (instruction, class time, etc).

### **PUBLICATIONS**

All publications, distribution, or display of written materials and artwork to or by students are 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.



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## SECTION 2 - Academics

### 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 program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Student Code of Conduct and the Search and Seizure policy apply to all field trips.

**Students may have to meet specific expectations as set by the principal in order to participate.** Only Vestaburg students may attend school-related field trips. School chaperones must meet Vestaburg Community School policy, including background checks. Chaperones must adhere to all school policies (including tobacco, drug, and weapon free). **All individuals attending the trip will be expected to ride the school-provided transportation, this may include chaperones. If transportation changes are necessary, they must have prior approval from the building administration.**

### 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 on test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Parents of grades K-3 report cards are based on standards met, progressing and assistance is required.

Grades 4-5 is one to one grading scale, students will receive one point for each task completed or answered correctly.

Parents/Guardians of student's grades 4-5 are expected to view current grades online, via PowerSchool. Information on how to do this is available through the main office.

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

In addition, parent-teacher conferences are held in the fall, and upon request. Report cards are provided at the end of each semester.



## GRADING PERIODS

Students shall receive a report card/progress report at the end of each 9 weeks indicating their grades for each core subject.

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 the student's performance.

## PROMOTION, PLACEMENT, AND RETENTION

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

### Elementary School

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

- The 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 meeting academic standards.

## 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.

## HOMEWORK

The assignment of homework can be expected when a student needs additional time or didn't complete the class assignments in a timely manner. Student grades will reflect the completion of all work, including outside assignments. Homework will not generally be assigned and is not used for disciplinary reasons but only to enhance the student's learning.



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## STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed in you beginning of the year paperwork .

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

## STUDENT ASSESSMENT

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

Each student will be expected to pass appropriate grade-level assessments. Students will also be expected to take the appropriate state-mandated assessments, including the NWEA, M-STEP, SAT (PSAT), and ACT Work-Keys. Additional assessments may be given to students to monitor progress and determine educational mastery levels. These assessments are used to help the staff determine instructional needs.

Students suspected of learning issues may have more thorough assessments. Specific information and/or parent consent will be obtained for testing. Vestaburg Community School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## ACADEMIC INTEGRITY

### Definition:

Academic integrity means that all work a student submits is created by that student and is their own original work; meaning the following:

1. The ideas and writing of others are properly cited using course-specific standards, including images used.
2. Students submit their own work for tests and assignments without unauthorized assistance, such as passing off another person's or student's work as their own.
3. Students do not provide unauthorized assistance to others, including sharing their work with others (including on assignment-sharing websites).

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4. Students in World Language courses interpret and produce written and spoken language without the assistance of online or print tools or other people unless expressly allowed by the online instructor.
  5. Students must produce work individually. Group submissions are not permitted unless explicitly directed by the instructor.

### **Offenses:**

An offense is defined as an assignment submitted that meets any of the criteria listed below:

- Cheating: Cheating occurs when a student represents any other person's work from any source, including (but not limited to) hard drives, software, answer banks, AI Tools, assignment-sharing websites, etc, as their own. Examples of cheating include:
  - Asking for/receiving answers,
  - Student-to-student copying/sharing,
  - Submitting another student's work as your own,
  - Submitting identical coursework.
  - Sharing, giving, or receiving other students' usernames and/or passwords
- Plagiarism: Plagiarism occurs when a student submits work copied from any published resource such as (but not limited to) internet or printed sources, assignment sharing websites, or any other source without proper credit.
- Student Academic Broker: A student acts as an academic broker when they post work to a secondary source such as (but not limited to) social media, assignment sharing websites, Google docs, or shares virtual or hard copies of files of any work, with or without compensation.
- Artificial Intelligence (AI) applications: Using any time of AI applications such as but not limited to bots, app scripts, or AI websites.
- Using a non-school-issued device: Using an device other than your school-issued device to complete online classes.

### **Consequences:**

Consequences may be issued by a teacher or administrator every incident will result in a PowerSchool log and parent-guardian contact.





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## **SECTION 3--STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Vestaburg Community School provides students the opportunity to broaden their learning through curricular-related activities. There are 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.

