2014 - 2015 ELEMENTARY HANDBOOK

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Welcome to Vicksburg Community Schools:

An exciting place to learn!

The purpose of this handbook is to provide you with a convenient reference to programs, practices, and expectations of our progressive school system.

This handy booklet includes policies, guidelines, and procedures that assist staff members in providing a safe and orderly environment for your child. It is the responsibility of each parent to be familiar with its content.

DISTRICT PHILOSOPHY

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Michigan. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools. The Board of Education has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when the citizens elect delegates to represent them in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and thereby reaffirms its intent to:

A. Maintain two-way communications with citizens of the District;

B. Establish policies and make decisions on the basis of declared educational philosophy and goals;

C. Act as a truly representative body for citizens in all matters related to programs and operations.

The Board shall keep the citizens informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.

The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

NON-DISCRIMINATION POLICY

A. Purpose: It is the policy of the Vicksburg Community Schools that there shall be no discrimination in the programs or activities which it operates.

B. Coordination: Questions concerning the District's non-discrimination policy (2260) and complaints alleging non-compliance shall be referred to: Vicksburg Superintendent of Schools (321-1000).

C. Implementation: The Superintendent is authorized and directed to develop appropriate Administration Guidelines for the purpose of implementing this policy.

VICKSBURG BOARD OF EDUCATION MEMBERS

Skip Knowles
Wil Emmert
Tom Danielson
Carol Lohman
David Schriemer
Jean Eldred
Rudy Callan

The Board of Education will meet on the second Monday of every month to conduct its regular monthly meetings. If a second meeting is needed, it is held on the fourth Monday. Regular Board meetings are held at 7 :00 p.m. in the Board Room at 301 South Kalamazoo Avenue, Vicksburg, Michigan.

2013-2014
OFFICE INFORMATION

Administrative Staff 321-1000/649-0550
Mr. Charles Glaes ..... Superintendent
Mr. Stephen Goss ..... Assistant Superintendent
Mrs. Maureen Ouvry ..... Director of Food Service
Ms. Tonya Nash ..... Director of Adult & Community Ed.
Mr. Ric Beers ..... Director of Transportation
Mrs. Linda VanderStraaten ..... Transportation Admin. Assistant

Indian Lake Elementary 321-1400/649-2159
Mrs. Ruth Hook ..... Principal
Mrs. Sue Haines ..... Secretary
Mrs. Blair Gunberg ..... Office Parapro

Sunset Lake Elementary 321-1500/649-2632
Mrs. Pat Moreno ..... Principal
Mrs Brenda Austin ..... Secretary
Mrs. Ronda Schabes ..... Office Parapro M,T,W
TBA ..... Office Parapro Th,F

Tobey Elementary 321-1600
Mr. Mike Barwegen ..... Principal
Mrs. Michelle Boomer ..... Secretary
Mrs. Karen Russon ..... Office Parapro

General Staff 321-1000/649-0550
Social Worker ..... Molly Beardsley
Speech ..... Wendy Popkes
Speech ..... Jennifer DeBoer
Speech ..... Amy Renouf
School Psychologist ..... Carolyn Gundy
School Psychologist ..... Melissa Wilson
ECSE ..... Angela Spanhak

VICKSBURG COMMUNITY SCHOOLS CALENDAR 2012-13

August 27th ..... Sunset 1st-5th grades Open House – 5:30-7:00pm
August 27th .....Tobey Open House - 6:30-8:00 pm

September 3.....FIRST DAY OF SCHOOL - Grades BK 1st -5th

September 2nd …… BK/Kindergarten Family Transition Day

September 9th.....Indian Lake Open House - 6:30-8:00 pm

October 6th …… Late Start Day (Day begins at 10:25)

November 4th & 12th .....Tobey P/T Conferences - 5:30-8:30 pm

November 6th & 11th.....Sunset P/T Conferences - 5:30-8:30 pm

November 11th & 13th .....Indian Lake P/T Conferences - 5:30-8:30 pm

November 10h ……Late Start Day (Day begins at 10:25)

November 27th & 28th ..... Thanksgiving Break - NO SCHOOL

December 22nd - January 2nd ..... Winter Break - NO SCHOOL

January 5th ..... School Resumes

February 2nd & 5th .....Indian Lake P/T Conferences - 5:30-8:30 pm

February 3rd & 11th .....Tobey P/T Conferences - 5:30-8:30 pm

February 9th ……Late Start Day (Day begins at 10:25)

February 3rd & 5th .....Sunset P/T Conferences - 5:30-8:30 pm

April 2nd .....No School Records Day

April 3rd ……..…No School/ Conf. Comp Day

April 6th – 10th ……Spring Break - NO SCHOOL

April 13th ……School Resumes

April 20th…..…… Late Start Day (Day begins at 10:25)

May 11th …….. …Late Start Day (Day begins at 10:25)

May 25th ..... Memorial Day - NO SCHOOL

June 5h ..... Last Day of School (1/2 Day)

MISSION STATEMENTS

Indian Lake Elementary:

The school family of Indian Lake Elementary - staff, parents, and students - believes in the worth and dignity of every individual. We believe that all students can learn.

The mission of our school is to provide a positive learning environment that promotes pride, self-esteem, and academic success. In promoting this excellence in education, we, the staff, ensure that high expectations are set, enabling students to live up to their greatest potential.

Sunset Lake Elementary:

ENTER TO LEARN ~ DEPART TO CONTRIBUTE

Sunset Lake Elementary School students, staff, and parents work to celebrate the joy and the importance of learning. As partners, we pledge to develop and nurture the unique abilities and interests of each member of our school family and to foster a life-long love of learning. We are committed to developing knowledgeable, self-confident, contributing members of a global society.

Tobey Elementary:

Working cooperatively, the staff, students, and parents of the Tobey Community will create an environment where all children develop as responsible citizens, achieve academic excellence, and become life-long learners. The Tobey community believes that we should:

Treat others with respect
Offer a helping hand
Be responsible
Expect Excellence
Yearn to learn

INDIAN LAKE STAFF

Position	Name
Bulldog Beginnings	Alyssa Thompson
Bulldog Beginnings Parapro	Ms. Schlabach
ECSE	Angela Spanhak
Begindergarten	Linda Thompkins
Kindergarten	Cyndi Frakes
Kindergarten	Julie Hughes
First Grade	Susan Pepps
First Grade	Martha Northam
Second Grade	Wendy Rice
Second Grade	Audrey Fleet
Second Grade	Melissa Jamerson
Third Grade	Diana Haring
Third Grade	Jim Nimmo
Fourth Grade	Jill Barton
Fourth Grade	Marie Law
Fifth Grade	April Zapata
Fifth Grade	Kelly Christiansen
Fifth Grade	Krista Wilson
Guidance Counselor	Cherie Houghton
Special Education	Nichole Wisinski
Physical Education	Scott Gajos
Art	Jake Biernacki
Music	Patty Heintzelman
Instructional Consultant Literacy	Sarah Prince
Instructional Consultant Math	Sheri Blough
I.C. Aide/Computer Tech	Jennifer Feasel
Social Worker	Molly Beardsley
Speech Therapists	Amy Renouf
School Psychologist	Melissa Wilson
Librarian	Terri Negri
Library Parapro	Kathy Brandt
Literacy Parapro	Carla Bland
Literacy Support	Shannon Brink
Title One.	TBA
Title One	TBA
Title One	Patty Hall

