VICKSBURG MIDDLE SCHOOL

THE VISION OF VICKSBURG MIDDLE SCHOOL

We at VMS are a **CARING** community of *learners*

where each individual gives an **HONEST** effort,

RESPECTS all others and

takes **RESPONSIBILITY** for self!

This Vision is for students, staff and all who are part of our school community.

5500D - POSITIVE DISCIPLINE PLAN (MIDDLE SCHOOL)

PREAMBLE:

Vicksburg Community Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parent/guardian(s), and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Student Code of Conduct sets forth student rights and responsibilities while at school and school related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination.

WHEN AND WHERE THE STUDENT CODE OF CONDUCT APPLIES:

The Student Code of Conduct applies before, during, and after school:

- when a student is at school;
- "at school" means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- when a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or School District staff; and
- when a student is using school telecommunications networks, accounts, or other District services.

STUDENT RIGHTS AND RESPONSIBILITIES:

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. This balance will be determined by school administration.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student and the student's parent/guardian should contact school administration.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

The definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School District staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts. Specific types of disciplinary consequences are defined under TYPES OF DISCIPLINARY ACTION AND PROCEDURES. At the option of school administrators, a student accused of any violation of the Student Code of Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under State law, however, the School Board will act to impose any mandatory sanctions.

Short-Term Suspensions:

A short-term suspension occurs when a student is suspended for one (1) day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extra-curricular activities, are suspended. In addition, students may not be on VCS property unless authorized by an administrator.

Long-Term Suspensions:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extra-curricular activities is suspended. In addition, students may not be on VCS property unless authorized by an administrator.

Expulsion:

An expulsion occurs when the School District's Board of Education terminates the student's rights and privileges to attend school, including extra-curricular activities. An expulsion is for an indefinite time, unless otherwise specified by the School Board or State law. The parent/guardian of the student may petition the School Board to request the student's reinstatement to school, as permitted by State law.

MIDDLE SCHOOL POSITIVE DISCIPLINE PLAN:

Goals:

A. To work to be the best s/he can be.
B. To take responsibility for their own behavior.
C. To treat self and others with dignity and respect.
D. To work to create a positive, safe, caring, and orderly school climate.
E. To focus on the prevention of discipline problems.
F. To work to develop a strong and supportive relationship between parent/guardian(s), students, school, and community.

General Rules:

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

A. to be on time and prepared for class/activities;
B. to assist and spend extra time in student/staff/school activities;
C. to keep our hands, feet, and mouth to ourselves;
D. to act safely and sensibly;
E. to stop and ask ourselves, before saying or doing something to another person, “Would I like this done to me?” If the answer is “Yes”, we proceed. If the answer it “No”, we stop immediately and find another way of handling the situation.

These general rules outline the behavior expected of everyone at Vicksburg Middle School. Each teacher has developed classroom rules which establish the expectations for the individual classrooms.

The Teachers, Support Personnel, and Administrators:

An effective school, where “everyone is successful" is created by the attitudes and behaviors of the staff (teachers, support personnel, and principal). We become like the people with whom we associate. If we expect our students to be positive, supportive, accepting, and respectful of others, it is essential that we model this behavior for them. At VMS, we have "successful staff members" who:

A. take pride in themselves as educators, knowing they have one of the most important jobs in the world;
B. believe that all children can be successful and will look for and take whatever steps are necessary to insure that students are recognized for their success;
C. treat others with dignity and respect;
D. commit their efforts to make VMS the most effective school in the country;
E. set professional goals and work persistently to accomplish them;
F. make decisions based on what is best for the student;
G. assist and spend extra time in student/staff/school activities;
H. continually improve their instructional knowledge and skill;
I. make suggestions on ways the school can be more effective;
J. are a positive influence on students, parent/guardian, and colleagues by:
    1. being “solution oriented” when facing a problem rather than grumbling or complaining;
    2. discovering the other person’s point of view during a conflict;
    3. communicating concerns or disagreements directly to the proper recipient; *If this communication is written, it is signed by the person who wrote it. If it is communicated face-to-face, it is done in an “agreeable” manner, with dignity and respect for all those involved*.

4. treating information about school (students, parent/guardian(s), staff) in a confidential and professional manner.

Successful Students:

Schools are places where students gain the knowledge and skills to be responsible, contributing, and independent members of society. Our goal is to develop successful students who:

A. take pride in themselves and have confidence they can be successful no matter what the situation;
B. set goals and work persistently to accomplish them;
C. take responsibility for what they say and do and how they present themselves;
D. treat self and others with dignity and respect;
E. attend school regularly;
F. get to school and class on time;
G. exercise good study skills and work habits; *Upon completing an assignment quietly find something constructive to do.*
H. have good manners and are friendly and courteous to everyone in school;
I. are honest with themselves and others;
J. respect everyone's property;
K. put forth their very best efforts in whatever they do.
If a mistake is made, they learn from it by correcting it and moving ahead;
L. follow the school and classroom rules;
M. keep their school clean;
N. make our school and community a better place.