### **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.

Membership in any fraternity, sorority, or any other secret society as prescribed 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.



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## SECTION 4 - STUDENT CONDUCT

### ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of 18. 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 help avoid these negative consequences. Elementary attendance records are maintained on a morning and afternoon basis. Any student more than 20 minutes late (after 8:15 am) will be marked (AU) absent unexcused for the morning count. Similarly, the afternoon session begins at 11:30 am. Any student more than 20 minutes late (after 11:50) will be marked absent (AU) from school for the afternoon count. When a student arrives at class without a pass and is tardy for more than 20 minutes, he/she is considered absent or unexcused. The student should still go to class to receive credit for the work done in the portion of class he/she attended.

### KEY POINTS

- Students should be in school every scheduled day from 8:00 am – 3:00 pm.
- Students are expected to attend every class daily.
- The parent/guardian must contact the school office and leave a return phone number and reason for any absence. Only the student's parent/guardian may excuse an absence.
- All absences due to school-sponsored trips are considered excused.

### INDIVIDUAL RESPONSIBILITIES

#### Student's Responsibilities

- It is each student's responsibility to be aware of his/her attendance status in class and to make responsible decisions about attending classes on a regular basis.
- The student should monitor his/her own attendance and speak with his/her teachers if he/she has any questions about attendance records.
- The student must obtain and make-up class work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

#### Parent/Guardian Information and Responsibilities

- The parent/guardian should monitor his/her son/daughter's attendance in each of his/her classes.
- We encourage parents to discuss the importance of good attendance with their children.
- To excuse a student's absence, the parent/guardian must call the K-12 office the night before, or the day of the student's absence at 989-268-5343 prior to 2:00 p.m. Messages left after 2:00 p.m. will not be considered, and the student will be marked unexcused for the day. The Dean of Students will review special circumstances.

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- Parents/guardians can excuse a student from school a maximum of six (6) times per school year. Additional absences will be counted as unexcused without a doctor's note or other relevant documentation.

## ATTENDANCE POLICY GUIDELINES AND PROTOCOLS

Students are expected to attend every class meeting unless excused according to the procedures described here. Three (3) unexcused absences will begin the truancy process.

### Documented Excused Absences

The following absences are considered documented excused absences and do not count towards truancy, however, documentation must be provided and missed work must be made up:

Reasons	Required Documentation
Religious Holidays	Parent Note
Mandatory Court Visits	Court Documents
Testing (Special Education, etc.)	Evaluator Note
Field Trips/School Sponsored Events	Nothing is required
Extended Illness	Doctor/PA/NP note
Family Funeral/Emergencies	Parent Note
Health Professional Visit	Doctor/PA/NP note

Routine health professional appointments should be scheduled after school. If this is unavoidable, parents/guardians must notify the K-12 office or submit a note **in advance** of the appointment. The appropriate documentation should be turned in to the office when the student returns to school.

### MEDICAL EXEMPTION

A doctor, physician's assistant, or nurse practitioner's note will excuse absences for an ongoing, chronic, or long-term illness (**long-term illness is defined as (4) or more consecutive days of absence**) provided that the note is written on the doctor, physician's assistant, or nurse practitioner's stationary, showing the name of the student and stating that the student was under his/her care for a particular time interval. If the medical care/treatment limits activity, a date to resume normal activity must be provided by the medical professional



providing the care. If the illness impacts the semester grade, administration, in consultation with the guidance counselor, will review his/her situation and determine if the student will receive an Incomplete (I) for a grade.

## DISMISSALS

Once the school day has commenced and a student is in attendance, he/she may be dismissed via a parent/guardian phone call or written note **prior to the dismissal**. **Notification after the fact will not be excused and will be recorded as an unexcused absence.** When a student is dismissed, he/she is expected to leave school grounds or wait for his/her ride in the K-12 office. In the event of illness, while the student is in school, dismissal will be arranged by office staff.