Cafeteria Manager	Cara Brink
Cook	Robin Peck
Lunchroom Supervisor/Cashier	Lisa Naster
Lunchroom/Recess Paras	TBA
Child Paras	Janice Perkins, Beth Reed, Toysa Stermer
Head Custodian	Dave Russell
PM Custodian	Wyatt Rice
Playground Aides	TBA
A.M. Kids Klub Coordinator	Sharon Averill TBA
A.M. Kids Klub Aide	TBA
P.M. Kids Klub	TBA
P.M. Kids Klub Aide	Sharon Averill
Bus Drivers	Chris Goodwin, Deb Homan, Sara Loosier, Maria McCallister, Gary Meyle, Denise Morren, , &Nanette Sperry
Office Parapro	Blair Gunberg
Secretary	Sue Haines
Principal	Ruth Hook

SUNSET LAKE STAFF

Position	Name
Bulldog Beginnings	Erin Guerrero
Kindergarten	Betsy Breitenbach
Kindergarten	Sarah King
Kindergarten	Leslie Trayers
First Grade	Marci Bailey
First Grade	Marilyn Banner
First Grade	Natalie Mason
Second Grade	Laura Chang
Second Grade	Jessica Moughton
Second Grade	Jill Treat
Second Grade	Alicia Zagar
Third Grade	Donna Sink
Third Grade	Jennifer Taylor
Third Grade	Jenni Myers
Third/Fourth Grade	Laura Wilson
Fourth Grade	Amanda Lewis
Fourth Grade	Michelle Malito
Fifth Grade	Lynne Buell
Fifth Grade	Tiffany Sadowski
Fifth Grade	Chris VanderMei
School Counselor	Alyson Lonsway

Special Education.....Emily Kirk
Librarian.....Terri Negri
Library Parapro .....Tamara Young
Speech Therapist .....Wendy Popkes & Amy Renouf
School Psychologist .....Fred Stull
Social Worker.....Molly Beardsley
Art ..... Jake Biernacki, Beth Foster, & Anna Lacey
Physical Education .....Angie Getsinger, Brian Deal & Scott Gajos
Music..... Patty Heintzelman
Instructional Consultants.....Mary Hess-Quinones, Jamie Masco,
.....& Rebecca Sloniker
Literacy Support.....Lisa Bradley, Dawn Klingerman,
..... Gena Petersen, Laurie Higgins, Cheryl Lee
Health Aides.....Cindy Hammond, Judy Lewis
Computer Tech..... Karen Couk
ECSE Parapro.....Mary Craft
Science Parapro.....Cheryl Lee
Cafeteria Manager..... Sandra Bonarski
Cook ..... Heather Fenwick
A.M. Kids Klub Coordinator..... Courtney Hammond
A.M. Kids Klub Aide ..... Ethel Markan
P.M. Kids Klub & K-Wrap ..... Courtney Hammond
P.M. Kids Klub Aide.....Bonnie Kinney
Head Custodian ..... Damon Mostrom
Custodian .....Damon Mostrom, Alicia Axtell
Noon Supervisor..... ..Bonnie Kinney, Ethel Markan, Dana Marshall,
Kristina Abnet
Bus Drivers .....Nancy Brownell, Chris Goodwin, Gerri Gorsline,
.....Tammy Iobe, Sarah Loosier, Maria McCallister, Denise Morren,
.....Amanda Reed, Helen Schultz, Nanette Sperry, & Judy Stoughton
Office Parapro .....Ronda Schabes M,T,W – TBA Th, F
Secretary.....Brenda Austin
Principal ..... Pat Moreno

TOBEY ELEMENTARY

Position **Name**

Kindergarten.....Wendy Gebben
Kindergarten……Carol Boal

First Grade ..... Tammy Lovins
First Grade .....Michelle Wester
Second Grade ..... Mary Kilpatrick
Second Grade ..... Amy Green
Second/Third Grade ..... Becky McGill
Third Grade.....Lynn McDaniel
Third Grade……..Kathy Holladay
Fourth Grade .....Allison Taylor
Fourth Grade .....Jane Herbener
Fifth Grade ..... Martha Flynn
Fifth Grade ..... Kristen Glerum
Instructional Consultant Literacy……Jill Tibbetts
Instructional Consultant Math……..Ginny Ruimveld
Special Education..... Amy Stauffer
Physical Education.....Brian Deal
Art ..... Jake Biernacki
Music.....Betsy Craig
Guidance Counselor..... Cherie Houghton
Literacy Parapro.....Julie Ne whouse
Literacy Parapro/ 2/3 Split Aide ..... Kelly MacDonell
Literacy Support.....Holly Ervin
Health Parapro..... Kim Putman, & Jody Daniels-Bryan
Building Tech.....Lori Hunt
AM Kids Klub/Coordinator ..... Amy Julien
K-Wrap/Coordinator ..... Allyssa Merwin
Kids Klub Aide .....Sue Adkins, Rebecca DeVries
Speech Therapist ..... Jenny DeBoer
School Psychologist ..... Carolyn Gundy
Social Worker ..... Molly Beardsley
Librarian.....Terri Negri
Library Parapro .....Sue Gardner
Cafeteria Manager..... Veralyn Cline
Cashier ..... Connie Frisch
Cook……Debbie McLouth
Noon Supervisors.....
Head Custodian ..... Kathy Shoemaker
Office Parapro ..... Karen Russon

Secretary.....Michelle Boomer
Principal ..... Mike Barwegen
Bus Drivers .....Michelle Ballard, Lucia Dalla, Maria McCallister,
.....Ray Shearer,& Ben Tackett

SERVICES AVAILABLE TO STUDENTS & PARENTS

COUNSELOR

The Elementary Counselor provides services for students and assists teachers, parents, and other adults to understand children. The counselor is specifically trained to help children solve many kinds of problems at home and school. Parents may make a referral or request a conference by contacting their child's teacher or the school office.

TITLE I/

Title I is a federally funded program designed to aid qualifying students who demonstrate a need for additional reading and/or math assistance. A variety of teaching techniques and materials are presented to individuals or to small groups of children. Instruction is based on the needs of each individual being served.

Sometimes the teachers go into the classrooms, and sometimes students are taken out of class at a time that is least disruptive to learning. The student's progress is closely monitored through joint planning by the

Title I, Reading Recovery, and the classroom teacher. Communication with classroom teachers is an important aspect of the child's success. We seek to involve parents through conferences and other parent/teacher interventions.

INSTRUCTIONAL CONSULTANTS

Instructional Consultants are responsible for implementing and monitoring a variety of educational programs. Although the school's reading program provides the main focus of their responsibility, the

consultants are actively involved with MEAP testing, the Young Authors Program, the Gifted and Talented Program, and other areas of the curriculum.

SPECIAL EDUCATION SERVICES

SCHOOL PSYCHOLOGIST

The School Psychologist evaluates a student for special education services in the areas of intelligence, academic achievement, eye-hand coordination, emotional problems and may include considerations of classroom dynamics and family relationships. The evaluation sessions are conducted during the school day. Upon completion of the evaluation, parents and the school personnel involved will be notified of the psychologist's data and recommendations.

As parents, you may suspect that your child has problems in learning or appears to be developing more slowly than other children of the same age. If you have concerns for your child, please contact your child's teacher or the building principal.

SCHOOL SOCIAL WORKER

The School Social Worker evaluates a student's social and behavioral adjustment for special education services. The following are often used in making this determination:
1) family interviewing; 2) student conferences; 3) teacher conferences; 4) observations; and 5) collections of information and coordination of service with other agencies (if appropriate).

