

Family and School Relationship Handbook

**Written and revised for the
2016–2017 School Year**



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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 Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative 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 in August. If you have questions or would like more information about a specific issue or document, contact the school principal.

Welcome Vanderbilt Area School!

Inside this handbook are policies that the Vanderbilt Area School has put in place to insure an orderly place for students to learn. You will find rules and procedures that will lead to the kind of learning institution we all wish for our children.

We are proud that we are moving in a direction of increased learning opportunities for your children. The staff has spent many hours this summer getting ready for the new school year. We are confident that this community will be provided with the best education ever.

We are here to serve you. Please let us know whenever you have a concern about your child's education. We're looking forward to a wonderful year.

Our office hours are 7:45 a.m. until 3:30 p.m., Monday through Friday.

If you wish to speak with me or leave a message for your child, please call (989) 983-2561. Please feel free to stop by and visit with me.

We're looking forward to a wonderful year!



SECTION I - INFORMATION

MISSION OF THE SCHOOL

The mission of the Vanderbilt Area School District is to graduate respectful, responsible, lifelong learners empowered to meet future challenges.

EQUAL EDUCATION OPPORTUNITY

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

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

Superintendent (989) 983-2561

The complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

The school day for VAS is 8 a.m. to 3:05 p.m.

The complimentary breakfast program operates from 7:40 to 7:55 a.m. daily

Early dismissal 11:30 a.m.

NON-DISCRIMINATION

The board of education will comply with all local, State and Federal laws and regulations prohibiting discrimination. No person, on the basis of race, color, religion, national origin, age, sex, or handicap shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the board of education is responsible.

STUDENT RIGHTS AND RESPONSIBILITIES

1. Each citizen has individual rights and freedoms, which are guaranteed and protected by Federal and State Constitutions and by various Federal, State and Local Statutes. Among those rights are the rights to express opinions and assemble peaceably.
2. Students attending the Vanderbilt School, however, must exercise these rights within the framework of the school code contained in this policy. 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, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
3. Students have the right to expect reasonable, fair, and just treatment from the school and its employees. The school and the school employees have the right to expect the same from the student. Freedom carries with it responsibilities for all concerned.
4. Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns which may help their child better accomplish his/her educational goals.
5. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the school principal or his/her teacher.

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

CHAIN OF AUTHORITY OR COMMAND

If a concern arises between a student or parent and a staff member, please first discuss the concern with the staff member involved. If an agreement is not reached at this level, contact the school principal/superintendent. If no agreement is reached, the next level is to approach the School Board at the regularly scheduled meeting, which is usually held the second Wednesday of the month.

GENERAL INFORMATION

1. The school will need a local emergency phone number on file in the office. **Please keep this updated with the school office.**
2. Adults are required to sign out students at the office when a child leaves school during the school day.
3. Communicable diseases such as chicken pox, measles and mumps are to be reported to the school office as required by the Health Department.
4. If you have a change of address or anticipate leaving the district, please notify the school as soon as possible.
5. Throughout the school year you will receive notes from the teachers and the principal. These communications are written to keep you informed about our children's special events and programs. We hope you will be able to attend some of the special events planned for this school year.
6. A true emergency is the only excuse for students to use the office telephone. A phone is available for students use before/after school and during lunch.
7. State tests will be given to 3rd–8th & 11th grade students in the spring.
8. Vision tests are given each year for children in kindergarten and first grades. Hearing tests are given each year for children in kindergarten, second, and fourth grades.
9. Teachers welcome the celebration of birthdays. However, please check with the classroom teacher before sending treats to school.
10. If a problem arises with your child in school please call your child's teacher first. We are happy to work with parents in resolving problems, always taking into consideration the best interests of the children.
11. Field Trips: In order to go on a trip, there will be a permission slip signed by the parent/guardian, with a phone number that they can be reached at in case of an emergency, on file with the office. In addition, the permission slip must be signed prior to the day of the field trip. Phone calls to the office will not be accepted as permission to attend a trip. **NO EXCEPTIONS.**
 - A. All transportation rules apply to field trips.
 - B. Students that have been suspended within the current semester will not attend fieldtrips.
 - C. Chaperones are not permitted to smoke on the field trips.
 - D. Please remember that you (the student) are representing our school and you should be on your best behavior. All school rules are in effect on field trips.
12. School Insurance: The Board of Education offers a voluntary insurance plan that parents may purchase to cover students. A packet explaining the coverage is sent home early in the school year.

ENTRANCE AGES

Kindergarten

A child must be five years of age on or before September 1 of each year, but we strongly recommend your child be 5 years of age by

August 30. **All kindergarten registrant's ages must be certified by a legal birth certificate at the time of registration.**

Registration for new students

Registration for new students is completed on arrival in the office. A parent must accompany the child. All students must have a birth certificate, current immunization record, Social Security number, and proof of residency in the Vanderbilt School District

Enrolling

Students are expected to enroll in the attendance district in which they live, unless enrolling under the districts open enrollment policy. Parents of students new to the School District should contact the school secretary for enrollment information. Homeless 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. The student's transcripts from the previous school(s), social security number, birth certificate, and immunization records must be supplied to Vanderbilt Area School. Court papers allocating parental rights and responsibilities must be provided if appropriate.

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

Emergency Medical Authorization

The Board has established a policy that every student must have a Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

Immunizations

The State of Michigan requires that children be adequately immunized to start school or approved State waiver must be completed at your local health department. Each child must have documentation of the following:

1. Five doses of **DPT** (minimum).
2. Four doses of **POLIO** (minimum).
3. Two doses of **MEASLES, MUMPS AND RUBELLA**.
4. Three doses of **Hepatitis B**
5. Two doses of **Varicella (VAR- Chickenpox)**

6th grade students are required to have the above immunization and the additional immunizations:

1. One dose **Meningitis**
2. One dose **Tetanus/Diphtheria/Pertussis (Tdap)**

This documentation must be given to the school office upon registration of student or by beginning of school.

STUDENT WELL BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drill and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students must have an emergency medical card completed, signed by the parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by physician to the school office.

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical

attention is required, the office will follow the school emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. **The office will notify the parent. No student will be released from school without proper parental permission.**

Medication

All medicines must be brought in original prescription container, to the office by a parent/guardian. . The principal is available to discuss the procedure for medication and treatments.

A “Permission to Medicate Form” must be completed and kept on file. Medications will be administered under staff supervision.

Inhalers may be used by students in gym class. Under no circumstances are children to keep medication in their desks, pockets, etc. and take it themselves.

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.

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.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and returned to class. If medical attention is required, the office personnel will follow the school’s emergency procedures.

If a student becomes ill during the school day and is sent to the office by his/her teacher, the office staff shall contact the parent who will determine whether the student should remain in school. **No student will be released from school without proper parental permission.**

Control of casual contact

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 a highly transient pest, such as lice.

Head lice is a continuing problem among many school–aged children in Michigan. In order to prevent it from becoming a problem among our students we are asking that you check your children’s head carefully. If evidence of head lice is found, treat the children and any other infested family members before student/s are sent back to school.

Routine head checks will be conducted each month and on an as needed basis

- A parent/guardian will be notified to pick up their child when head lice or nits are found. The child will need to be treated before returning to school. Students may return the day after treatment.
- Students that have nits close to the scalp (within about ¼ inch) will be required to have the nits removed and the scalp treated with pediculicide (head lice treatment) with the brand label from the treatment submitted to the office.
- The student may return to school if the treatment was performed.
- The treatment may be required again in 7 to 10 days, with all nits being removed once again.