## TRUANCY

### Montcalm Area ISD Truancy Program Highlights for Vestaburg Community Schools

This is the process that the Montcalm County agencies have implemented to help deal with poor school attendance (truancy). Here is what you can expect to happen:

- Once your child has accumulated **three (3) or more unexcused** absences, the school truancy referral process will be started. You will receive a letter, phone call, home visit, or possibly all three, to alert you that your child is missing too much school.
- **Five (5) or more** accumulated **unexcused** absences, the school refers the case to the MAISD Truancy Officer for follow-up. It is likely, but not certain, that you will be contacted by a school official as well.
- **Eight (8) or more** accumulated **unexcused** absences, the school, and MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

## EXCUSED LATE ARRIVALS

If a student has a professional health appointment or other obligation that requires him/her to arrive late to school, the parent/guardian must call the main office **prior** to the student's arrival to school in order to excuse the late arrival. A student who arrives late must immediately report to the main office for an office pass, prior to going to class.

## VACATIONS DURING THE SCHOOL YEAR

Parents/Guardians and students are reminded that Michigan's law requires attendance for students. We strongly discourage family vacations while school is in session. Family vacations/personal trips interrupt the educational process. Completion of make-up work does not compensate for the impact of lost instructional

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time and classroom experience, regardless of the course or course level. Makeup work will be expected according to the make-up policy below.

## **MAKING UP TESTS AND OTHER SCHOOL WORK**

Students who are absent from school shall be given the opportunity to make up work that has been missed.

- For school-related absences, work must be made up in advance of the absence (or arranged at another time, prior to the absence, at the discretion of the teacher).
- For excused and unexcused absences the students will have the number of days absent, to make up the work or assessment.
  - o Long-term assignments given on the day of an absence are due on the original due date.

Exceptions may be made for extenuating circumstances due to situations such as hospitalization and being on homebound status. These exceptions will be determined by school administration. An effort will be made by teachers to have students complete work/missed assessments during class time, however, arrangements outside of class time may also have to be made. Teachers will have the work, readily available to the students, upon their return.

## **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).

Students will only be allowed to sign back into school with a doctor's note or a parent present.

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

Vestaburg Community School is a closed campus for students, this includes during their lunchtime. Any student leaving school grounds, during the school day, 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, however, some circumstances limit our opportunities to deliver them in a timely manner and in a way that is the least disruptive. We would prefer to only have to deliver messages that have great significance to students (we try to limit disruptions to the learning environment).

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## CODE OF CONDUCT

A major component of the educational program at Vestaburg Community School is to prepare students to become responsible, respectful, and contributing members of the community and society by learning how to conduct themselves properly and in accordance with established standards.

Vestaburg Community School has adopted and implemented Positive Behavior Interventions and Supports (PBIS) to help establish a highly effective learning environment. PBIS has been proven to improve the social, emotional, and academic success of students. Below are our four school-wide behavior expectations.

*Each student shall be expected to:*

- Be Respectful
- Be Responsible
- Be Ready
- Be Safe

For additional information regarding student expectations at specific times and in specific locations throughout the school day, please see our School Wide Behavior Matrix ([Elementary](#) and [Secondary](#)) established by our PBIS Initiative.

## 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, per staff and administration discretion, will not be allowed. Exceptions may be made by the administration for special events/occasions, for example, spirit days.

Students and parents should be able to answer no to each of the following questions in regard to clothing worn at school for:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Additional Expectations:

- Hooded shirts may be worn, however, hoods may not be worn on heads.
- Shirts must touch the top of pants/skirt/shorts when arms are extended above the head.
- Shirts with sleeves cut off should not be cut down the sides to expose the chest/torso/etc.

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- No hats (or other head coverings, without prior administration approval) will be allowed during the academic day. Bandanas or bandana print will not be permitted.
  - Hats are not allowed in grades K-5.
    - If a student wears a hat into the building, it must be placed in their lockers before the start of school, and may be taken out the end of the school day for K-5.
  - Shoes are required of all students.
  - Sunglasses cannot be worn during the school day

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.

### 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 may be returned upon request. If a student does damage to or loses school property (including technology), the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to additional discipline.