LEARNING DISABILITIES CLASSROOM

The Learning Disabilities Classroom is for children who are having difficulty in the regular classroom setting and need more individualized help in math, spelling, perceptual and motor skills. The students are qualified through a special education committee. The children may spend anywhere from one hour to twenty-five hours each week for the individualized help. The schedule is planned so the students may be in the regular classroom as much as possible.

TEACHER OF THE SPEECH & LANGUAGE IMPAIRED

The teacher of the speech and language impaired (TSLI) in the public school setting identifies the children who need corrective speech and language therapy. They are helped to achieve better speech patterns in group or individual therapy classes. TSLI also helps parents and teachers understand the nature of the communication disorder and to use devices and suggestions which will aid the child's program.

Some minor communication disorders of kindergarten children are outgrown as the child matures. Therefore, kindergarten children, as a rule, are not enrolled in the speech programs. However, if your child develops a moderate or severe problem (one that interferes with his/her communication or calls attention to itself), please arrange for a conference with the TSLI through the building principal.

If you feel your child qualifies for these special services, please contact the classroom teacher and building principal.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact your building principal to inquire about evaluation procedures and programs.

MATTERS PERTAINING TO HEALTH

We assume that if a child is well enough to be in school, he/she is well enough to take part in normal activities including the noon-hour outdoor program, unless we have a statement from your doctor asking for special consideration. Children who are sick should not come to school. If a student becomes ill after arrival, we will notify the parent so arrangements can be made for the student to be taken home. Contagious diseases must be reported to the Health Department. Please call the school if your child has a contagious disease.

INJURIES AND ILLNESS

All injuries must be reported to a teacher or to 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's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. NO student will be released from school without proper parental permission.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunization or waivers should be directed to the building principal or secretary.

MEDICATIONS

(Policy & Guideline 5330)

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take medication during the school day, the following guidelines are to be observed:

A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school

C. hours. This form must be completed and signed by the parent or guardian and will include:

1. Student's name
2. Medication and dosage or procedure required
3. Times required
4. Date prescribed medication will be started
5. Date prescribed medication will no longer be needed
6. Physician's name and telephone number
7. Probable side effects
8. Authorization for school personnel to administer the prescribed medication, if necessary
9. Agreement/satisfactory arrangement to deliver medication to/from school
10. Agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.

C. All medications to be administered during school hours must be registered with the principal's office.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication in recommended. Medication **MAY NOT** be sent to school in the child's lunch box, pocket, or other means on or about his/her person. An exception

to this would be prescriptions for emergency medications for allergies and/or reactions (Form 5330 F3) or HS students transporting their own medication to the office, or to maintain non-prescription medication on their person in accordance with Form 5330 F1.

D. For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. Student's name
2. Physician's name
3. Date
4. Pharmacy name and telephone
5. Name of medication
6. Prescribed dosage and frequency
7. Special handling and storage directions

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the parent's written release.

H. Where training is required for the administration of medication or a health care procedure, written documentation will include:

1. What training was given
2. The trainer's name and professional status
3. When the training was given
4. The duration of the training

I. If a student is exhibiting behavior, which, in the opinion of the teacher, causes concern about the student's medical status, this behavior must be reported to the building principal and expressed in writing in behavioral terms. A designated person may then contact the parent/guardian and advise that they seek medical

attention for the child, at which time the written observations may be given to the parent/guardian to take to the doctor.

J. Dispensing of over-the-counter (OTC) medication by District employees to students without the completion of Form F330 F1 is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

K. If a child is taking several prescriptions and it is noted that two (2) or more physicians are prescribing for the same child, this should be brought to the attention of the building principal, who will be responsible for investigating the situation.

CONTROL OF CASUAL-CONTACT

COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, head lice, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines. Children diagnosed with head lice may not ride the school bus until cleared by office personnel.

CONTROL OF NON-CASUAL-CONTACT

COMMUNICABLE DISEASES

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 ensure 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 persons in school unless there is definitive evidence to warrant exclusion.

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

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

BICYCLES AND WALKING

Students must have written permission from a parent to ride their bike or walk to school if they normally ride the bus. Only one note is necessary for the entire year. Bicycles must be parked in the space provided upon arrival at school and left until time to return home. Bike riding is a privilege and can be withdrawn if problems occur.

DRESS FOR WEATHER

Listen to the weather forecasts and dress your child appropriately. All children are expected to participate with their class in outdoor activities and to go outside during recess, unless it is raining or extremely cold.

All children should wear boots or other protective footwear on wet or muddy days. When in doubt, dressing warmer is better.

GYM SHOES

All students should have tennis shoes for physical education classes; they need not be new. Children are not allowed to play on the gym floor in stocking feet or with hard-soled shoes.

TELEPHONE CALLS

Children will not be allowed to use the office telephone to call home except in the case of an emergency. If children are to stay after school, arrangements must be made the day before. Children staying for after-school activities must have written permission from parent or guardian only. Please send a note with your child in the morning of any change in his/her daily routine. Only *emergency* phone messages from parents to students will be delivered if called *before 2:00 p.m.*

PARENTS OR FRIENDS VISITING SCHOOL

Parents are always welcome and are encouraged to come to school to gain a better insight into the workings of our school. We request that arrangements with the teacher be made in advance of your visit. All visitors are required to begin their visit by registering at the school office. We request that children do not bring visitors (other than parents) to school with them for the day.

PARTIES

Classroom teachers, with the help of the room parents, are privileged to arrange small room programs and/or parties in recognition of such special days as Halloween, Christmas, and Valentine's Day. Each student pays a fee toward the cost of refreshments for these three parties. The money should be sent to the classroom teachers at the beginning of the year.

REPORTS TO THE HOME

Report cards will be issued four times during the school year; at the completion of first and second semesters, and in the Fall and Spring. Parent/Teacher Conferences are also held in the Fall and Spring.

Please remember that you are encouraged to contact the teacher to arrange a conference at any time you feel it is necessary. Through sharing of information and concerns, we as parents and teachers will be more able to understand and plan for each child and his/her needs.

PARENT/SCHOOL SUPPORT GROUPS

Our parent groups exist to promote mutual understanding and cooperative effort in the interest of the children of the Vicksburg Elementary Schools in the following ways:

A. By striving for a closer relationship between parents and teachers.
B. By raising monies to provide the children with advantages that might not otherwise be available.
C. By serving as a forum for the coordination of parents' talents which enrich the educational process.

PHOTOS

Photographs of all students are taken each year for school record purposes. Parents are under no obligation to purchase photos.

LOST AND FOUND

Lost articles are turned into the lost and found box, where they may be claimed by their owners. Valuables such as watches, wallets, and purses are turned over to the office for identification and return. Unclaimed articles will be disposed of at the end of the year. Please label all articles of clothing and other possessions with your child's name. These articles are expensive, and we would like to ensure their return.

DAMAGED AND STOLEN PROPERTY

Vicksburg Community Schools cannot and will not be responsible for damaged, lost, and stolen articles, regardless of location on school property.

PETS

If children wish to bring a pet to school, it must be prearranged with the teacher. Pets must be properly caged and must not be disruptive of the teacher-learning program. No pets or creepy-crawlers are allowed on the bus.

RESERVATIONS – USE OF SCHOOL FACILITIES
Reservations for using school facilities are made through the Community Education Office by calling 321-1022.