The Parent/Guardians:

School success is created by a team effort. The team consists of the student, teacher, and most importantly, the parent/guardian. The attitude, expectations, and behavior of the parent/guardians about our school plays a crucial role in the child's success in school. Parent/guardians want what is best for their children and by doing the things listed below, parent/guardians increase the potential that their children will get the best education. The parent/guardians at VMS:

A. communicate to the child that s/he:
   1. has a parent/guardian that loves him/her;
   2. is a special and important person;
   3. will be successful in school;
B. make sure the child gets:
   1. at least eight (8) hours of sleep each school night;
   2. breakfast before coming to school;
   3. to school on time;
C. help the child to take responsibility for his/her behavior and learning;
D. support the child and staff when there are problems or when progress is not being made as rapidly as desired;
E. support school discipline procedures;
F. read to or encourage the child to read an interesting or fun book at least fifteen (15) minutes a day;
G. provide a regular time and place, which is quiet, where the child can do homework or read;
H. communicate and consult with the teacher on a regular basis about the child's performance;
This is done on the phone, in writing, or in person.
I. show interest in the child's efforts in school by asking questions each day about what s/he:
   1. learned in school;
   2. enjoyed doing during the day;
   3. was proud of what happened during the day;
J. notify the school of health or other problems which might interfere with the child's performance.

Procedures which are followed by Teachers, Support Personnel, and Administrators:

Our ultimate goal is for all students to become independent, responsible, and contributing members of society. For this to occur, we must communicate to the students what we expect of them and reinforce that behavior when they demonstrate it. Eventually, they must learn to assess their own performance and reward themselves by developing an internal locus of control. The following are some procedures which will help us reach our goal. The severity of the incident may require that the process begin at an advanced level.

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 parent/guardian at home/work just to tell them the good news about their child and the good behavior s/he is demonstrating at school.

Behavior is changed through the use of reinforcement once there is a close approximation to the desired behavior. Whenever behavior is being changed, there are "peaks and valleys". Behavior will improve, then slip back, then improve. Patience, persistence, and reinforcement all play a critical role in behavior change.

Staff will deal with inappropriate student behavior when it occurs. In the event a student acts in a manner which is inappropriate for the educational setting, this procedure will be followed.

A. When a student breaks a rule, the adult at the scene will handle the problem.
B. If the classroom teacher receives several complaints or sees a pattern developing, s/he will implement a plan of action to change the student's behavior. Parent/guardian contact when appropriate.
C. If the inappropriate behavior continues, the teacher will notify the parent/guardian by phone or in writing. This is where the parent/guardian 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 re-examining the behavior and suggesting modification techniques.
E. If the four (4) steps are unsuccessful, the student will become a "focus of concern" for the building team where an intervention plan of assistance will be generated.
F. If all else fails, suspension and/or exclusion will result.

CATEGORIES OF MISCONDUCT:

Assuming the responsibility granted to it by law, the Board established the following categories of misconduct (while a student is under the jurisdiction of the school and/or engaged in school connected activities) as those which may result in temporary separation, suspension, or expulsion from the Vicksburg Community Schools. These categories are general in nature and are not to be held all inclusive.

We feel it is in the best interest of the community to work with the students in developing the best possible citizens, which means learning to live within rules as good citizens. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

A. **Alcohol and Drugs**

A student will not possess, use, offer to buy or sell, pass to another student, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, alcohol, or substances purported to be or have the effects of illegal drugs (including over-the-counter drugs). Students shall not possess or use any related paraphernalia on school premises, at school related activities, or within 1000 feet of school premises. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

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

1. *Possession/Use:*

   First Violation: Confiscation, up to ten (10) days out of school suspension during which period the student must have counseling by a qualified substance abuse counselor. Police will be involved.

   Second Violation: Confiscation, ten (10) days out of school suspension, and recommendation for expulsion. Police will be involved.

2. *Sales/Furnishing:*

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

Use of Breath-Test Instruments: The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal will be considered insubordination and also considered in determining alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

B. **Arson**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the School Board or its designee shall expel the student from the School District permanently, subject to possible reinstatement, pursuant to MCL 380.1311.(5). (MCL 380.1311[2]).

"Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

First Violation: Ten (10) days suspension, parent/guardian conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

C. **Bullying/Harassment/Intimidation (Policy 5517.01)**

"Bullying" is defined as any written, verbal, or physical act, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

First Violation: Warning, detentions, After School Behavior Program (ASBP), and/or up to ten (10) days suspension from school contingent upon the severity of the infraction.

Second Violation: After School Behavior Program (ASBP), Saturday School, and/or up to ten (10) days suspension contingent upon the severity of the infraction.

Third Violation: Saturday School and/or up to ten (10) days suspension with possible request for expulsion.

D. **Bus Rules**

In addition to Administrative Regulation 5500B, 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.