Tips for Lice Removal

- Go to a doctor and get the prescription he/she recommends.
- If you buy an over–the–counter brand, it will not be as strong. If you qualify for Medicaid, it will cover the shampoo and doctor’s visit.
- Use the shampoo on your child’s hair as directed

- Comb out all of the nits or tiny eggs by using the special tiny toothed comb provided. It takes a long time to do this, but it can be done. Sometimes the nits turn white and become loose on the hair shaft. That means the treatment has been effective. Repeat treatment of hair as directed by the shampoo manufactures.
- Please caution your children about sharing combs, hats or other clothing.
- Wash all combs, brushes and picks with lice shampoo.
- Wash all hats and coats in hot soapy water.
- Wash all bedding, pillowcases, couch pillows, carpets, etc
- It is recommended that everyone in the family use the shampoo.

If you were asked by the school to treat your child for lice, someone from the school will check their head again upon their return to school. If they still have nits or lice, you will be asked to remove them from their hair before they are allowed to return to school.

Communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Documented childhood illnesses such as those listed are automatically reported to the Otsego County Health Department.

Control of non-casual contact

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and blood-borne pathogens when 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.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule must be handled through the student services' office. It is important to note that some courses may be denied because of available space or the need to take prerequisites.

RELOCATING TO ANOTHER SCHOOL DISTRICT

Students who plan to leave the elementary school to enroll in another district should follow this procedure:

1. Please notify the office in advance. We need to know the new address, date of the move, and name of the school where the child will be enrolled.
2. Return all classroom textbooks and library books.
3. Take all personal items home
4. Clean out locker thoroughly.

Transferring out

If a student plans to transfer out of Vanderbilt Area School District, the parent must notify the school secretary. Transfers will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

Withdrawal from school

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents/guardians. All school materials must be returned, lockers cleaned out, and fees/fines paid in full before administration will sign withdrawal form.

CLOSED CAMPUS

Vanderbilt Area School is a closed campus. Students are not permitted to leave the school grounds at anytime once on school property without administration approval.

Students under the age of 18 must have direct permission from their parents/guardian to sign out for appointments. Direct permission means either written permission or a phone call between the parent/guardian and school secretary.

Leaving campus without permission or without signing out will be considered skipping and will be dealt with according to the discipline procedures in the handbook

STUDENT RECORDS

The School Secretary is the District Records Officer responsible for the processing and maintenance of all student records and can be reached by calling 983–2561. In compliance with Federal regulations, the Vanderbilt Area School has established the following guidelines concerning student records:

Directory Information

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information by making their wishes known in writing to the Principal. Directory information includes: a student's name, address, and telephone number; date and place of birth; photograph; major and minor field of study; participation in officially recognized activities and sports; height and weight of athletic team members; dates of attendance; date of graduation and awards received; most recent previous educational agency or institution attended by the student; and any additional information the District considers not be harmful or an invasion of privacy, if disclosed.

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

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

Each student's record will be kept in a confidential file located in the student services office. The information in a student's file will be available for review only by the parent(s) or legal guardian, adult student (18 years or older), and those designated by federal law or district regulations.

A parent, guardian, or adult student has the right to review and receive copies of all educational records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the School Secretary, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

A parent(s), guardian(s), or 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 request for such an amendment must be submitted to the school administrator in writing.

A parent, guardian, or adult student has the right to either obtain a hearing with district officials or file a complaint with United States Department of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal

Education Rights and Privacy Act (FERPA).

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605
www.ed.gov/offices/OM/fpco

An individual has the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent.

Information on former students also falls into directory and confidential information categories and with availability on the same basis as enrolled students.

STUDENT FEES, FINES AND CHARGES

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

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

The District will provide all basic supplies needed to complete the required course curriculum. Students are expected to take proper care of books or other supplies and return them at the end of use. Students will be required to make restitution at the cost of the replacement for books or other supplies that are damaged, worn excessively, or not returned. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code. Late fines can be avoided when students return borrowed materials promptly.

Overdue library materials will be assessed a fine at a rate of \$.05 per day. Late notices will be generated on a daily basis for items with a one-week or two-week due date, and the first late notice will be given to the student one week after the due date. Therefore the student will have a 4 school day grace period to return the overdue book. For materials with a 24 hour due date, the first late notice will be given to the student the next school day after the due date.

REVIEW OF INSTRUCTIONAL MATERIALS

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

MEAL SERVICE

A Free Breakfast Program is offered daily to all students. There is no playground supervision prior to 8:00 a.m. daily.

The school participates in the National School Lunch Program Community Eligibility Provision which makes free lunches available to students. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the Vanderbilt Area School Free-and-Reduced Price Meal Program are distributed to all students. In order for Vanderbilt to continue to receive the Community Eligibility Provision Free lunch program we must have the free and reduce lunch applications completed and sent back to the school. It also gives the school the chance to apply for grant money, which helps our children in many other ways. If a student does not receive an application please contact the School Secretary.

Food and beverage, with the exception of bottled water, is not permitted beyond the cafeteria and adjacent tiled areas. No beverage other than water is allowed in gym.

Lunchroom expectations

Misbehavior or violation of lunchroom rules will result in disciplinary action, including removal from the lunchroom.

- Form a single line in the cafeteria.

- Keep your own place in line – no cutting, saving places, running, pushing, etc.
- Throwing food or other items will not be tolerated. Violation of this rule will result in removal from the lunchroom and disciplinary action will follow.
- Stay in your seat until finished eating. Return your tray, throw away any garbage, and return to your seat.
- You may quietly visit with others at your table.
- You are responsible for your own area. Wipe up your messes, pick up paper, etc. The floor is to be as clean as you found it.
- The lunchroom supervisors may assign seating
- The lunchroom supervisors will dismiss you.
- Food will not leave the lunchroom.
- If you have a question or problem, raise your hand for help.
- There will be no horseplay of any sort in the lunchroom. It is your responsibility to behave in a socially correct manner at all times. If you choose to behave in an unacceptable manner, you may lose the privilege of eating in the lunchroom and disciplinary action may follow.

Playground procedures

To keep the playground safe and a pleasant place to be, the following rules will be strictly enforced:

- Follow directions first time given.
- Fighting, tripping, pushing, kicking, hitting, biting, spitting, or pinching, or throwing objects which might injure another person, such as snowballs, sand, or other surface materials area all considered unacceptable behavior.
- All playground equipment will be used in the proper manner. Respect the equipment as if it were your own personal property.
 - ▶ Students must sit in swings. Do not stand, walk behind, twist or jump out of the swings while moving. One person on a swing at a time.
 - ▶ Students must sit down, facing forward while using the slides. Do not stand at the top for form a train to slide down. Children with long scarves should not use the slide. Do not climb up the slide or up the outside of the covered slides.
 - ▶ Climb down the monkey bars, making sure no one is below you as you climb down. Students may not jump off or walk across the top of the monkey bars. Do not hang upside down or do flips off the rings or parallel bars.
 - ▶ There is no pushing anyone off the big tires.
- Students may play catch with balls away from the building. No balls should be thrown at the building. Students may play kickball in the open area, away from the equipment. Absolutely no tackling or pushing to the ground.
- You may play games that will not injure another student. You may not play games that involve pushing, hitting, and kicking other children such as chicken fighting or king of the hill.
- There will be no swearing or other improper language or gestures used on the playground.
- Children will stay within the fenced area.
- There is **NO** food or drink allowed on the playground.
- Stay out of the puddles and off the ice that may form in cold weather.
- Respect other peoples space. Keep our hands and feet to yourself at all times.
- Be courteous and a good sport.