PROCEDURES FOR ADDRESSING CONCERNS
If you have a concern with something that is happening at school, please call your child's teacher first. If you were not satisfied with the response, the next step would be to call the building principal. If the problem could not be resolved at this level, then a call to the Superintendent would be appropriate.

ELEMENTARY SCHOOL ATTENDANCE

Daily attendance, of all who are enrolling in Michigan Public Schools, is required in accordance with State law and School Board Policy.

Section 380.1561 of the General School Laws of Michigan states: "every parent, guardian or other person in this State, having control and charge of any child from the age of six (6) to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the second year fixed by the school district in which the child is enrolled." Similarly, the elementary schools shall adhere to the Policy that each student should be in attendance every day school is in session. Students are required to attend all regularly scheduled classes and assemblies unless otherwise excused.

ATTENDANCE CLASSIFICATION: It is the intent of the Vicksburg Community Schools to monitor and promote regular school attendance. A record of the attendance of each student shall be maintained in accordance with the following classifications:

1. "Tardy" shall mean a child arrived after the beginning of class (8:55 a.m.) but before one (1) hour had passed.

2. "Absence" shall mean a child missed over one (1) hour of class time.

3. "Early Departure" shall mean a child left school (before 3:35 p.m.) missing one (1) hour or less of class time.

Frequent absences and/or tardies may affect student's participation in non-curricular field trips and events, promotion to the next grade, and/or may result in disciplinary consequences and referral to legal agencies.

A. **PROCEDURE:**

1. Absences must be excused by a parent or legal guardian by calling school between 8:00 and 9:00 a.m.

2. If a student is not properly excused by phone on the day of the absence, a written note from the parent or guardian verifying the reason for the absence should be submitted within two (2) days of his/her return to school. (Please note: students will remain unexcused until parents have contacted the school to confirm absence.) One day for each day of absence will be allowed for schoolwork missed to be made up before a penalty may be involved.

3. Pre-arranged absences for family trips require a written note at least three (3) days prior to the absence, so that arrangements for make-up work can be made prior to leaving.

4. If an absence is directly related to any officially recognized school activity, whereby the student has an active role, the student will be considered present.

B. **MAKE-UP WORK:** Excused absences allow the student to make up all work and tests missed. One (1) day shall be granted for make-up work for each day of absence.

C. **EXCESSIVE ABSENCES:** Parents may be notified in writing when a student has been absent ten (10) days per year, or 10% of the days school has been in session, and again at twenty (20) days per year. After twenty (20) days, written substantiation may be required by a doctor for each absence. If not supplied, the student may be regarded as truant. Proper legal authorities may also be notified when excessive absences occur.

D. **TARDINESS:** It is important that students arrive at school on time in order to prepare themselves for the beginning of class and to establish a habit of punctuality. The school doors open each morning at 8:50 a.m.

E. **ARRIVAL AND DISMISSAL TIME:** Buses arrive at school between 8:40 and 8:50 a.m. Children are not allowed in the building until 8:50 a.m. Students should not arrive prior to this time as they are expected to remain outside and are unsupervised. Students are tardy at 8:55 a.m., unless their bus is late. Students are excused for afternoon dismissal at 3:35 p.m. Walkers may be released earlier.

F. **DISMISSAL REQUESTS:** Students will not be permitted to leave the school during school hours, except with a parent or guardian, or with a written directive to the office from the parent. We are responsible for children during school hours and must know whom they are with at all times. For the protection of students, they will not be sent out to waiting cars. If you want to pick up your child, we ask that you come to the office. Please do not ask your child to come to your car rather than board the bus if the teacher has not been notified in writing by you. Please notify the office of all changes from the normal pattern.

G. **EMERGENCY SCHOOL CLOSINGS:** Emergency school closings will be announced on the radio. Please inform your child of prearranged plans of what he/she should do if school should close early. Also write these procedures on the enrollment form and update it if any changes occur. If a tornado watch or warning

is issued, the children will remain at school and staff will closely monitor all activities. Tornado drills will be conducted regularly, and students will assemble in designated areas under the supervision of their teacher in the event of a tornado warning. Parents are requested not to come to school for their child as this may lead to confusion and emotional hysteria.

H. **HOMEWORK:** Homework is an integral part of the educational plan for grades 1-5. The following are suggested times as they appear in the District Guidelines:

Grades 1 & 2	15-20 minutes/day	1-4 days/week
Grade 3	15-30 minutes/day	1-4 days/week
Grades 4 & 5	60 minutes/week minimum	
	60 minutes/day maximum	

Homework may not always be written and generally is given on Mondays-Thursdays. All written work will be collected and evaluated. Time given for make-up work due to absences will be one day for each day of school missed.

I. **STUDENT RECORDS:** The educational interests of the students require the collection, retention, and use of information about individual students and groups of students. The Board of Education is responsible for maintaining records of all students attending schools in the District. The Board will make available upon request to any person or party other than the student or his/her parent without the written consent of the parent or student, if 18 years of age or older, "directory information" which shall include: a student's name, address, telephone number, date and place of birth, photograph, major field of study, participating in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Parents may refuse to allow the District to disclose any or all of such "directory information" upon written

notification to the District within ten (10) days after receipt of the District's public notice.

Parents also have the right to inspect and review the student's education records; request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that unauthorized disclosures allowed by law; file a complaint of District non-compliance with the Department of Education; and obtain a copy of the District's Policy and Administrative Guidelines on student records.

MATTERS PERTAINING TO TRANSPORATION

The driver of a bus has a great responsibility. A mistake by the driver might mean the injury or death to students on the bus. Students should remember that transportation is provided for their convenience and that it is a privilege to ride the bus, not a right. Students are expected to exercise proper conduct at all times. Because of safety factors, misconduct will not be tolerated. Students who misbehave or in any way place the driver, students, and/or bus in jeopardy, will lose their bus privilege.

The following rules are rules of courtesy, safety, and common sense. The drivers are your friends and will inform you of the rules to follow while in their charge. They wish to make your bus ride as safe and pleasant as possible. The driver is in charge of your conduct from the time you enter the bus to the time you leave it. In addition to the rules listed below, all Student Handbook and Code of Conduct Rules, Kindergarten through 12th grade, will be in effect at all times.

RESPONSIBILITIES OF STUDENTS ARE TO:

- maintain safe classroom conduct while riding the bus; to sit in their seats and face the front with their feet on the floor;

- refrain at all times from moving around while bus is in motion;
- keep the aisles clear;
- be aware that damage to bus property must be paid for by the offender;
- remain quiet at railroad crossings;
- be at their designated stop *on time* and board the bus in an orderly manner (driver is responsible for staying on schedule and cannot wait for tardy students);
- wait until the bus has come to a **complete** stop before attempting to get on or off;
- leave the bus only at the consent of the driver; students will bring a *transfer pass from school* whenever they deviate from regular procedure;
- enter and leave the bus only at the front door, except when directed to use rear door for an emergency;
- cross the highway in front of the bus as instructed by the driver;
- keep hands and head inside the bus;
- not eat, drink, smoke, or light matches on the bus;
- not bring pets, animals, or creepy-crawly creatures on the bus;
- not bring food on the bus unless in a sealed package (containers with covers or stapled bags will be allowed);
- not bring pop cans or bottles on the bus;
- not chew gum on the bus;
- not carry glass on the bus; for a special occasion, it will be allowed if wrapped in newspaper, sealed, and arrangements are made with the bus driver in advance;
- package toys or any items needed for school projects before they are brought on the bus; and they are not to be opened until they reach school;
- not bring wooden or metal bats, skateboards, skis, roller blades/skates, or other large objects on the bus;
- obey any safety or disciplinary rules assigned by the driver;
- not use profane language or gestures.