Bus drivers have a great deal of responsibility. They are charged with the safety of your child and the timely operation of their bus. For the safety of everyone involved, we have rules that must be followed. At the beginning of each school year Vicksburg Transportation sends home a student data sheet with a list of student responsibilities. Parent/guardian are requested to go over the rules with their children and then fill out the student form, sign and send back with their child. Students must follow the directions given by the bus driver and will follow classroom behavior while riding the bus. The student handbook rules apply in both the classroom setting and on the bus.

Students who receive a third disciplinary notice will be required to: with their parent/guardian, meet with the driver, Transportation Director and when needed, the building principal. A fourth write up is an automatic suspension of bus riding privileges, time off the bus to be determined by the severity of the infraction. A fifth write up will incur a longer suspension from the bus, up to and including the remainder of the semester. Depending on the seriousness of the infraction, the Transportation Director may suspend riding privileges before the fourth write up.

E. **Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

Violation: After School Behavior Program (ASBP) spent correctly doing all work related to the cheating incident for half credit and satisfactory parent/guardian conference.

F. **Corridor/Playground Misconduct**

Conduct of students in hallways and hallway appearance give lasting impressions to visitors as to the quality of school program and the character of students. Disruptive behavior and litter create safety hazards for all who pass through. Therefore, it is incumbent upon all students to refrain from disruptive, inappropriate behavior and littering hallways. Students are not to bring glass bottles to school, nor are they to eat or drink outside the dining areas without permission. Corridor or playground behavior which could harm or endanger other students is subject to disciplinary action. Teachers have discretion whether gum is allowed in their classrooms.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), or one (1) to three (3) days suspension.

Second Violation: Detention periods, After School Behavior Program (ASBP), or one (1) to three (3) days suspension, plus satisfactory parent/guardian conference.

G. **Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, and spray-painting surfaces are acts of defacement.

First Violation: Up to ten (10) days suspension or possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school, related to the type of offense committed, and a satisfactory parent/guardian conference.

Second Violation: Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution.

H. **Destroying a Detention Slip**

A student will not willfully destroy a detention written to them by any staff member. All detention slips must be signed by a parent/guardian and returned the next school day to the staff member who wrote the detention.

First Violation: After School Behavior Program (ASBP) or one (1) day suspension.

Second Violation: Three (3) days suspension.

Third Violation: Five (5) days suspension.

I. **Destruction of Property including Textbooks, Lost or Stolen Books, or other Class Related Materials**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction. Damaged, lost or stolen books and other materials must be paid for by the student to whom they were issued.

First Violation: Up to ten (10) days suspension or possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school, related to the type of offense committed, and a satisfactory parent/guardian conference.

Second Violation: Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution.

J. **Disorderly Conduct and/or Disruption**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disruption and/or disorderly conduct. Behavior is considered disruption and/or disorderly conduct if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

First Violation: Warning, detention periods, After School Behavior Program (ASBP) and/or up to three (3) days suspension. Confiscation of inappropriate objects.

Second Violation: After School Behavior Program (ASBP), Saturday School, and/or up to seven (7) days suspension. Confiscation of inappropriate objects.

Third Violation: Up to two (2) After School Behavior Program (ASBP), Saturday School, or up to ten (10) days suspension. Confiscation of inappropriate objects.

K. **Disrespect Toward School Employees**

First Violation: Warning, detention periods, After School Behavior Program (ASBP) and/or up to three (3) days suspension.

Second Violation: Detention periods, and/or five (5) days suspension.

Third Violation: Detention periods, and/or ten (10) days suspension.

L. **Dress Code and Grooming**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the learning and teaching process. Administrative discretion will be used to determine appropriate 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 parent/guardian 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:

1. presents a hazard to the health or safety of the student himself/herself or to others in the school;
2. interferes with school work, creates disorder, or disrupts the educational program;
3. causes excessive wear or damage to school property;
4. prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
5. depicts or encourages violence or acts of violence, drug use, profanity, or sexually suggestive connotations;
6. advocates or advertises alcohol or tobacco products;
7. implies, initiates, or advertises gang affiliation.

Violations: Exclusion from school until acceptable standard is met, and/or detention periods. Continued violations will be considered insubordination.

Middle school students shall abide by the following guidelines:

- Pants should be worn on the hips, no sagging or overly baggy clothes shall be worn.
- All shirts must have a strap, and the strap must be a minimum of two (2) inches in width.
- No bare midriffs, shirts must cover the entire middle section of a student's body.
- Spaghetti straps, tube tops, and around-the neck halters are not allowed unless covered by a shirt.
- Undergarments should not show. Bathing suits or parts of suits and pajamas are not to be worn.
- Shorts and skirts must come down at least to the end of the index finger when hands are at the side.

M. **Extortion**

A student will not make another person do any act against his/her will, by force or a threat of force, expressed or implied.

First Violation: Five (5) days suspension. Appropriate notification of police.

Second Violation: Recommendation for expulsion.

N. **Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parent/guardian have been notified.

First Violation: Failure to serve the detention will result an ASBP.

Second Violation: Failure to serve the ASBP will result in one (1) day of in-house suspension.

O. **False Accusation of School Employee**

A student shall not make a false accusation about a school employee.

First Violation: Five (5) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate.