- Speak respectfully to each other.
- Toys and electronic devices are allowed at recess under supervisor’s discretion. Please note that VAS will not be responsible for loss or damage to anything brought from home.
- If you have a problem with someone on the playground, please let one of the supervisors on the playground know about it right away. Do not take matters into your own hands. You could end up in just as much trouble as the other person.
- Report bullying to the recess supervisor immediately.
- Stop playing immediately when the signal is given.
 - ▶ **ONE** whistle blow means to stop and listen for instructions. Example: We will blow the whistle one time to get someone’s attention when not using equipment properly.
 - ▶ **TWO** whistle blows means that it is time to stop playing and line up to go inside.
 - ▶ **THREE** whistle blows means that there is some kind of emergency (lockdown or medical emergency) and to stop and line up along the back fence.

Playground Consequences

1. 1st time: Documented verbal Warning
2. 2nd time: Stand along the fence for recess
3. 3rd time: Walk along the fence for recess
4. 4th time: Write sentences in the office during recess
5. 5th time: Call home to explain to your parents
6. 6th time: Office referral

Definitions

Assault – one student initiates and the other student takes defensive action.

Fighting – involves two students – use of open hand or fist.

Reckless horseplay – Pushing or shoving one another.

INCLEMENT WEATHER RULES

Students may stay in when the temperature falls below 10 degrees, or at the discretion of the principal and/or playground supervisors. The teachers will be notified 30 minutes prior to the lunch time. The wind chill factor will be a key factor when we make a decision.

Students are asked to wear clothing suited for outdoor play (boots, warm jackets, hats, mittens, snow pants, or a change of pants).

We believe students who are well enough to be in school are well enough to go out at recess because socializing with other children, fresh air, and exercise help a child develop into an emotionally well balanced adult.

During the school year, if situations warrant, the playground and inclement weather rules may need to be modified. We will make every effort to keep you, the parents, informed.

Drills

The school complies with all fire safety laws and will conduct fire and emergency response 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 or appropriate action taken in case of tornado or lockdown. Students must follow the directions of their teachers or other staff.

Tornado drills will be conducted during the tornado season using the procedures provided by the State of Michigan.

Closings and delays

- Television Stations: TV 7&4; TV 9&10; TV 29 & 8; Fox 33 Radio Stations: 106.7 FM; 105.9 FM; 105.1 FM; 103.5 FM; 102.9 FM; 101.5 FM; 93.5 FM
- Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

We welcome visitors; however, to minimize the number of interruptions to students in the classroom environment, we need to ask for your cooperation.

The Vanderbilt Board of Education recognizes the importance of developing and maintaining open lines of communication between the home and school. The Board encourages parents and other citizens to visit the schools. At all times, visitors shall be treated courteously and made to feel welcome in the school. Persons entering a school building shall immediately sign in and obtain a visitors pass. Parents are urged to make arrangements in advance to meet their child's teacher, the principal, or visit their child's classroom.

We want to do everything we can to ensure that our children are provided a safe educational environment.

1. If you wish to visit your child's classroom, permission must be granted from the principal and the teacher, before you enter the classroom. While we welcome you to come and observe your child in the classroom, our intent is to minimize disruptions for all of the students. If visitation should become excessive or disruptive, authorization will be withheld. It would really be helpful if you would call the school beforehand at (989) 983-2561 and make arrangements.
2. If you wish to bring something to your child, or your child is entering or leaving school during the school day, please go to the office. We will be more than happy to deliver items or bring your child to the office, thus minimizing interruptions.
3. If you wish to speak to your child's teacher, please call ahead and make arrangements to do so at a time that is mutually convenient.
4. For the safety of our children, at the end of the day, parents/Guardians are NOT to go to their child's classroom without a visitors pass issued in the office.

Secondary students may not bring visitors to school.

TOYS

Because of their potential distraction in the classroom and their expense, we ask that students leave electronic games and toys at home. **Students may not bring toy guns, knives, bullets and laser lights.** Any toy or object that is presented as a real weapon, reacted to as a real weapon or converted from its original form to threaten or injure another person shall result in suspension or expulsion. This includes but is not limited to padlocks, pens, pencils, chains, jewelry and so on.

DANGEROUS WEAPONS

Students in possession of a dangerous weapon/firearm, who commit arson on district grounds, in district buildings, or at district or school sponsored events, will be permanently expelled from school and referred to the criminal justice system or juvenile delinquency system and community mental health agency. The parent, legal guardian, and/or student will also be notified of the referral. The board authorizes the Superintendent or the Principal and/or other district officials to expel students.

If a student threatens to bring a weapon to school or cause injury to a staff member, student or person associated with the district it shall result in a suspension/expulsion. A referral to the juvenile justice system will be made.

BICYCLES

A bicycle rack is located at the front entrance of the school. When bicycles are ridden to school, they must be placed on the rack. Students are to ride only their own bike. The bikes may not be ridden at any time during the school day. The school is not

responsible for the security of the student's bike.

LOST AND FOUND

The lost and found area is located in the Main Office. Students who have lost items may retrieve their items if they give a proper description. Vanderbilt Area School is not responsible for a student's personal property. All unclaimed property will be donated to charity at the end of the school year.

STUDENT SALES AND FUND-RAISING

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

Students attend school primarily for an educational purpose. As a general rule, fundraising is not encouraged; the school will fund the expenses it deems necessary from its general fund.

It is understood that it is a learning experience to raise money for some student activities. The relationship between work and monetary reward resulting from work is important for students to learn. When fundraising is appropriate, groups must complete the Application for Fundraising available in the school office and submit it for approval to the Principal. A list of appropriate fund-raisers reserved for specific classes can be obtained from the school Office.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Calls may be made for legitimate, school related reasons with permission of the office staff. Except in an emergency, students will not be called to the office to receive a telephone call. **Office personnel will initiate all calls on behalf of a student seeking permission to leave school.** After school arrangements and routine matters are to be worked out before coming to school as much as possible.

FIELD TRIPS

Field trips are academic activities held off school grounds. There are also other trips as part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without written parental consent. No student will be barred because of financial hardship from participation in school-sponsored field trips occurring during regular school hours, which involve student costs. Attendance and conduct rules apply to all field trips. All chaperones must be 21 unless approved by the staff that is escorting them.

SECTION II - ACADEMICS

Adding and dropping classes

At the beginning of each semester, students will have a one-week period in which to drop and add classes. The teachers, parents/guardians academic advisor, and Principal must approve all changes. A written statement must be presented to the committee for consideration.

Grades

Vanderbilt Area School has a standard grading procedure, as well as additional notations, which 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 knowledge. In general, students are assigned grades based on test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Marking period grades will be calculated on a percentage basis. Semester grades will be reported as letter grades. The Grade Point Average (GPA) is calculated on a 4.00 scale. Percentage grades are available from the individual teachers.

A = 4.00	93% – 100%	C = 2.00	73% – 76%
A–= 3.67	90% – 92%	C–= 1.67	70% – 72%
B+= 3.34	87% – 89%	D+= 1.34	67% – 69%
B = 3.00	83% – 86%	D = 1.00	63% – 66%
B–= 2.67	80% – 82%	D–= 0.67	60% – 62%
C+= 2.34	77% – 79%	E = 0.00	equals 59% or below

Assignments not turned in by the due date will receive a 0.

Grading Periods

There are four marking periods in each school year. Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. First and third marking period report cards are distributed at the parent-teacher conferences. Second marking period report cards students will bring home. Fourth marking period report cards will be mailed.

Teachers will also complete progress reports for each student to be sent home every two weeks. Students will be required to return their progress report signed by a parent/guardian. At the midway point of each marking period students will be required to return their progress report signed by parent/guardian.

Promotion, placement, and retention

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with his/her teachers and student services coordinator to ensure that all requirements are being met. Information about credit and course requirements is available in the Student Services Office.