RESPONSIBILITIES OF PARENTS ARE TO:

- provide appropriate supervision of their children to, from, and at the bus stop at least (5) minutes prior to scheduled pick up and drop off times.
- understand that students may have to walk up to a mile to the bus stop;
- understand that students may not ride a bus other than the one to which they are assigned, nor get on or off the bus at a stop other than their designated stop. The building principal or Transportation Supervisor may grant variances in an emergency only. Students must bring a transfer pass from school whenever they deviate from regular procedure. (This is for daycare and emergencies only.)

We would like to suggest you consider providing tote bags for students. This would take care of getting many items to and from school safely. It will also help protect students getting on and off the bus, crossing the road, etc.

Failure to assume these responsibilities may result in a suspension of the bus riding privilege and/or school suspension.

VIOLATIONS OF SCHOOL BUS RULES AND REGULATIONS:

Disciplinary Action for Violations:

Step 1: When a bus driver observes a violation by a student of the Vicksburg Community Schools Student Transportation Responsibilities (previous page), the driver shall inform the student of the violation verbally and implement any one or more of the corrective measures listed below:

a. Assign seats
b. Write sentences
c. Contact parents
d. Verbal warning

Step 2: If Step 1 corrective measures by the driver do not result in proper behavior, a written report of the continued rule(s) violation and discipline shall be sent to the student's parent or guardian and the building principal responsible for the student.

Step 3: If circumstances warrant more than a verbal or written warning, the driver may suspend a student from riding the bus for one day. The driver will notify the parent or guardian as soon as possible of the suspension.

Step 4: If circumstances surrounding the violation referred to in Step 3 warrant more than a one (1) day suspension or other disciplinary action, the Transportation Supervisor (or designee) may suspend the student from riding the school bus, pending a parent or guardian conference with the Transportation Supervisor, driver, and building principal responsible for the student, to be held within three (3) school days of the alleged violation. After the conference, the building principal in consultation with the Transportation Supervisor shall make the final decision on the length of the extended suspension.

Steps 1, 2, 3, and 4 above may be omitted by the Transportation Supervisor (or designee) if the violation involves assault upon another person, gross disrespect to the driver or other school personnel, gross disregard for bus safety rules and regulations, or if other circumstances warrant it.

Review Procedures:

Step 1: The student and/or parent or guardian may request a review by the Transportation Supervisor and the student's building principal, if they wish to dispute an allegation of a bus rule violation.

Step 2: The student and/or parent or guardian may request a review by the Assistant Superintendent, if they are aggrieved by the findings or disposition at Step 1 of this review procedure.

guidelines

BOARD OF EDUCATION **Students**
VICKSBURG COMMUNITY SCHOOLS **5500C**
ELEMENTARY STUDENT CODE OF CONDUCT

Positive Discipline Plan

VISION

The climate of the Vicksburg Community Schools will foster the character development of each student. The following examples of essential, character-building virtues serve to illustrate the strengths we hope to nurture in each student:

- Respect – to treat self, others, and all property with courtesy and dignity.
- Responsibility – to be accountable for one's own decisions and actions.
- Courage – to have the confidence to face difficult challenges.
- Caring – to exhibit kindness, compassion, and consideration in all interactions with others.
- Honesty – to be truthful in word, thought, and deed.
- Self-discipline – to behave appropriately in all settings and to work diligently toward achieving personal goals.

MISSION

Staff, students, and parents will share a united goal to model and to cultivate exemplary aspects of character. Through this focus, we strive to nurture each individual's growth toward their full potential.

ELEMENTARY PLAN

GOALS:

A. To reach our individual potential.
B. To take responsibility for our actions.
C. To treat others and ourselves with respect.
D. To contribute to a positive, safe, caring, and orderly school environment.
E. To create, develop, and support a strong and positive partnership between parents, school, and students.

GENERAL RULES:

Everyone will have self discipline and take responsibility for his/her own behavior. They will treat others with dignity and respect and work together:

A. To be prepared to start class on time.
B. To strive for our personal best.
C. To be aware of safety concerns.
D. To stop and think before acting.

THE TEACHERS, SUPPORT PERSONNEL, & ADMINISTRATORS WILL:

A. take pride in himself/herself as educators and model positive life skills for students.
B. believe that all children are able to learn and look for ways to ensure that every student is recognized.
C. show a commitment to excellence and establish behavioral and academic standards.
D. set professional goals and work toward accomplishing them through improving instructional knowledge and teaching skills.
E. be solution-oriented when facing a problem.

F. address students' academic and behavioral performance through open lines of communication between staff, students, and parents.
G. treat personal information in a confidential and professional manner.
H. make decisions based on what is best for the student.
I. implement the school improvement plan through positive support and suggestions.

OUR GOAL IS TO DEVELOP SUCCESSFUL STUDENTS WHO WILL:

A. have pride and confidence so they can be successful no matter what the situation.
B. set personal goals and who will work persistently toward accomplishing them.
C. take responsibility for the way they look, talk, and act.
D. treat themselves and others with dignity and respect.
E. attend school regularly and be punctual.
F. develop good study skills and work habits.
G. be friendly and courteous.
H. be honest and respect people, property, and our environment.
I. be able to learn from their mistakes.
J. follow school rules.
K. help others in our schools and our community.

School success is created by a team effort. The team consists of the student, teacher, and most importantly, the parent. Parents want what is best for their children. The following tips are offered as a parent guide, so that each student is supported in reaching their academic potential.

THE PARENTS WILL:

A. communicate to the child that he/she
   1. has a parent that loves him/her.
   2. is a special and important person.
   3. will be successful in school.

B. make sure the child
   1. has at least eight hours of sleep each school night.
   2. has breakfast before coming to school.
   3. arrives at school on time.
   4. is clean and appropriately dressed.

C. set realistic goals and help your child to take responsibility for his/her behavior and learning.

D. support your child and their teacher, especially when there are academic and/or social concerns.

E. read to your child and encourage them to read for pleasure (for at least fifteen minutes per day).

F. provide a regular time and a quiet setting for the completion of homework.

G. communicate regularly with your child's teacher via notes, telephone, or a scheduled conference.

H. show interest in your child's efforts at school. Ask what your student

   1. learned in school.
   2. enjoyed doing during the day.
   3. accomplished with pride today.

I. notify the school of health problems or other concerns which might interfere with your child's performance.

Schools are places where students gain the knowledge and skills to be responsible, contributing, and independent members of our society. Success in life is dependent not only on knowledge and skill, but also, on attitude and self-concept. Our ultimate goal is for all students to

become independent, responsible, and contributing members of our society. All staff are encouraged to immediately reinforce acceptable student behavior when it is observed. Below are some suggested procedures for recognizing acceptable student behavior or performance.

A. TELL the child the specific behavior you observed and how it helps our school to function more effectively.
B. WRITE a brief note to the child telling him/her to be proud of himself/herself and state the behavior which you observed.
C. MAIL a note home on a postcard to the parent/guardian recognizing an effort made by the child.
D. CALL the parents at home/work just to tell them the good news about their child and the good behavior he/she is demonstrating at school.