Second Violation: Recommendation for expulsion. Notification of police.

P. **False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, or other school property, or a school-related event, then the School Board or its designee shall suspend or expel the student from the School District for a period of time as determined in the discretion of the School Board, or its designee. (MCL 380.1311a[2]).

First Violation: Ten (10) days suspension, parent/guardian conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

Q. **False Identification**

A student will not use another person's identification, including student lunch numbers, or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

First Violation: Warning, detention periods, and/or up to three (3) days suspension.

Second Violation: Detention periods, and/or five (5) days suspension.

Third Violation: Detention periods, and/or ten (10) days suspension.

R. **Fighting**

A student will not physically fight with another person. Fighting poses an immediate threat to student safety. In most cases, in-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

First Violation: Three (3) to five (5) days suspension from school and satisfactory parent/guardian conference; notification of police, if appropriate.

Second Violation: Five (5) to ten (10) days suspension from school, notification of police.

Third Violation: Recommendation for expulsion, notification of police.

S. **Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

First 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.

Second Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction and/or recommendation for expulsion and/or notification of police.

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

T. **Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

First Violation: One (1) day suspension.

Second Violation: Three (3) days suspension.

Third Violation: Five (5) days suspension.

U. **Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

First Violation: Warning, detention periods, and/or up to three (3) days suspension.

Second Violation: Detention periods, and/or five (5) days suspension.

Third Violation: Detention periods, and/or ten (10) days suspension.

V. **Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized by official school functions.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to three (3) days suspension. Confiscation of inappropriate objects.

Second Violation: Five (5) days suspension.

Third Violation: Ten (10) days suspension.

W. **Insubordination/Unruly Conduct**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, being absent from an assigned place, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

Students are expected to possess and carry their School Agenda at all times. Periodic and random agenda checks will be conducted resulting in lunch detention.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to three (3) days suspension.

Second Violation: Detention periods, up to two (2) days After School Behavior Program (ASBP), Saturday School, and/or up to five (5) days suspension.

Third Violation: Detention periods, up to two (2) days After School Behavior Program (ASBP), Saturday School, and/or up to ten (10) days suspension.

X. **Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

First 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 will be required.

Second Violation: Ten (10) days suspension and/or recommendation for expulsion. Notification of police.

Y. **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, suspension, and/or expulsion. The Michigan Department of State Police and the Michigan Department of Education have established a statewide school violence hotline for students to make anonymous reporting of specific threats or imminent school violence or other suspicious or criminal conduct by juveniles. This toll-free school violence hotline telephone number is 1-800-815-TIPS.

Z. **Leaving School Without Permission**

A student will not leave campus without permission from authorized school personnel.

First Violation: Saturday School.

Second Violation: Two (2) sessions of Saturday School.

Third Violation: Up to ten (10) days suspension.

AA. **Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

First Violation: Warning, detention, and/or After School Behavior Program (ASBP).

Second Violation: Up to two (2) After School Behavior Program (ASBP), Saturday School, and/or up to three (3) days suspension, parent/guardian notification, police may be notified.

Third Violation: Five (5) days suspension, parent/guardian notification, police will be notified.

BB. **Physical Assault**

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the School Board or its designee shall suspend or expel the student from the School District for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall expel the student from the school permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

First 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.

Second 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.

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

CC. **Possession of Inappropriate Personal Property**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser pointers, personal entertainment devices, computer games, ipod/mp3 players, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal or his/her designee. Confiscation of the items and satisfactory parent/guardian conference will occur.

First Violation: Confiscation, warnings, detention periods, After School Behavior Program (ASBP), or suspension from school for up to three (3) days and until satisfactory conference with parent/guardian.

Second Violation: Confiscation, detention periods, up to two (2) After School Behavior Program (ASBP), Saturday School, and/or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent/guardian.

Third Violation: Confiscation, up to two (2) After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension contingent upon the severity of the infraction, plus possible recommendation for expulsion and satisfactory conference with parent/guardian.

DD. **Profanity and/or Obscenity Toward Students/Staff/Volunteers**

A student will not orally, in writing, electronically, or with photographs or drawings, use profanity or insulting, obscene gestures during school or at any school activities.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), or suspension from school for up to three (3) days and until satisfactory conference with parent/guardian.

Second Violation: Detention periods, up to two (2) After School Behavior Program (ASBP), Saturday School, or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent/guardian.

Third Violation: Up to two (2) After School Behavior Program (ASBP), Saturday School, or up to ten (10) days suspension contingent upon the severity of the infraction, plus possible recommendation for expulsion and satisfactory conference with parent/guardian.

EE. **Public Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature. Handholding is considered to be an inappropriate public display of affection.

First Violation: Warning and/or detention.

Second Violation: Warning, detention, and/or up to three (3) days suspension, parent/guardian notified.

Third Violation: Up to five (5) days suspension, parent/guardian conference.

FF. **Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the School Board or its designee shall expel the student from the School District permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

GG. **Sexual Harassment**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will also not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, School District personnel or adult volunteers.

First Violation: Warning, detention and/or up to ten (10) days suspension.