Grade Level Determination

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

- Freshman = 0 – 5.5 Credits
- Sophomore = 6 – 11.5 Credits
- Junior = 12 – 17.5 Credits
- Senior = 18 + Credits

Students whose regular graduating class has already graduated and who have earned less than 16 credits must have the approval of

the Vanderbilt Area School Board to enroll in classes. Criteria for enrollment include school behavior, continued progress toward graduation, and others that may pertain to each individual case.

Attendance at class meetings and eligibility for co-curricular and extra-curricular activities will be based on number of credits earned, not on years of enrollment.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma, walk at graduation and graduate, a student will need to meet district requirements for basic course work, earn a minimum of 22 credits and meet state graduation requirements. A student enrolled in special education may be given accommodations for MEAP or ACT/MME Tests. The I.E.P.C. Team makes such an exemption. The student may still need to earn the required credits indicated by the I.E.P.

Class of 2011 and beyond

English (4) – Eng 9, 10, 11, 12.

Math (4) – Algebra 1 & 2, Geometry, and an elective in senior year

Science (3) – Biology, Chemistry, and an elective

Social Studies (3) – W. History, U.S. History, Gov./Econ.

Health (1/2)

Phys. Ed. (1/2)

Applied/Fine Arts (1)

Online (1)

World Language (2)

Electives (3)

Required credits to graduate: 22

Additional sources of credit:

Drivers Education (1/2 credit)

Dual Enrollment

Middle College with Kirtland Community College

Any student in 11th or 12th grade may enroll in a post-secondary program, providing the student meets the requirements established by the District and by law. Any interested student should contact the student services coordinator to obtain necessary information and submit an application for dual enrollment by the deadline.

The grade you receive in your college class will be listed as your grade on your high school transcripts. And count in your GPA for graduation and all academic honors.

If you drop a dual enrollment class, it must take place during the college drop and add time window. If you drop the class after the college time window it will result in an “E” on your high school transcript and will be figured into your grade point average.

If you withdraw from your dual enrollment class, it will result in an “E” on your high school transcript and will be figured into your grade point average.

If you fail a dual enrollment class, an “E” will be placed on your high school transcript and will be calculated into your grade point

average whether you've taken the class for high school credit or not.

On-Line Coursework

Both the student and his/her parent/guardian must sign an on-line courses contract and return it to the student services office by the deadline before a student will be permitted to enroll in an online course. If an online class is failed the student's effort in the class will be reviewed. If it is deemed that the student's lack of effort was the reason for failure, the student must reimburse the school for the class prior to enrolling in a second online class.

Grade assigned credit / no credit for all online classes. On-line classes a score of 60% or better must be earned to receive credit.

Incoming credits

Course approval/acceptance and credits assigned will be determined by the student services director.

RECOGNITION OF STUDENT ACHIEVEMENT

Honor Roll

The Honor Roll is announced after each nine weeks' and will consist of students who have earned all A and B grades. Honorable mention will be given to students who have earned all A and B grades, with the exception of one C+ grade.

Academic Awards

An academic recognition night will be held each spring. Awards may be given in: Art, Computers, Physical Education, Health, English, Science, Mathematics, Social Studies and foreign language.

Criteria for Elementary/ Middle School Awards:

Excellence Award Pin –

*Student must maintain a minimum of a 90% or better through mid-point of the final marking period.

*Student must have demonstrated excellence in work submitted

Achievement Award Certificate –

*Student must maintain a minimum of 80% or better through mid-point of the final marking period.

*Student must have demonstrated improvement in work submitted

Criteria for High School Academic Awards:

Excellence Award –certificate and medal/pin issued

*Student must maintain a minimum of 90% or better, in a course within the department

*Student must have demonstrated excellence in work submitted

*Student must have demonstrated excellence in his/her responsibilities as a student.

Achievement Award – certificate issued

*Student must maintain a minimum of 80% or better, in a course within the department.

*Student must have demonstrated improvement in work submitted

*Student must have demonstrated excellence in his/her responsibilities as a student.

Criteria for Academic Letters/Pins

1. Only full-time high school students will be considered
2. All classes count
3. Based on first three nine week marking periods
4. Awarded for 3.0 to 4.0 GPA

Criteria for National Honor Society Cords

1. Must have a GPA of 3.0 or better
2. Member of National Honor Society

Criteria for Honors Graduates

1. Must have a GPA of 3.0 or better

Criteria for Matthew Whitman Citizenship Award

1. Chosen by the principal
2. Must exhibit superior citizenship
3. Must exhibit superior respect for all students, teachers, and staff
4. Must be a senior and a full time student
5. Must have attended VAS for one (1) full year
6. No behavioral referrals during senior year
7. 2.0 GPA or better

Criteria for Outstanding Senior (Vanderbilt Award)

1. Chosen by the principal
2. Of all the seniors, the student must exhibit the best for the following categories: citizenship, grades, participation in extra-curricular activities, community involvement, and respect and responsibility.
3. Must be a full time student.
4. Must have attended VAS for one (1) full year.

Criteria for Vanderbilt STAR Citizenship Award:

1. Each teacher may nominate one or two students for consideration by the entire high school teaching staff.
2. Confirmation by all high school teachers
3. No office behavioral referrals for the year
4. Student must have demonstrated excellence in his/her respect to staff and students
5. Student must have demonstrated excellence in his/her responsibilities as a student
6. Any number of STAR awards may be issued in any given year.

Criteria for Valedictorian and Salutatorian Selection

The senior class valedictorian shall:

1. Have a minimum cumulative grade point average of 3.5.
2. Have the highest cumulative grade point average in the senior class. In the event of a tie, more than one Valedictorian will be selected.

The senior class salutatorian shall:

1. Have minimum cumulative grade point average of 3.0.

2. Have the second highest GPA in the senior class. In the event of a tie, more than one Salutatorian will be selected.

The Superintendent/Principal and student services coordinator will verify the GPA of the Valedictorian and Salutatorian. Cumulative grade point averages will be carried to three (3) decimal places and will not be rounded up or down. GPA will be calculated at the end of 7 ½ semesters.

To be eligible for either honor, a student must attend Vanderbilt Area School for his/her full senior year. A full senior year shall be defined as two complete consecutive semesters as a senior.

ATHLETIC AWARDS

See the Vanderbilt Area School Athletic Handbook for all policies related to athletics.

Homework

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

Student Assessment

As a measure of student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These tests are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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

Intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may be required. The school will not knowingly violate the rights of consent and privacy of a student who participates in any form of evaluation.

College entrance testing information can be obtained from the student services coordinator.

Special Education

Vanderbilt Area School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent/guardian should contact the Principal.

Section 504

The Americans with Disabilities Act (ADA) requires the school to insure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents/guardians who believe their child may have a disability, which substantially limits the child's ability to function properly in school, should contact the Principal. A "Section 504 Grievance Form" is available from the Principal.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. The student will receive his/

her username and account when this form is signed and returned. 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.

STUDENT ACTIVITIES

School Sponsored Activities

The school provides students an opportunity to broaden their learning through curricular–related activities. A curricular–related activity may be required to earn credit for a particular course, and/or it may contain school subject matter.

The school has many authorized student groups. 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 do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities, such as recreational sports& dances. Student may not attend extra curricular activities if absent from school that day. All students are permitted to participate in activities of their choosing, as long as they meet eligibility requirements.

In the event an 8th grade student is participating on a high school athletic team, that student may attend activities related to his/her sport (this does not pertain to dances).