All staff are encouraged to immediately deal with inappropriate student behavior when it occurs. In the event a student acts in a manner which is inappropriate for the educational setting, these procedures will be followed:

A. If a student breaks a rule, the adult in charge will intervene.
B. When necessary, the teacher will implement a plan of action to help the student change their behavior.
C. If the inappropriate behavior continues, the teacher will notify the parents by phone or in writing. This is where the parent and the teacher develop a strategy with the child to solve the problem.
D. If the child still chooses not to control himself/herself, the principal becomes involved by reexamining the behavior and suggesting modification techniques.
E. If the four steps are unsuccessful, the student will be referred to the building team, where an intervention plan of assistance will be generated.
F. When other interventions are unsuccessful, suspension and/or exclusion may occur.

RECORDKEEPING AND REVIEW:

A recordkeeping process will be developed which will enable principal and staff to identify patterns of discipline problems. This Plan will be reviewed on a regular basis. This review will be done by the principal in cooperation with the school staff and parents.

ELEMENTARY STUDENT CODE OF CONDUCT

A. **PREAMBLE:**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the curriculum offered in this District regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background (per Board Policy 2260).

The parent must be aware of school policies, such as: seeing that the child is in school on time; going through the proper channels when the child is absent; and, in general, aiding the school in every way possible. School policies are formulated for the purpose of benefiting the child and must be followed if the child is to receive the best possible education.

B. **REVISED SCHOOL CODE:**

SUSPENSION OR EXPULSION OF PUPILS:

"The School Board may authorize or order the suspension or expulsion from school of a pupil guilty of a gross misdemeanor or persistent disobedience, if in the judgment of the School Board, the interest of the school is served by the authorization or order. If there is a reasonable cause to believe that the pupil is

handicapped, and the school district has not evaluated the pupil in accordance with the rules of the State Board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is a constituent…" Section 380.1311

C. **ELEMENTARY DISCIPLINE PROCEDURES:**

1. **DUE PROCESS:** The Vicksburg Community Schools' Board of Education recognizes the following:

   a. That students have full rights of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by the Legislation of the State of Michigan.

   b. That the primary intent of society in establishing the public school is to provide an opportunity for learning.

   c. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.

2. **DISCIPLINARY PROCEDURES:** If it is alleged that a student has violated the Code of Conduct, and it is determined that formal disciplinary proceeding should be instituted, the following due process procedures shall be followed:

   a. **ADMINISTRATIVE PROCEDURES:**

      1) The student shall be informed of the specific charges.

      2) The student shall have the right to present relevant information to support his/her defense.

      3) If the discipline to be imposed is detention or a suspension for less than ten (10) days, the administrator shall:

         a) Notify the parent(s) or guardian(s) of the discipline, the reasons for the discipline, and the discipline procedure to be followed.

         b) If the parent(s) or guardian(s) are dissatisfied with the procedure or the discipline, they may file a written appeal with the Superintendent within ten (10) days.

      4) If the administrator determines that the conduct of the student may result in a suspension for ten (10) days or more, or expulsion, the matter shall be referred for Board action.

   b. **BOARD PROCEDURES:**

      1) The student and the student's parent(s) or guardian(s) shall be given:

         a) A written statement of the charges.

         b) A hearing notice setting forth the time and place for the hearing, and

         c) A copy of the due process procedure.

2) The Board of Education shall conduct a hearing within a reasonable time in accordance with the following procedures, namely:

a) The student and his/her parent(s) or guardian(s) may be present while evidence is being taken, and the student may also be represented by legal counsel.

b) The hearing may be closed to the public, if requested by the student or the student's authorized representative, and approved by the Board. A record shall be kept of the hearing.

c) The Board may admit and give probative effect to evidence of a type commonly relied upon by reasonable prudent men in the conduct of their affairs, but may exclude irrelevant, immaterial, or unduly repetitious evidence. The student, or the student's authorized representative, shall have the right to question any witness.

3) Within ten (10) days following the hearing, the Board shall by at least a majority vote:

a) Make a written determination of facts, which determination shall be based solely upon the evidence presented at the hearing.

b) Determine the disciplinary action, if any, to be taken.

4) A copy of the Board's findings and decision shall be given to the student and his/her parent(s) or guardian(s) within five (5) days following the Board's determination. No disciplinary action shall be taken against the student until the parent(s) or guardian(s) shall have had an opportunity to receive the decision and findings of the Board provided, however, nothing in this procedure shall limit the right of the administration to take such action as may be required to protect the rights of other students or to protect the interests of the students.

5) The student and his/her parent(s) or guardian(s) shall have the right to appeal the decision of the Board of Education to a court of competent jurisdiction.

D. **TYPES OF DISCIPLINARY ACTION:**

There are several types of disciplinary action which may be taken against the student. Appropriate disciplinary forms will be sent to the parent(s) or guardian(s) when disciplinary action is taken.

1. **DETENTIONS:**

a. **Noon Hour Detentions:** This is detention time that must be served during the student's recess time. The student is to remain in the area designated by the school administration until the lunch hour is over. Failure to do so may result in the student being given additional days of detention or being suspended from school. Upon returning to school after suspension, the student will make up the original amount of detention time.

b. **After School Detention:** This is detention time that must be served after school. Parents will be notified one (1) day in advance of detention, and are responsible for the student's transportation home after the detention period. The student will be given assigned duties during this time period. Failure to serve detention after school will result in being given additional days of detention or being suspended from school. Upon returning to school, the student will make up the original amount of detention time.

Detention may be served at recess or after school, at the discretion of the principal.

2. **SUSPENSIONS:**

Out of School Suspension: During this period, a student may not attend school for a specified period of time, nor may the student enter upon school premises, nor attend or participate in any related school activities.

Extended Suspension: A suspension for a period of more than ten (10) days as approved by the Board of Education. Note: All suspensions for violations of the School Code of Conduct are to be effective until the number of school days has passed.

Expulsion: The student is permanently excluded from school, unless defined by State or Federal statute. Expulsion from school will result in loss of credit.

Re-entry Contract: As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in an additional suspension or expulsion from school.

Serious Violations: A building principal may recommend to the Board of Education that a student be given an extended suspension or be expelled from school upon a first, second, or third violation if, in the opinion of the administrator, the presence of the student will be disruptive to other students or to the educational process.

Persistent Violations: A student who is suspended from school, and whose prior suspensions during the same school year total twenty (20) days or more, shall be subject to extended suspension or expulsion in accordance with due process procedures. A recommendation for such action shall be taken only after a conference is held with the student's parent(s) or guardian(s) in order to determine the future status of the student in the Vicksburg Community Schools.

Reservation of Rights: The School reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the School, which are not specifically stated herein, as the need arises. When, in the judgment of the Administration, the student's behavior reaches such proportion, or is of a nature that it tends to influence others adversely, and/or interferes with the educational process, or infringes on the rights of others, the behavior is grounds for suspension.

Discipline Guidelines: The following discipline guidelines will be used by the Administration; however, special consideration will be given to disciplining kindergarten and first grade students. The standards of conduct apply to any student while under the jurisdiction of the Board of Education, whether the offense occurs on school property or otherwise. A threat or attempt to violate any Code of

Conduct standard shall be a violation of the Code and shall be punishable to the same extent as provided for a violation of the Code.