Second Violation: Up to ten (10) days suspension contingent upon the severity of the infraction.

Third Violation: Ten (10) days suspension with possible request for expulsion.

HH. **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, 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.

II. **Student Distributed Material**

Any material handed out by students or displayed on school property must be approved by the School Principal or designee before it may be distributed or displayed to other students. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

First Violation: Warning and/or detention periods, and up to three (3) days suspension.

Second Violation: Five (5) days suspension from school.

JJ. **Tardiness**

A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

1. Three (3) unexcused tardies per semester, per class, will result in a minimum of parent communication. Six (6) tardies per semester will result in a one (1) hour after school detention.
2. Continued tardiness (nine (9) tardies per class, per semester) will result in an ASBP. Continued tardiness (twelve (12) or more per class, per semester) will be viewed as an act of insubordination and will result in Saturday School.
3. Periodic and random tardy sweeps will be conducted, and will result in a lunch detention.

KK. **Technology Abuse**

A student will not violate the district's "Technology Use Guidelines".

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 be limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
2. Misrepresenting other users on the Network/Internet. (Users may only access the Network/Internet by using their assigned Internet/E-Mail account. Use of another person's account/address/password is prohibited. Users may not allow other users to utilize their passwords.)
3. Malicious use of the Network/Internet 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 computer system and damage the software components of a computer or computing system.
4. Interfering with other's use of the Network.
5. 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 or Federal law or regulation, or Board policy.)
6. Unauthorized installation of software.
7. Down-loading, copying, or unauthorized use of licensed or copyrighted software.
8. 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.
9. Unauthorized disclosure, use, and dissemination of personal identification information regarding a student or staff member.
10. Accessing or participation in online "chat rooms" or other forms of direct electronic communication including e-mail, instant messaging, or "Listservs" without prior approval.
11. 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.
12. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
13. Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (www.cyberbullying.ca)]

    Cyberbullying includes, but is not limited to the following:

    a. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
    b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
    c. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or take pictures or record acts of student violence;
    d. Posting misleading or fake photographs of students on websites.

Violation: Warning, detention periods, After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension, and/or expulsion depending on severity, and restitution.

Users are expected to abide by the following generally-accepted rules of network etiquette:

Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.

Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

LL. **Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to the student. When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from administration. The school is not responsible for personal property. Theft may result in suspension or expulsion.

First Violation: Warning, detention, and/or up to ten (10) days suspension and satisfactory parent/guardian conference. Restitution and notification of police, if appropriate.

Second Violation: Up to ten (10) days suspension and satisfactory parent/guardian conference. Restitution and notification of police, if appropriate.

MM. **Threat/Coercion**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

First Violation: Warning, detention, After School Behavior Program (ASBP), Saturday School, and/or up 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.

Second 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. Counseling/assessment services may be required

Third Violation: Recommendation for expulsion and notification of police.

NN. **Tobacco Possession/Smoking**

A student will not smoke, use tobacco, or possess any substance containing tobacco, including smoking paraphernalia such as a lighter, and/or the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in any area under the control of a school district, including all activities or events supervised by the School District.

1. *Possession:*

First Violation: Confiscation, conference with parent/guardian, and up to three (3) days suspension.

Second Violation: Confiscation and five (5) days suspension.

Third Violation: Confiscation and ten (10) days suspension and/or recommendation for expulsion.

2. *Use on School Premises, at School Related Activities, or En Route Between the High School or the Middle School and the In-House Suspension Room:*

First Violation: Confiscation and five (5) days suspension.

Second Violation: Confiscation and seven (7) days suspension.

Third Violation: Confiscation and ten (10) days suspension, and/or recommendation for expulsion.

OO. **Trespassing**

A student will not enter upon the premises of the School District, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities. Failure to comply will result in additional suspension, expulsion, and/or arrest for trespassing.

PP. **Trespassing and/or Vandalism of Real Property of a Staff Member, On or Off School Property**

First Violation: Ten (10) days suspension with possible recommendation for expulsion, depending on circumstances and the severity of the vandalism. Parent/guardian conference; file complaint with police; full restitution must be made.

Second Violation: Ten (10) days suspension and possible recommendation for expulsion. Parent/guardian conference; file complaint with police; full restitution must be made.

QQ. **Truancy/Skipping**

A student will not fail to report to the school's assigned class or activity without prior permission knowledge or excuse by the School or parent/guardian.

1. *Students skipping class for less than one (1) period:*

   First Violation: After School Behavior Program (ASBP).

   Second Violation: Saturday School.

   Third Violation: Two (2) Saturday Schools.

2. *Students skipping school one (1) class period or more:*

   First Violation: Saturday School.

   Second Violation: Two (2) Saturday Schools.

   Third Violation: Three (3) Saturday Schools.

RR. Unsportsmanlike Behavior or Heckling at School Events

First Violation: Warning, detention periods, removal from school event, and/or suspension from school events.

Second Violation: Removal from school event, and/or suspension from school events, and/or five (5) days suspension.