School dances

All dances must be approved by the administration. All dances will be supervised by parents and faculty. Chaperones and faculty are responsible for supervision for the dance. Students must attend school the day of the dance in order to attend. Students absent due to medical reasons must have a doctor/dentist note to attend if absent the day of the dance.

No middle school students are allowed in high school dances. No student may leave the building after being admitted to a school sponsored dance unless they are leaving the dance and all school property for the remainder of the evening. All high school dances shall last no more than three (3) hours and shall end no later than 11 pm. Middle school dances shall be no more than three (3) hours and shall end no later than 6 pm. Middle school students may not bring guests.

Guests of VAS students are allowed at homecoming and prom dances only. Guests may not be over 20 years of age and must be in good standing with Vanderbilt Area School. Guests are allowed at the discretion of the Administration. Guests are subject to all student rules for dances and may be asked to sign a guest list, All dances other than homecoming and prom are for VAS students ONLY.

Non–school 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 Principal. The application must verify the following:

1. The activity is being initiated by students;
2. Attendance is voluntary;
3. No school staff person is actively involved in the event;
4. The event will not interfere with school activities;
5. Non–school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Organizations not sponsored by the district may not use the name of the school or the school mascot.

Student right of expression

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

1. Materials cannot be displayed if it:
 - A. Is obscene to minors, libelous, indecent or vulgar;
 - B. Advertises any product or service not permitted to minors by law;
 - C. Intends to be insulting or harassing;
 - D. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. 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 to and exit from the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

Athletics

The school provides a variety of athletic activities in which students may participate providing they meet applicable eligibility requirements. For further information, see the Vanderbilt Area School Athletic Handbook.

Student employment

The school does not encourage students to take jobs outside of school that could interfere with their success in school. However, if a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her Student Service Coordinator to discuss any legal requirements and obtain any needed documents. Work permits are obtained from the Main Office.

SECTION III - STUDENT CONDUCT

ATTENDANCE PHILOSOPHY

Attending school is both necessary and the law. Students, who do not maintain good attendance may fail, lose certain privileges, and be taken to court. Vanderbilt Area School has an attendance policy to avoid these negative consequences for all students.

The Board of Education is required by the state to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, discussions, and other related activities. As such, regular attendance and classroom participation is integral to instilling incentives for the student to excel. The learning process is a progressive activity with each day's course work building upon the foundation established on previous days. Whenever a class is missed, the learning process may be harmed and the student can experience difficulties. Responsibility is a learned behavior and employers and institutions of higher learning as evidence of responsible student behavior consider regular school attendance patterns. The Vanderbilt Area School attendance policy is designed to encourage regular school attendance and an "on the job" attitude for students to follow and maintain throughout life. Each student attending Vanderbilt Area School is expected to make every effort to attend school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Attendance procedures and policy

For credit to be earned, a student is expected to be in attendance each scheduled day of the school year and earning a passing grade in the class. More than ten (10) "hours" of absence in a course per semester is considered excessive. A student with more than ten (10) "hours" of absence in a course per semester may fail to earn credit as determined by Attendance Review Committee. This committee will consist of an administrator and the student's teachers.

An opportunity will be offered for a student to make up hours lost due to absences. This opportunity will be provided through attendance at an early morning or after school "work session". Coursework shall be the focus of the work session, if the session is to count as make-up for class time missed. Class time and assignments made up in this manner will NOT guarantee the student will pass. It only gives the student the opportunity to continue to work toward earning credit.

Driving Privileges

Students are reminded that driving to school is a privilege that may be withdrawn if an unsatisfactory attendance pattern develops or do not meet eligibility requirements.

To be eligible to have driving privileges the student eligibility will be determined by overall grades average to a minimum of D (65%). In addition, a student must not be failing any subjects with a grade of E (below 60%). Each student will be allowed to have one week of Grace Period during the year where the student is passing (60%) all classes but with an average between 60% and 65%. Students who do not meet eligibility requirements will forfeit their driving privileges for the following week. Students who exceed the attendance limitations during a semester will forfeit their driving privileges for the remainder of that semester.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, the student must report to the school office before proceeding to his/her first assigned location. Students who are more than 10 minutes late will be considered absent for that instructional period. Parents will be notified by a phone call or note from the teacher if a second tardy occurs. Further tardies will be referred to the Principal. Middle School tardies accumulate for nine (9) weeks and High School tardies accumulate for one (1) semester.

Consequences (per hour, per semester)

- 1st Tardy – Warning given
- 2nd Tardy – Detention – 30 minutes with teacher

- 3 + Tardies – Level 1 Referral and associated consequences

If the student does not attend his/her assigned detention, it will be considered insubordination and dealt with per handbook.

Absence defined

Students are expected to attend all classes every day, unless excused by their parent(s) and/or guardian(s) and approved by the school authorities for the following reasons:

- Illness (Illness extending three consecutive days will only be excused with a doctor’s note)
- Medical or dental appointments (doctor’s statement required)
- Automobile accident
- Deaths or funerals
- Emergency situations acceptable to the principal/designee
- Established religion observance
- Breakdown of school bus
- Court appearance

Attendance procedures

Parent(s)/guardian(s) are to contact the school at (989) 983–2561 regarding the reason for a student’s absence. Parents/guardians need to call between 7:45 a.m. and 8:30 a.m. For the safety of our students if we have not heard from the parent or guardian by 8:30 a.m. the school will contact them. Notes signed by a parent or guardian will also be acceptable if presented to the office before 1st hour class on the day the student returns to school.

If the number of absences per class exceeds ten (10) per semester and there are extenuating circumstances causing the excessive absences, a student may submit an application to the Attendance Review Committee for determination.

Parent–Guardian notification

The following procedure will be used whenever possible to notify parents of classroom attendance concerns. It is based upon maximum of ten (10) absences per semester.

1. At four (4) absences the Principal (by phone or mail) will contact the parent(s)/guardian(s) to review the consequences if absences continue. Documentation of this parent contact (or attempted contact) will be filed.
2. At ten (10) absences a letter will be mailed by the school requesting the parent(s)/guardian(s) and student to be present at a hearing of the Attendance Review Committee. A contract will be established stating what the student must do to continue in the class. This may include all or part of the following:
 - Additional assignments – Research papers, etc.
 - Make–up of all current work with teacher
 - Make–up time and assignments before school

IN ADDITION TO THE ABOVE NOTIFICATIONS, THE TRUANCY COURT WILL BE NOTIFIED PER THE FOLLOWING TRUANCY POLICY:

Truancy

Excessive unexcused absence from school (truancy) is not acceptable. Students who are truant may receive no credit for schoolwork that is missed. After 11 days of truancy in any semester, a student will be considered a “habitual truant” and the student and parent will be referred to the Truancy Court.

The Court's truancy prevention program's first step will be notification of an informal hearing for offenders to attend. This hearing will be in the evening after normal court hours. A representative from the school and the prosecutor's office will also attend. The Judge will preside over the hearing and it will be an informative hearing to explain to the parent and their child, all the ramifications they could face if this attendance pattern persists. The juvenile casework staff, in conjunction with the school, would then monitor the attendance patterns of the juveniles after the hearing. If the juvenile were maintaining satisfactory attendance, no further actions would be sought. If the attendance does not improve the juvenile and their parent(s) would move to step two.

The Court's step two begins with the prosecutor's office filing a formal request for action with the court. The formal court hearing would be scheduled. If the prosecutor can prove that the juvenile has been continually truant from school or their parent(s) have failed to have them attend school, they would be placed on a Diversion Agreement with the court. After being placed on a Diversion Agreement the attendance would continue to be monitored. If the juvenile's attendance still does not improve the case would continue to progress through the court and be placed on the Formal court calendar, with more intensive court involvement.