Matters Pertaining to Citizenship:

1. A student shall not knowingly violate any state law or local ordinance.

1st Violation

K-3 Three (3) days suspension, parent conference, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

4-5 Five (5) days suspension, parent conference, and the following where appropriate: file complaint with policy, seek recovery of damages through court of competent jurisdiction.

2nd Violation

K-3 Five (5) days suspension, parent conference, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

4-5 Ten (10) days suspension, parent conference, and the following where appropriate: file complaint with policy, seek recovery of damages trough court of competent jurisdiction.

3rd Violation

K-5 Ten (10) days suspension and/or expulsion, and the following where appropriate: file complaint with policy, seek recovery of damages through court of competent jurisdiction.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

2. A student shall not use profane language or gestures, nor possess pornographic or profane material.

K-3
1st Violation: 2 days detention
2nd Violation: 3 days detention - noon
3rd Violation: 5 days detention - after school

4-5
1st Violation: 3 days detention - noon
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

3. A student shall not cheat or lie.

K-3
1st Violation: 2 days detention
2nd Violation: 3 days detention
3rd Violation: 5 days detention

4-5
1st Violation: 3 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension

4. A student is expected to conduct himself/herself in a safe and proper manner. Running or yelling is not appropriate.

K-3
1st Violation: 1 day detention
2nd Violation: 3 days detention
3rd Violation: 5 days detention

4-5
1st Violation: 1 day detention - noon
2nd Violation: 3 days detention - noon
3rd Violation: 5 days detention - noon

5. A student shall avoid public displays of affection. There is a proper time and place for expressing affection.

K-3
1st Violation: 2 days detention
2nd Violation: 3 days detention
3rd Violation: 5 days detention - noon

4-5
1st Violation: 2 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension

6. A student shall not leave the school premises without authorization.

K-3
1st Violation: 5 days detention
2nd Violation: 5 days detention
3rd Violation: 1 day suspension

4-5
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension

7. A student shall not loiter in the restrooms.

K-3
1st Violation: 1 day detention
2nd Violation: 3 days detention
3rd Violation: 5 days detention

4-5
1st Violation: 1 day detention - noon
2nd Violation: 3 days detention - noon
3rd Violation: 5 days detention - after school

8. CD players, radios, and other music playing/recording devices; pagers, cell phones, and other electronic communication devices are not to be used in school unless approved. Including Buses.

K-5
1st Violation: Confiscation
2nd Violation: Confiscation & 1 day detention - noon
3rd Violation: Confiscation & 5 days detention - noon

9. A student shall not be absent from school or absent from his/her assigned place at school without proper authority.

K-5
Contact parents
1st Violation: Make up time missed at noon or after school
2nd Violation: Make up time missed at noon or after school
3rd Violation: Contact juvenile authorities

10. Harassment of others is not acceptable and will be treated as a serious offense. Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment, in general, may also include any speech or action which unjustifiably or without a legitimate school related purpose creates a hostile, intimidating, or offensive learning environment for students.

K-3
1st Violation: 3 days detention - noon
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

4-5
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension*

11. Ethnic Intimidation: Ethnic Intimidation by any person on school property or at a school event will not be tolerated. State law and Board of Education Policy 5515 defines "ethnic intimidation" as the intentional, malicious intimidation or harassment of another person because of that person's race, color, religion, gender, or national origin. Ethnic intimidation may be manifested through wrongful physical contact; damage to or destruction of another person's property; name-calling or racial slurs, either verbal or written.

K-3
1st Violation: 3 days detention - noon
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school and/or up to 3 days suspension

4-5
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: up to 5 days suspension

Matters Pertaining to the Safety of Others:

1. A student shall not intentionally engage in hostile bodily contact.

K-3
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension*

4-5
1st Violation: 5 days detention - after school
2nd Violation: 1 day suspension
3rd Violation: 5 days suspension*

2. A student shall not wrongfully take, by the use of threat or violence, money or property of another person.

K-3
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension*

4-5
1st Violation: 5 days detention - after school
2nd Violation: 1 day suspension
3rd Violation: 5 days suspension*

3. A student shall not engage in inappropriate behavior which may affect the safety of others, which inappropriate behavior includes inciting or contributing to the disruption in or outside the classroom, pushing, shoving, kicking, biting, spitting, pulling on clothing, etc.

K-3
1st Violation: 3 days detention
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

4-5
1st Violation: 3 days detention - noon
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school*

4. Physical threats or verbal threats against the lives of students or adults.

K-5
1st Violation: Warning, detention, and/or up to three (3) days suspension, contingent upon the severity of the infraction, with possible expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested before returning to school.

2nd Violation: Up to ten (10) days suspension contingent upon the severity of the infraction and/or recommendation for expulsion contingent upon the severity of the infraction. Notification of police. Appropriate counseling/assessment services may be required.

3rd Violation: Recommendation for expulsion and notification of police.

5. Physical Attack Upon Students or Adult Supervisors.

K-5

1st Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested.

2nd Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Counseling/assessment services may be required.

3rd Violation: Ten (10) days suspension and/or recommendation for expulsion contingent upon the severity of the infraction. Notification of police.

6. A student shall not posses, use, or threaten to use any weapons which include: Firearm, Gun, Revolver, Pistol, Dagger, Dirk, Stiletto, Knife with Blade Over Three Inches in Length, Pocket Knife Opened by Mechanical Device, Iron Bar (to include bludgeoning instruments of other materials) or Brass Knuckles, as per State and Federal Law.

"Firearm" means:

a. A weapon (including a starter gun) which will, or is designed to or may readily be converted to, expel a projectile by an explosive, or by gas or air;

b. The frame or receiver of any such weapon;

c. Any firearm muffler or firearm silencer;

d. Any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant; for purposes of application and enforcement of this Policy, a B-B gun is considered to be a "firearm." (See Board Policy 5772.);

e. It may also include any toy or other object that is presented as a real weapon or reacted to as a real weapon.

1st Violation: Recommendation for expulsion; Superintendent and Police notification.

7. A student shall not posses, use, or threaten to use irritants, such as Pepper Gas or Mace, or other dangerous objects.

1st Violation: Detentions and/or up to ten (10) days suspension, contingent upon severity of infraction. Notification of police.

2nd Violation: Ten (10) days suspension with possible request for expulsion. Notification of police.

8. 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 Administration. Failure to report such knowledge may subject the student to discipline, to include warnings, detentions, suspensions, and/or expulsion.

9. Bus Rules: In addition to Administrative Regulation 5500 B, The Student Code of Conduct, as it appears in the Handbook, applies, in its entirety, to students riding on the bus. Consequences for violation of these rules may include the suspension of riding privileges.

The School Violence Hotline will provide a means for students and/or parents to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365-days per year, by the Michigan State Police Operations Center. This toll-free school violence hotline telephone number is 1-800-815-TIPS.

Matters Pertaining to Public and Private Property:

1. A student shall not take, conceal, or wrongfully carry away the property of another.

K-3
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 7 days detention - after school*

4-5
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension*

Theft of items of substantial value will result in more severe penalty, including suspension.

2. A student shall not abuse, misuse, or destroy the property of another, including textbooks.

K-3
1st Violation: 3 days detention - noon
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

4-5
1st Violation: 5 days detention - noon
2nd Violation: 5 days detention - after school
3rd Violation: 1 day suspension*

Substantial destruction will result in more severe penalty, including suspension.

3. A student shall take all precautions to safeguard textbooks or other materials entrusted to the student's care. The student shall pay for the loss of the textbooks or materials or any damage which is greater than normal wear.