Third Violation: Removal from school event, and/or ten (10) days suspension. Student may not attend school functions for the rest of the school year.

SS. **Verbal Assault Against an Employee**

Verbal Assault is defined as an intentional act of verbally threatening to do bodily harm coupled with an apparent present ability to cause the harm.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by School Board Policy, at school against a person employed by or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall suspend or expel the student from the School District for a period of time as determined in the discretion of the School Board or its designee. (MCL 380.1311a[2]).

First Violation: Warning, detention, After School Behavior Program (ASBP), and/or up 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.

Second 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. Counseling/Assessment services may be required.

TT. **Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "Dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; razors; or box cutters.

First 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.

Second Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction and/or recommendation for expulsion and/or notification of police.

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

UU. **Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another student. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles. (MCL 380.1313).

A "Firearm" means:

1. a weapon (including a starter gun) which will, or is designated to, or may readily be converted to expel a projectile by an explosive, spring, or other propellant;
2. the frame or receiver of any such weapon;
3. any firearm muffler or firearm silencer;
4. 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, spring, or other propellant. For purposes of application and enforcement of this Policy, a B-B gun and airsoft gun are considered to be a "firearm"; (See Board Policy 5772)
5. it may also include any toy or other object that is presented as a real weapon or reacted to as a real weapon.

State law requires the School Board or its designee to permanently expel from the School District a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to and from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impact instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student* while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the Superintendent or the School District or Intermediate School District, or his/her designee, shall immediately report that finding to the student's parent/guardian and the local law enforcement agency. (MCL 380.1313[1]).

*Possession at school shall include any student vehicle on school property.

Violation: Recommendation for expulsion, Superintendent and police notification.

VV. **Violations of**

1. State laws;
2. Local ordinances;
3. Abuse of fire alarms, safety equipment;
4. Bomb threats, false alarms, false reports;
5. Arson.

First Violation: Ten (10) days suspension, parent/guardian conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, file complaint with police, 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.

Matters Pertaining to Participation in Non-Curricular Field Trips and Social Activities

Any student who has been suspended two (2) or more times, totaling eleven (11) or more days will not be allowed to participate in non-curricular field trips or activities, i.e., roller skating, dances, activity days, lock-ins, Cedar Point, Talent Show, etc., unless, in the opinion of the principal, there has been marked improvement in the student's behavior. Students must also be passing all of their classes to participate in the above events. In order to participate in an activity, the student must be in school for all afternoon classes, unless prior arrangements have been made with the building principal.

Matters Pertaining to Public and Private Property

A. **Lockers are School Property**

All lockers assigned to students are the property of the School District. At no time does the School relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

B. **Legitimate Use of School Lockers**

The School assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by School Board Policy or the public school principal or his/her designee in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the public school principal or his/her designee.

C. **Search of Locker Contents**

Random searches of School lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of School property, and provide greater safety and security for students and personnel. Accordingly, the Board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or student consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

D. **Seizure**

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

E. **Damaged, Lost, and Stolen Property**

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

RECORDKEEPING AND REVIEW

A record keeping 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 parent/guardians.

SUSPENSION OR EXPULSION OF STUDENTS

TYPES OF DISCIPLINARY ACTION AND DISCIPLINARY PROCEDURES

A. DETENTIONS:

AFTER SCHOOL DETENTION: This is detention time that must be served after school. Parent/guardian will receive written notification one (1) day in advance of detention, and are responsible for the student's transportation home after the detention period. Failure to serve the detention will result in an ASBP. Failure to serve the ASBP will result in in-house suspension of one (1) day.

Note: All detentions will be served after school, unless otherwise specified by school personnel.

B. CLOSED CLASS: A teacher may exclude a student for one (1) day from class for serious violation of classroom rules. A school administrator may keep a student out of a class or classes due to serious misconduct or continued behavior problems.

In order to re-enter the classroom, a parent/guardian conference will be required.

C. AFTER SCHOOL BEHAVIOR PROGRAM (ASBP): ASBP will be held on Tuesdays and Thursdays of every week from 2:35 p.m. to 4:35 p.m. Parent/guardian will be notified by telephone or email at least one (1) day in advance of an assigned ASBP. Students are expected to be on time and have work to complete while serving ASBP. Parents/guardians are responsible for transportation home after the

ASBP is completed. Failure to serve the assigned ASBP will result in a one (1) day in-house suspension.