Attendance appeal procedure

If the student or parent/guardian wishes to appeal the Attendance Review Committee decision, he/she may do so within three (3) school days in writing to the Board of Education.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended will be given the opportunity to make-up missed work. Students must contact their teachers on the day they return to obtain assignments. Make-up work as a result of illness/emergency absence must be completed within the same period of days after returning to school as the length of absence, up to five days or the end of the current marking period, whichever is less. However, in cases where absence is due to suspension or is pre-planned, the student must obtain all work s/he will miss and submit completed assignments upon his/her first day back in school. In the event a student misses a test, s/he must contact his/her teacher to schedule a make-up test.

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as quizzes, labs or skill-practice sessions cannot be made-up and, as a result, may negatively impact a student's grade. An alternate assignment may be given at the discretion of the teacher. If the absence is unexcused or unauthorized, a student will not be given the opportunity to make up the work.

Unless an emergency arises or advance arrangements are made, semester and/or final exams must be taken at their regularly scheduled time. Exams missed must be made up within 2 weeks of the end of the semester. All senior exams must be made up and credit earned before a diploma will be issued.

If a student misses any state mandated test(s), the student must consult with the administration in regards to scheduling a make-up session.

CODE OF CONDUCT

A major component of the school's educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly, in accordance with established standards.

Expected Behaviors

In order to protect the safety of students, establish a good learning environment, and provide for the smooth operation of the school in serving students, rules have been established and will be enforced. Parents and students should review these rules together.

Each student is expected to:

1. Abide by national, State, and local laws, the rules of the school, respect the civil rights of others, act with courtesy toward adults and fellow students, be prompt to school, and attentive in class.
2. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background.
3. Complete assigned tasks on time and as directed.

4. Help maintain a school environment that is safe, friendly, and productive.
5. Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Dress that violates community standards or is offensive as judged by school staff
2. Hats and jackets/coats designed for outdoor use cannot be worn during school hours
3. Unclean or unsanitary clothing
4. Clothing that may be perceived as gang related.
5. Dress that distracts from or interrupts the educational process.
6. Alcohol, drug, or tobacco references; inappropriate language
7. Pajama pants or clothing with sexual innuendoes.
8. Skirts, shorts, or skorts must extend past the finger tips when standing.
9. No blankets/quilts or other cover may be worn or used as a cover during class time.
10. All ripped jeans/pants must not have holes in inappropriate places.
11. Leggings will not be allowed unless they are worn like an undergarment. Leggings worn as pants will be considered a violation of the dress code.

Students who represent the school at an official function or public event shall be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands and other such groups.

Lockers

Students are assigned lockers early in the school year. Do not leave valuables in the lockers. The school is not responsible for the replacement of lost, broken, or stolen items taken from your locker. Never change lockers without permission from the teacher. Students are allowed the use of one locker. Lockers are the property of the school and are subject to locker inspection at certain intervals for health and safety purposes. No tape or stickers on inside/outside of lockers. Any student caught abusing a locker will be charged with repair or replacement costs.

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. No offensive/inappropriate materials inside/outside lockers allowed (such as sexually suggestive photos, etc).

No Beverages with the exception of water will be allowed in the gym. No gum allowed in gym.

Students are **NOT** allowed to have food, candy or beverages in the school building, with the following exceptions:

- during lunch, UNOPENED food, UNOPENED cans, or bottles (not personal containers) when a student is going from his or her locker to the cafeteria or cafeteria hallway.
- liquids or food necessary due to a medical condition, a doctor's note is required ahead of time.
- during special events such as dances or ball games, or events for which advance, written permission of the Principal is obtained.

Student Code

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

Actions and responsibilities

Please see the rubrics that are the basis of all of our disciplinary action. Disciplinary actions are taken with the aim of correcting behavior patterns and to teach responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. If a student’s misbehavior is directly related to an identified handicap, the school staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.

INFORMAL TALK — A member of the school staff will talk with the student to reach agreement regarding the student’s behavior.

LOSS OF PRIVILEGES — The school administrator may notify the parent of privilege suspension. These privileges may include removing the student from playground, cafeteria, media center, and/or class participation.

CONFERENCE — A conference will be held with the student, the teacher, the administrator and other appropriate staff members to develop a plan for improving behavior. The parent may be contacted.

DETENTION — The student will be required to stay inside during recess as determined by the school principal. The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student’s behavior, copies will be given to the student and the parent.

IN–SCHOOL SUSPENSION — The student will be excluded from contact with other students during a portion of the school day or the entire school day. ISS will occur in the principal’s office. All work for the day will be done in the principal’s office. ISS will be for one day. Parents will be contacted.

SHORT SUSPENSION — The student is excluded from school and related school activities for a period of up to three (3) school days. In these cases, parents will be notified and a conference between the administrator, student, parents and other school staff will be conducted and recorded in student behavior file.

LONG SUSPENSION — The student is excluded from school and related school activities for a period of four (4) to seven (7) calendar days. Parents will be notified and a conference between the administrator, student, parents and other appropriate school staff will be conducted and recorded in student behavior file.

EXPULSION — The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action, the student is excluded from school and all school activities for the remainder of the current semester. Under special cases, exceptions in the length of the expulsion may be recommended to the Board of Education by the school staff. The student and parents are notified of charges by telephone and certified letter. The procedure for expulsion follows in accord with the rights of the student within due process, and recorded in administrative behavior file.

Application to Students with Disabilities:

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

ELEMENTARY (K– 6) OFFICE REFERRALS

	LEVEL ONE <ul style="list-style-type: none"> ◆ Teasing/name calling ◆ Rumors ◆ Insulting comments ◆ Mean or rude gestures 	LEVEL TWO <ul style="list-style-type: none"> ◆ Pushing, shoving, tripping, pinching, poking ◆ Social exclusion ◆ Threats of emotional or physical aggression 	LEVEL THREE <ul style="list-style-type: none"> ◆ Hitting, kicking, fighting and similar behavior that risks injury to others ◆ Stealing or destruction of personal property ◆ Sexual/ethnic harassment ◆ Other behaviors that violate school and state statutes
FIRST OFFENSE	Date _____ 1. Discussion with teacher or adult 2. Write up	Date _____ 1. Discussion with teacher or adult 2. Write up 3. One (1) silent-supervised recess 4. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. Three (3) silent-supervised recesses 5. Student completes “Time to Think” form
SECOND OFFENSE	Date _____ 1. Discussion with teacher or adult 2. Write up 3. One (1) Silent-supervised recess 4. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. Two (2) silent-supervised recesses 5. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. In- or out-of-school suspension to be determined by administrator 5. Individualized behavior plan
THIRD OFFENSE	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. Two (2) Silent-supervised recesses 5. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. Four (4) silent-supervised recesses 5. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. Up to 10-day suspension 5. Meeting with parent, student, administrator and teacher 6. Revisit individualized behavior plan
FOURTH OFFENSE	Date _____ 1. Discussion with teacher or adult Write up 2. Student calls home 3. Four (4) silent-supervised recesses 4. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. In-school suspension – One (1) day 5. Student completes “Time to Think” form	Date _____ 1. Discussion with teacher or adult 2. Write up 3. Student calls home 4. Up to 10-day suspension 5. Meeting with parent, student, administrator and teacher 6. Revisit individualized behavior plan

Severe Clause:

In all of the above situations, the principal reserves the right to vary from the prescribed procedure depending on the degree or severity of the incident.

Additional Consequences may include:

1. Removal from an activity.
2. Extra duties or restitution of damages.
3. Loss of privileges: examples – not able to go to recess, attend an activity, or ride the bus.
4. Detention: Retained after school for up to an hour providing parent notification in advance.
5. Out of school suspension: Not being allowed to attend school for specified period of time.
6. Expulsion: In extreme cases permanent removal from the school.