4. Lockers and desks are the property of the School District, and as such may be inspected at any time without notice or student consent.

5. Lockers are not to be utilized for illegal or dangerous purposes, e.g., harboring stolen property, drugs or alcohol, materials that might create health or fire hazards, etc.

6. Internet/Network Safety Policies and Network Use/Abuse: The use of the District Network resources is limited to support of the academic program.

The use of District Resources is limited to support of the academic program. The use of the Network/Internet is a privilege that may be revoked by the district at any time and for any reason. Appropriate reasons for revoked privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to monitor, review, inspect, and remove files; limit or deny access; and refer a student for other disciplinary/legal actions.

A district-wide filtering system has been implemented for all student log-on stations.

Students are responsible for their behavior and communication on the Network/Internet. Any misuse of a student account will result in suspension of the account privilege and/or other disciplinary/legal action determined by the District. Misuse shall include, but is not limited to:

a. Intentionally seeking information on, obtaining copies of, or modifying files, other dates, or passwords belonging to other users.

b. Misrepresenting other users on the Internet/Network. (Users may only access the Internet/Network by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Users my not allow other users to utilize their passwords.)

c. Malicious use of the Internet/Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Users may not use the Board's computers/network to disrupt the operation of the Network/Internet including deleting or moving network files or develop programs that

infiltrate a computer or computing system and damage the software components of a computer or computing system.

d. Interfering with other's use of the Network.

e. Use the Network/Internet for non-educational related purpose. (Users may not use the internet to engage in "hacking", gambling, or other unlawful activity; advertising, or any commercial purposes, political lobbying; or transmit any material in violation of any State of Federal law or regulation, or Board policy.)

f. Unauthorized installation of software.

g. Downloading, copying, or unauthorized use of licenses or copyrighted software.

h. Unauthorized downloading of non-instructional files or information including but not limited to licensed or unlicensed programs, MP3 files, inappropriate material, or other large files.

i. Unauthorized disclosure, use, and dissemination of personal identification information regarding a student or staff member.

j. Accessing or participation in online "chat rooms" or other forms of direct electronic communication including e-mail, instant messaging, or "Listservs" without prior approval.

k. Use of the Network/Internet to access, process, distribute, display, or print pornography and other materials that are obscene, objectionable, inappropriate, and/or harmful to minors.

1st Violation: Warning, detention periods, up to ten (10) days suspension, and restitution.

2nd Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion.

Matters Pertaining to Disruption of the Educational Process:

1. A student shall not be insolent, insubordinate, or disrespectful toward school employees.

K-5
1st Violation: 3 days detention
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

2. A student shall not possess toy weapons to include: a squirt gun, bean shooter, smoke bomb, or other potentially dangerous objects, including laser pointers.

K-3
1st Violation: 3 days detention
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

4-5
1st Violation: 5 days detention - noon✧
2nd Violation: 5 days detention - after school✧
3rd Violation: 1 day suspension*✧

3. A student shall conduct himself/herself in a mature and appropriate manner while attending assemblies or school events.

K-3
1st Violation: Removal from event
2nd Violation: 1 day detention
3rd Violation: Student may not attend school functions for the rest of the school year.

4-5
1st Violation: Removal from event
2nd Violation: 2 days detention
3rd Violation: Student may not attend school functions for the rest of the school year.

4. A student shall not throw any unauthorized objects.

K-5
1st Violation: 3 days detention
2nd Violation: 5 days detention - noon
3rd Violation: 5 days detention - after school

5. Dress Code: The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding this appearance, except when their choices affect the educational program of the Schools. The Board will have the right to establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Students shall not wear clothing which:

a. Presents a hazard to the health or safety of the student or to the others in the school.
b. Interferes with school work, creates disorder, or disrupts the educational program.
c. Causes excessive wear or damage to school property.
d. Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
e. Depicts or encourages violence or acts of violence, drug use, profanity, or sexually suggestive connotations.
f. Advocates or advertises alcohol or tobacco products.
g. Depicts or encourages violence or acts of violence, drug use, profanity, or sexually suggestive connotations.
h. Advocates or advertises alcohol or tobacco products.

Violations: Exclusion from school until acceptable standard is met, and/or detention periods.

Matters Pertaining to Controlled Substances:

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession furnishing or sale of over-the-counter medication to another student.

We shall define drugs as:

- All controlled substances as so designated and prohibited by Michigan statute
- All chemicals which release toxic vapors
- All alcoholic beverages
- Any prescription or patent drug, except those for which permission to use in school has been granted according to Board Policy
- "Look-alikes"

- Anabolic steroids
- Any illegal substance so designated and prohibited by law

The use, possession, concealment for distribution, or being under the influence of any drug at any time on VCS property, or at any VCS event, is prohibited.

1. Tobacco, all types, including chewing tobacco:

   Possession:

   1st Violation: Confiscation and three (3) days noon detention
   2nd Violation: Confiscation and five (5) days after school detention
   3rd Violation: Confiscation and one (1) day suspension

   Use on school premises or at school-related activities:

   1st Violation: Confiscation and five (5) days noon detention
   2nd Violation: Confiscation and five (5) days after school detention
   3rd Violation: Confiscation and five (5) days suspension

2. Substance Abuse:

   Knowingly using or possessing drugs as defined above:

   1st Violation: Confiscation, five (5) days suspension. Police will be involved. Counseling may be required.

   2nd Violation: Confiscation, ten (10) days detention during which time the student may be required to have drug counseling by a qualified substance abuse counselor. Police will be involved.

   3rd Violation: Confiscation, ten (10) days suspension, and recommendation for expulsion. Police will be involved.

3. Sale or furnishing of drugs:

Sale or furnishing, attempting to sell or furnish drugs (as defined above) on school property, at school-related activities, or within 500 feet of school premises:

1st Violation: Confiscation, ten (10) days suspension. Police will be involved. Counseling may be required.

2nd Violation: Confiscation, ten (10) days suspension. Recommendation for expulsion. Police will be involved.

* additional violations will lead to expulsion ✧ confiscation

History:	None	Authority:	28.421
	8/12/85		380.1311
	7/11/88		380.1313
	12/10/90		750.82
	7/6/92		750.237a
	6/14/93		18 USC § 921
	6/13/94		
	1/9/95		
	5/8/95		
	7/8/96		
	8/11/97		
	6/14/99		
Revised:	6/10/02		
	4/12/04		
	6/16/09		

VICKSBURG COMMUNITY SCHOOLS
GRIEVANCE PROCEDURE FOR TITLE II, VI, IX AND SECTION 504

Section I

If any person believes that the Vicksburg School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II of the Americans with Disabilities Act of 1990 (2) Title VI of the Civil Rights Act of 1964, (3) Title IX of the Education Amendment Act of 1972, and (4) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward the complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Steve Goss, Assistant Superintendent
Vicksburg Community Schools
301 South Kalamazoo Avenue
Vicksburg, Michigan 49097

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complainant. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The local Coordinator, on request, will provide the complainant with a copy of the Vicksburg Community Schools grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Students and parents and representatives of Vicksburg Community Schools may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at:

Office for Civil Rights
US Department of Education
600 Superior Avenue East
Suite 750
Cleveland, OH 44114
Telephone: 216-522-4970
FAX: 216-522-7573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

The OCR National Headquarters is located at:

US Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
FAX: 202-246-6840
TDD: 877-521-2172
Email: OCR@ed.gov