D. SATURDAY SCHOOL: Saturday School will be held twice a month, every other Saturday from 8:30 a.m. to 11:30 a.m. at Vicksburg High School. Parent /guardian will be notified by telephone or email of an assigned Saturday School. While assigned to Saturday School, the following rules apply:

1. Students must report to an assigned Saturday School. A doctor's note will be the only acceptable excuse.
2. Students must report to assigned room by 8:30 a.m. Doors will be lock no later than 8:35 a.m. Students arriving late will not be allowed to serve Saturday School on that day.
3. Students will be required to stay for the entire three hours to complete an assigned Saturday School.
4. Disruption, insubordination, or sleeping will result in removal from Saturday School. Students removed will be required to make up the Saturday School.
5. No electronics allowed in Saturday School, i.e., cell phones, IPODS, MP3 players, hand held games, etc.
6. Bathroom breaks will be provided. No wandering of the building during break time.
7. Students will be required to complete school work, read quietly, draw quietly, or study. Students are responsible to bring their own materials. Students will not be allowed to go to lockers or the library.
8. If a student fails to report for an assigned Saturday School, an additional Saturday School will be issued by an administrator on the following Monday. In addition, any student who fails to serve an assigned Saturday School will immediately become ineligible for athletics, extra-curricular activities, sporting events, etc., and should only be on campus during school hours. The student will regain eligibility and privileges once the initial Saturday School is completed.
9. If a student fails to serve two (2) consecutive Saturday Schools, a three (3) day in-house suspension will be assigned the following Monday. The student will be required to complete all unserved Saturday Schools.

E. SUSPENSIONS:

1. IN-HOUSE SUSPENSION: A school administrator may require a suspended student to attend school during the period of suspension in an assigned location within the Vicksburg Community Schools. The suspended student may walk directly to and from the administration building upon arrival at school.

   The suspended student will be assigned a specific location, which s/he may not leave during established school hours without permission from the suspension room supervisor.

   The student may not participate in or attend any school function while under suspension. The suspended student shall not return to the regular middle school program, until all his/her time has been made up, and s/he leaves the in-house program in good standing.

   Specifics: While assigned to this program, the following rules apply:

   a. No talking or other communication at any time within the room.
   b. Restroom privileges are limited to once in the morning and once in the afternoon.
   c. The student is not to sleep or lay his/her head down at any time.
   d. Desks will be placed by the supervisor and are not to be moved.
   e. If a student has any questions, or needs to leave his/her seat for any reason, s/he is to raise his/her hand until recognized by the supervisor. Conversations between the student and the supervisor will take place quietly at the supervisor's desk.
   f. Students are responsible for having all books. Credit will not be given for the days a student does not have them. Students may work on schoolwork only, unless all assignments have been completed satisfactorily.
   g. Students are expected to arrive on time. Tardiness will count as a first period tardiness at the home building and may result in detention there or in additional suspension.
   h. Go directly to the suspension room. Absolutely no association with other students on school property. A suspended student is not to enter his/her school building at any time without the principal's permission.
   i. Students may order lunch or are to provide their own lunch. Milk is available at the student's cost. Food may be eaten only between 11:00 and 11:30 a.m. No gum at any time.
   j. Exams and quizzes will be taken in the in-house suspension room or, if the teacher desires, at school the first day back from suspension.

k. Students must sign in and out when using the restroom. Restrooms will be checked on a random basis. The last person to use the area will be held responsible for smoking, damage, etc.

2. OUT-OF-SCHOOL SUSPENSION: For safety reasons, or where an expulsion hearing is pending, the administration may suspend a student at home for a period of time. 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.
3. EXTENDED SUSPENSION: A suspension for a period of more than ten (10) days as approved by the Board. Note: All suspensions for violations of the School Code of Conduct are to be effective until the number of school days has passed.

F. EXPULSION: The student is permanently excluded from school unless defined by State and Federal statutes. Expulsion from school will preclude a student from earning any further credit.

G. 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, placement in an alternate educational setting, or expulsion from school.

H. DUE PROCESS: The Board of Education recognizes the following:

1. That students have certain 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 subject to certain conditions applicable to the school environment.
2. That the primary intent of society in establishing the public school is to provide an opportunity for learning.
3. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
4. That the opportunity for education is one of these citizenship rights.

I. CONFIDENTIALITY: Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

J. SUSPENSION PROCEDURES:

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present, to the school administrator, any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:
   a. notify the parent/guardian, as soon as possible, of the suspension, the reasons for the suspension, and the steps necessary to effectuate the student's return.
   b. meet with the parent/guardian and the student to plan satisfactory return of the student to the school setting if deemed necessary by the administrator.
4. If the parent/guardian are dissatisfied with this action, they may appeal to the Superintendent or designate to review the decision.
5. If the suspension is for a period of more than ten (10) days, the same due process for students, as is covered under students being expelled from school, will apply.
6. Section 504/Special Education Accommodations: In the event a student is disabled, accommodations may be made to IHS procedures in accordance with the IEPC or 504 Plan.

K. EXPULSION PROCEDURES: This is the removal from school on a permanent basis. This action may be taken by the Board of Education only. The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student will be supplied to the student and his/her parent/guardian by registered mail. Included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved.
2. Parent/guardian and students against whom charges have been filed will be required to attend this hearing.
3. The student shall be given an opportunity to give his/her version of the facts and implications. S/he should be allowed to offer the testimony of other witnesses and present other evidence.
4. The student and his/her parent/guardian may be represented by legal counsel.