### 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 school expectations.

**Due process** ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the situation. The 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 support student success.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and the possible consequence follows the list. The absence of a behavior or any specific

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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

As part of the PBIS Process, Vestaburg Community School has created a [document](#) that outlines the terminology and definitions for minor behaviors (staff managed) and major behaviors (office managed), locations, perceived motivation, and others involved. In addition to this document, it is imperative to address other behaviors that may occur within an educational setting:

1. **Use of drugs** - A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. **Use of Breath-Test Instruments** - The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. **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

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or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY", "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

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, the student 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, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:



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- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
  - B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
  - C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
6. **Use of an object as a weapon** - Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. ( ) This violation may subject a student to expulsion.
  7. **Knowledge of Dangerous Weapons or Threats of Violence** - Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
  8. **Purposely setting a fire** - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.
  9. **Physically assaulting a staff member/student/person associated with the District** - Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."
  10. **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 well as profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.
  11. **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.
  12. **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.
  13. **Falsification of school work, identification, forgery** - Forgery of hall/bus passes and excuses as well as false I.D.'s 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. Violations of this rule could result in suspension or expulsion.

14. **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.

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15. **Explosives** - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
  16. **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.
  17. **Theft** - When a student is caught stealing school or someone's property, the student 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 building Principal or designee. The school is not responsible for personal property. Theft may result in suspension or expulsion.
  18. **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 expulsion.
  19. **Damaging property** - Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
  20. **Persistent absence 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.
  21. **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. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.
  22. **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.
  23. **Aiding or abetting violation of school rule** - 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.
  24. **Displays of affection** - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
  25. **Possession of Personal Communication Devices (PCDs)** - A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions ( ) provided that during school hours, school events, and on a school vehicle its use is not disruptive or



distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and may receive \_\_\_\_\_ Alternate Day Assignment or be suspended. The student also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. **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
27. **Disruption of the educational process** - Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
28. **Harassment** - Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment 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 would include



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harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or the assistant principal, or may report it directly to the office immediately

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for the employee, an exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

## Harassment

- Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's

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educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment** may include but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

**28a. 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.

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28b) **Bullying** - It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or dean of students. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or





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Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal or other administrator as designated shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior that has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, the exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action is taken, including disciplinary actions and referrals, to the superintendent. The superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular





definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**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. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**At School** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**Bullying** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in or substantial interference with the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical** - Hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, and unwanted physical contact.
- **Verbal** - Taunting, malicious, teasing, insulting, name-calling, making threats.
- **Psychological** - Spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways including but not limited to notes, emails, social media postings, and graffiti.

**Harassment** includes, but is not limited to, any act which subjects an individual or group to the unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical



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characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from a rival school, different state, rural area, city, etc.).

**Intimidation/Menacing** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property, or to intentionally interfere with or block a person's movement without good reason.

**Staff** includes all school employees and Board members.

**Third parties** include but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

1. **Possession of a Firearm, Arson, and Criminal Sexual Conduct** - In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

## CRIMINAL ACTS

Any student engaging in criminal acts 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.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants,

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trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **PROFANITY**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply to 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.

In accordance with our PBIS initiative, the following actions may be taken in response to inappropriate behavior (this is not an all-encompassing list):

- Alternative Placement
- Bus Suspension
- Conference with Student (restorative)
- In School Suspension
- Individualized Instruction
- Loss of Privilege
- Out of School suspension
- Parent Contact
- Restitution/Community Service
- Time in Office/Detention
- Behavior Plan

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- Other suggested corrective strategies (ie; Time out, time owed, proximity, verbal redirection, etc.)
  - Other actions (ie; Personal plan, threat assessments, bullying investigation, parent visit, behavior plan, etc.).

## **SUSPENSION/EXPULSION**

Formal discipline removes the student from 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 academic year. Removal for less than 1 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 superintendent 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 whether or not expulsion is appropriate. This decision may not 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 legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **DUE PROCESS RIGHTS**

Should it be necessary to suspend or expel a student 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 his/her side, and the administrator will explain to the student the evidence supporting

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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 the 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 his/her parents, legal counsel and/or by a person of his/her 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. Disciplinary action that 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.