Guest Teacher Policy:

Any student sent to the office by a guest teacher for poor behavior will be subject to the following at the Principal's discretion:

- Phone call home
- Time spent in the office for the remainder of the day
- Sent home for remainder of the day

MIDDLE/HIGH SCHOOL (7–12) OFFICE REFERRALS

	<h2>LEVEL ONE</h2> <ul style="list-style-type: none"> ◆ Insubordination, Disrespect for others, Class Disruption, Cheating/Plagiarism, In appropriate dress or language, Unexcused absence, unexcused tardy, Loitering, Violation of the Internet. ◆ These might also include teasing/name calling, rumors, Insulting comments, mean or rude gestures, public displays of affection, skipping class, leaving class or school without permission. ◆ Think disorderly/disreputable conduct, skipping, PDA, etc. 	<h2>LEVEL TWO</h2> <ul style="list-style-type: none"> ◆ Harassment/bullying, Misuse or abuse, Theft, Fighting, Destruction of property, Written or verbal threats to students or staff, Intentional theft or Destruction of anyone's property, ◆ These might include Fire Dangers (possession of lighters, fireworks, pulling fire alarm, etc.), Pushing, shoving, tripping, pinching, poking, social exclusion, Threats of emotional or physical aggression. ◆ Think alcohol, tobacco, fighting, vandalism, violence, 	<h2>LEVEL THREE</h2> <ul style="list-style-type: none"> ◆ Sexual Harassment, Controlled substance abuse, Extortion or physical threat, Bomb Threat, Weapons, Setting Fires, Physical Assault, Possession of a banned object ◆ These might include hitting, kicking, fighting and similar behavior that risks injury to other, stealing or destruction of personal property, sexual/ethnic harassment, Other behaviors that violate school and state statutes ◆ Think sexual harassment, drugs, stealing, threat/intimidation, weapon possession, and other major offenses.
<h3>FIRST OFFENSE</h3>	<p>Date _____</p> <ol style="list-style-type: none"> 1. Teacher warning 2. Administration informed 3. Possible one hour of detention up to all day in school detention 	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write up. 2. Student calls home. 3. One day of in-school suspension and/or one to five days out-of-school suspension up to expulsion, if necessary. 4. Reimbursement, if applicable. 	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write up. 2. Student calls home. 3. Up to 180 days out-of-school suspension with possible expulsion.
<h3>SECOND OFFENSE</h3>	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write-up 2. Student calls home 3. One hour after school detention up to suspension from school; could include in-school suspension 	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write up. 2. Student calls home. 3. Three to five days out of school suspension up to expulsion, if necessary. 4. Reimbursement, if applicable. 	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write up. 2. Student calls home. 3. Up to 180 days out-of-school suspension with possible expulsion.
<h3>THIRD OFFENSE</h3>	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write-up 2. Parent notified 3. After school detention(s), suspension up to three days, possible loss of credit (for cheating) 	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write up. 2. Student calls home. 3. Up to 10 days of suspension from school with possible expulsion. 4. Reimbursement, if applicable. 	<h2>Don't get to this point.</h2>
<h3>FOURTH OFFENSE</h3>	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write-up 2. Parent notified 3. Suspension from school up to five days 	<p>Date _____</p> <ol style="list-style-type: none"> 1. Write up. 2. Student calls home. 3. Long term suspension, possible expulsion. 4. Reimbursement, if applicable. 	

***Note: These consequences are assigned by number of referrals independent of the specific offense. Severity Clause: In all of the situations below, the principal reserves the right to vary from the prescribed procedure depending on the degree or severity of the incident.**

1. 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.
2. Offensive language — Offensive language, such as the spoken or written use of obscenities, swear words or that which is transmitted through physical gestures or hand signals, is not permitted.
3. Reckless horseplay — Pushing or shoving one another.
4. Display of Affection — Public display of affection is defined as physical contact other than holding hands during the school day or at any school function.
5. Insubordination — School staff is acting “In Loco Parentis,” which means they are allowed, by law, to direct a student, as would a parent/guardian. This applies to all staff and adult volunteers, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.
6. Possession of electronic equipment
 - A. The school supplies most electronic equipment necessary in school. Electronic devices will not be permitted in school.
 - B. Cell Phone Policy: **PHONE MUST REMIAN IN YOUR LOCKER OR VEHICLE DURING THE SCHOOL DAY EXCEPT DURING YOUR SCHEDULED LUNCH PERIOD.**

Failure to follow the electronic equipment policy will result in the following:

 - 1st Offense: Phone will be taken to the office for pick up at the end of the day
 - 2nd Offense: Phone will be taken to the office for parent to pick up
 - 3rd Offense: Office referral

Phone violations are accumulative by staff.
7. Violation of individual school/classroom rules — Each learning environment has different rules for students. Individual rules are for the safe and orderly operation within that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.
8. Violation of bus rules — Violations of bus rules will be treated as if they occurred in the school building or a classroom.
9. Disruption of the educational process — Any actions or manner of dress which interfere with school activities and/ or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
10. Unauthorized use of a school computer/iPad — Any activity using a computer that is not authorized by a staff member. This may include, but is not limited to, playing games without permission or other non-academic use.
11. Skipping — Unauthorized absence from a class or assigned area or leaving campus without permission and/or signing out will be considered skipping. Any missed class work will result in a zero for that assignment/test with no make-up opportunities.

Level Two Offences

Use of drugs/alcohol — The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, distribution, possession, or use of drugs, alcohol, non-alcoholic beers, and wines, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Many drug abuse offenses are also felonies.

A student suspected of consuming or dispensing any drug, narcotic, or alcoholic beverage will not be admitted to any school activity and will be detained until a parent or responsible adult removes him/her from school premises.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one stipulated in the Permission to Medicate Form is subject to disciplinary action.

12. 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 during school time or at any school activity. This prohibition also applies to a student on a school bus.
13. Fighting — Involves two (2) or more people using an open hand or fist.
14. Verbally threatening a staff member/student/ person associated with the District — Verbal assault may be defined as follows: Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.

Depending on the severity of the verbal assault, the action may be regarded as a level offense which could result in expulsion for up to 180 days of any student in grade 7 or above who commits a verbal assault against a school employee, volunteer or contractor.
15. Theft — When a student is caught stealing school property or an individual’s property s/he will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.
16. Damaging property — Vandalism and disregard for school property will not be tolerated; appropriate restitution will be made.
17. 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 is subject to disciplinary action.
18. Aiding or abetting violation of school rules — If a student assists another student in the violation of any school rule, s/he will be disciplined. Students are expected to resist negative peer pressure and to use sound decision-making regarding their own behavior.
19. Copying and Cheating — If a student is involved in cheating a zero will be given for the grade and a referral submitted to the office. Cheating includes, but is not limited to, copying and pasting off the computer, copying homework, copying tests, etc. Use of ECD (electronic communication device) during a testing situation will be considered cheating.
20. Accessing Forbidden Internet Sites — This includes, but is not limited to, accessing sites of the following nature: pornography, weaponry, explosives, etc.
21. Harassment — Any type of harassment, verbal, written, implied or electronically transmitted, will not be tolerated. Harassment includes, but is not limited to:
 - Behaviors threatening a person’s security.
 - Constant teasing, taunting, unacceptable physical presence.

Sexual harassment includes, but is not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Sexual jokes, posters, cartoons, videos, etc.
- Bullying (Systematic harassment and attacks on others)
- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Threats and intimidation

- Extortion or stealing of money and possessions
- Spreading of rumors
- Gestures

A student, parent, staff or community member can make a report of bullying. Such reports should be directed to a building administrator.