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## THE 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. For additional information, please refer to the Vestaburg Community School Special Education Handbook.

## SEARCH AND SEIZURE

The search of a student and his/her 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, non-commercial 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:

Material cannot be displayed if it:

- Is obscene to minors, libelous, indecent or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.



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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.



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## SECTION 5 - TRANSPORTATION

### BUS TRANSPORTATION

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

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### 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. Students must comply with the following basic safety rules:

#### **Previous to loading (on the road and at school:**

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip:**

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;

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- keep books, packages, coats, and all other objects out of the aisle;
  - be courteous to the driver and to other riders;
  - not eat or play games, cards, etc.;
  - not tamper with the school vehicle or any of its equipment.

#### **Leaving the bus:**

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

#### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random- selection basis. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

#### **BUS DISCIPLINE**

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

Students that do not follow the expected conduct on the school bus may be removed by the driver for up to 3 days. In addition, the student may be referred to the superintendent for further consequences.

\*Severe Clause: In the case of improper behavior that puts students, bus drivers, 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 3 days of non-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



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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 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 the 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 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 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 his/her vehicle at all times regardless of who is driving it. Students may not park 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.



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## SECTION 6 - 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.

The 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 (located on the back of the green sheet during enrollment/start of school/registration information).

### 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:

- **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.
- **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.
- **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

- **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
- **Software** includes but is not limited to computer software, print, and non-print resources.
- **Networks** include but are not limited to all voice, video, and data systems including the district's internal network, and the Internet.



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## 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 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:**

- Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from outside resources, which facilitates learning, and enhances educational information exchange.
- Access district networks and the Internet to retrieve information and facilitate learning and enhance educational information exchange.

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- Sign up for approved listservs and newsgroups on the internet, which facilitate learning and enhance educational information exchange.

**Responsibilities - Members are responsible for:**

- Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- 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.
- Keeping hardware and software from being removed from school premises without prior consent from the technology coordinator.
- 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.
- Make sure that all food and drinks are kept out of the computer labs and away from all computers.
- Preventing and knowingly installing computer viruses on school equipment.
- Properly using and caring for that hardware and software which they have been trained to use and refrain from using any technology for which they have not received training.
- 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.
- 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.
- Adhering to district guidelines as it pertains to plagiarism or the unwritten consent from the author from which it is derived.
- Adhering to district policy and guidelines as it pertains to web page development and design.

**Members are prohibited from:**

- Using the technology for personal or private business, including product advertisement or political lobbying, or for making any financial commitments on the Internet.
- Maliciously using technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- Accessing materials that the district deems inappropriate to children or not suitable for school use.
- 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:

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

**Notes:**

- Files on the network are district property and subject to control and inspection.
- 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**

- Members violating any of these Rights and Responsibilities may be banned from using school hardware and telecommunications software to access the Internet.
- Members will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- 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

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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.



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## SECTION 7 – Athletic/ ExtraCurricular/Academic Code Book

### PHYSICAL INJURY/ILLNESS/CONCUSSIONS

All students must have a current athletic physical form on file as required by the MHSAA.

Any student who suffers an injury or illness, including concussions, calling for a doctor's care that causes an absence from school, must present a clearance notice from the treating physician or the authorized team physician to begin participating again. This includes all physical activity including recess, physical education, and/or any other activities that require any physical exertion.

Concussion Information: Vestaburg Community Schools recognize the importance of the pertinent safety of our students and as a result abides by guidelines set forth by the State of Michigan and the Michigan High School Athletic Association including providing parents and students with updated information and materials annually regarding concussions. By signing the acknowledgment page at the end of this handbook, I acknowledge that I have received such material.





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## SECTION 8- APPENDIX

### 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.
- Establishing 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 every day, 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 content standards and benchmarks.

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- 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 regularly and working with families to support students' learning.
  - Valuing and respecting the importance of the parents' role in the education of their children.

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

*An up to date Vestaburg Community School Handbook can be found on the school's website at [www.vcs-k12.net](http://www.vcs-k12.net). Please be advised that by signing the Student Enrollment Form you are agreeing that you have read and understand all policies as they are presented in this handbook.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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