All reports of bullying will be taken seriously and afforded: immediate attention, an investigation, strict confidentiality, and appropriate disciplinary action. All students are expected to act responsibly, honestly, and with the utmost candor when reporting incidences of bullying. Making false charges against another person has the same serious consequences as described above.

Level Three Offences

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), pellet guns, paintball guns, knives, electronic weapons, explosives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

22. Use of an object as a weapon – Any object that is used to threaten, harm, or harass another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, laser pointers and so on. Intentional injury to another can be a felony and/or a cause for civil action.
23. 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 school administration.
24. Purposely setting a fire – Anything, such as fire, which endangers school property and its occupants, will not be tolerated. Arson is a felony and may subject the student to expulsion.
25. Extortion – Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law and will be referred to law enforcement agencies according to the severity of the act.
26. Forgery – Falsification or forgery of documents.
27. False alarms and false reports – A false emergency alarm or report, such as a non-justified 911 call, endangers the responding safety forces, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt.
28. Explosives – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
29. Trespassing – Although schools are public facilities, the law allows 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. Non-students must register in the Principal's office or they will be considered trespassers.
30. 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. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”
31. Criminal Acts – Any criminal acts occurring 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 both school rules and the law are violated.
32. Substance Abuse – Zero Tolerance
 - A. Any alcoholic beverage or intoxicant including but not limited to glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence.

- B. Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, or other controlled substance, intended for human consumption.
- C. Any prescription or nonprescription drug, medicine, vitamin or chemical substance, with the exception of an inhaler (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicine, laxatives, stomach or digestive remedies).
- D. Any legal substance represented as an illegal or controlled substance, e.g. No-Doze as “speed” or “crack.”
- E. Any drug paraphernalia or items used as such.

Snap Suspension

A teacher is authorized to immediately remove and suspend a student from class, subject or activity, when the student engages in conduct prohibited by law, Board of education policy or the school’s Code of Conduct.

Any student suspended pursuant to this policy shall not be allowed to return to class, subject or activity, from which he or she was suspended from until the passage of one full school day from the time of the student’s infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student’s conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education policy and the school’s Code of Conduct.

INFORMAL DISCIPLINE

Detention

A student may be detained after school or asked to arrive at school early by a teacher, after giving the student and his/her parents/guardians one day’s notice. A form will be provided to the student for parent’s signature, which will be returned when served. The student or his/her parents/guardians are responsible for transportation. Failure to attend required detention will be considered insubordination and will be dealt with under the discipline code. Detentions to be served with the teacher, unless otherwise specified on Detention Form.

FORMAL DISCIPLINE

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

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion generally 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 shall lose their eligibility if they violate the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

Students involved in extra-curricular activities lose their eligibility if they violate school rules. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

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

Due Process Rights

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

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, parents will be notified, in writing, or by phone within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspension from extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. When a student is suspended, s/he may make up work missed. Any learning that cannot be made-up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

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 will be scheduled with the School Board during which the student may be represented by his/her parents/guardians, 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.

The school makes a sincere effort to take disciplinary actions that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appeal able. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should first contact the teacher involved. If satisfactory results are not obtained with the teacher, the Principal should be contacted.

Search and seizure

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 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. 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, which have been confiscated.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students. The bus schedule/route is available by contacting the office at 983-2561.

Bus Conduct

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

The following guidelines have been established to ensure the safety of students riding the school bus.

1. Be at the designated bus stop five minutes before bus is due to arrive. **THE BUS WILL NOT WAIT.**
2. Obey driver's requests to help assure safety at all times.
3. Stay off the roads while waiting for the bus.
4. When crossing the road, cross in front of, not behind, the bus.
5. Always remain seated while the bus is in motion.
6. Occupy any seat assigned by the driver.
7. Keep head, arms, hands, and all objects inside the bus.
8. Observe classroom conduct rules. Unnecessary, disturbing, or distracting noises or actions can cause the driver to lose concentration.
9. Be considerate to smaller children.
10. Help keep the bus clean by not bringing food or drink on the bus.
11. Be courteous to the driver and other passengers. Profane or vulgar language is not permitted.
12. Report any damage to the driver. Students who cause damage to the bus will be held financially responsible for that damage and may have their riding privileges suspended.
13. Enter the bus in an orderly manner without pushing, shoving, or fighting.
14. **CELL PHONES ARE NOT ALLOWED TO BE USED ON BUSES.**

15. Bus drivers need to be informed if a student is not going to ride the bus. IF A STUDENT FAILS TO RIDE 3 DAYS IN A ROW, THE PARENT MUST CALL THE SCHOOL TO RESUME TRANSPORTATION SERVICES.
16. Cell phones may be used during field trips and extra-curricular trips at the discretion of the driver.

Students who disregard these guidelines may be disciplined or suspended from riding by the bus driver.

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

Penalties for Infractions

A student who becomes a behavior problem on the bus will be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus in addition to any discipline actions.

- First Offense – Warning – the Director of Transportation will contact parent(s).
- Second Offense – three-day suspension from the bus (parent(s) will be contacted by Director of Transportation prior to penalty being imposed.
- Third Offense – Five-day suspension from the bus (parent(s) will be contacted by Director of Transportation.
- Fourth Offense – Ten-day suspension from the bus (parent(s) will be contacted by Director of Transportation.
- Fifth Offense – Recommend bus suspension to the Board of Education for the remainder of the year.

Parent(s) and student will need to meet with the bus driver before bus privileges resume. Administration Director of Transportation reserves the right to elevate the penalty depending on the severity of the incident.

Self Transportation to School

Driving to school is a privilege, which can be revoked at any time. Students given the opportunity to ride school transportation are encouraged to do so. Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. When the school provides transportation, student participants are not permitted to drive or ride with parents to school-sponsored activities.
2. Students under age eighteen (18) must have a completed auto registration form signed by their parent/guardian granting permission to drive to school.
3. Parking lot speed limit is five (5) mph.
4. A first driving offense (depending on the severity of the offense) can range from a warning to a total loss of driving privileges.
5. Any subsequent offense, or a more serious offense, will result in the loss of driving privileges for the balance of the school year.
6. Students are not permitted to ride snowmobiles or other motorized recreational vehicles to school between 7:30 a.m. and 3:30 p.m.

DRUG PREVENTION POLICY

The Vanderbilt Area School District Board of Education certifies that it has adopted and has begun to implement a drug prevention program for its students and employees that, at a minimum, includes:

Age-appropriate developmentally based drug and alcohol education and prevention programs are available for all students in all grades.

A statement will be made available to students that the use of illicit drugs and the unlawful use and possession of alcohol is wrong and harmful.

Standards of conduct will be provided that are appropriate to students in school and that these standards clearly prohibit, at a minimum, the unlawful possession, use, distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Information about any drug counseling and rehabilitation and re-entry programs will be made available to students.

BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from the spread of these viruses in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wish to notify parents of these requirements ahead of time. If the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the Superintendent at 983-4121.

STATEMENT OF NONDISCRIMINATION

It is the policy of Vanderbilt Area School that no person shall, on basis of race, color, religion, national origin or ancestry, gender, age disability, height, weight, marital status or any other legally protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

HANDBOOK VERIFICATION FORM

2016–2017

This form is to be signed by the parent and student to verify that they have reviewed the 2015–2016 Student Handbook and understand the content. Thank you for your cooperation in keeping our school a safe and orderly learning environment for all students.

Parent Name Printed

Student Name Printed

Parent Signature/Date

Student Signature/Date