5. The student, his/her parent/guardian, or legal agent, shall be allowed to review all evidence offered against the student. In addition, they shall be allowed to question any witness present at the hearing.
6. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing. An open or closed hearing, at the student's option, may be requested, before a majority of the Board of Education.
7. The Board of Education, by a majority vote, shall state, within ten (10) days after the hearing, its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion, or extended suspension.
8. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent/guardian.
9. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

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

M. **PERSISTENT VIOLATIONS:** Any student who is suspended from school, and whose prior suspensions during the same school year total twenty (20) days or more, may be required to attend a parent/guardian conference with the Superintendent and the building principal. At this meeting, the future status of the student will be determined. Students reaching this twenty (20) day total, may be subject to an extended suspension or expulsion, and can only return to the regular school program under behavioral guidelines.

N. **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 or recommendation for expulsion.

O. **NOTIFICATION OF LAW ENFORCEMENT AGENCIES:** State law requires each school board to comply with the state wide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage
Suspected Armed Student
Weapons on School Property
Death or Homicide
Drive-By Shooting
Physical Assault (Fights)
Bomb Threat
Explosion
Arson
Sexual Assault (Criminal Sexual Conduct)
Bus Incident or Accident
Robbery or Extortion
Unauthorized Removal of a Student
Threat of Suicide
Suicide Attempt
Larceny (Theft)
Intruders (Trespassing)
Illegal Drug Use or Overdose
Drug Possession or Drug Sale
Vandalism or Destruction of Property
Minor in Possession of Alcoholic Liquor or Tobacco

P. **INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES:** The School District endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent/guardian was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

Revised 8/11/80; Revised 8/12/85; Revised 7/13/87; Revised 9/12/88; Revised 7/10/89; Revised 6/11/90; Revised 6/10/91; Revised 6/8/92; Revised 6/14/93; Revised 6/13/94; Revised 1/9/95; Revised 5/8/95; Revised 7/8/96; Revised 8/11/97; Revised 11/8/99; Revised 6/12/00; Revised 7/9/01; Revised 7/17/03; Revised 4/12/04; Revised 6/13/05; Revised 7/11/05; Revised 9/06; Revised 7/9/07; Revised 7/14/08; Revised 6/8/09; Revised 6/14/10; Revised 6/11; Revised 5/14/12; Revised 4/15/13; Revised 5/13/13; Revised 7/14/14; Revised 7/1/15,

MIDDLE SCHOOL HOMEWORK GUIDELINES

2330B

A. The purpose of Homework:

Homework assignments should have a specific purpose related to the learning objectives of a program or course. Homework should involve application of knowledge, reinforcement of communication, research, and other skills. Homework should provide experiences which strengthen attitudes and allow for creativity.

B. Guidelines:

1. All homework assignments should have a specific purpose related to the learning objectives of a program or course. It does not have to be a written assignment, and should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
2. Generally, homework will only be given Monday-Thursday. However, there may be occasions when a mid-week assignment may hold over into the weekend or homework given for the weekend.
3. Teachers will assist students in learning to manage long-term assignments and use of independent practice time.
   Students are encouraged to use class time provided for initiating homework. Should they choose to waste class time or manage their time differently, their homework time may exceed guidelines.
4. Normally, homework will not be assigned over school vacations and holidays, but may be with teacher discretion.
5. All written homework will be collected from students and evaluated by students, peers, and/or teacher, not necessarily graded. It will be returned in a timely manner.
6. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their homework as it relates to the particular program or course of study.
7. It is recommended that teachers consider the individual differences of their students when assigning homework.
8. The daily use of a properly filled out Assignment Book can be an invaluable tool in helping students organize their time and efforts. Parent/guardian can help by asking to see their child's Assignment Book and then reviewing the work. All teachers will instruct students in how to use the Book in their classrooms, and all students will be required to have and use the Book every day.
9. Teachers will communicate their homework expectations to parent/guardian at the beginning of the school year, not later than the third week of school. These expectations should clearly state any incentives or penalties related to homework completion. Failure to turn in homework may result in one or more of the following:
   a. Reminder
   b. Warning
   c. After school detention – spent doing home work
   d. A zero (0) on the assignment, recorded in the grade book which will affect the marking period grade
   e. Continual failure to turn in assignments will result in a parent/guardian conference with the room teacher and building principal
   f. Chronic problems will be treated as an act of insubordination.
10. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
11. The following are guidelines for suggested total homework time and constitute a reasonable range rather than a quota.

Grade 6	75 minutes minimum per week
	60 minutes maximum per day

Grades 7/8 120 minutes minimum per week
90 minutes maximum per day

12. The daily use of a properly filled out Agenda Book can be an invaluable tool in helping students organize their time and efforts. Parent/guardian can help by asking to see their child's Agenda Book and then reviewing their work. All teachers will instruct students in how to use the Book in their classrooms, and all students will be required to have and use the Book every day. Procedures for the implementation and use of the school provided Agenda Book will be developed and enforced by individual classroom teachers.

MIDDLE SCHOOL ATTENDANCE REGULATIONS

Daily attendance, of all who are enrolled 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 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 school year fixed by the school district in which the child is enrolled." Similarly, Vicksburg Middle School 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.

A. Excused Absence:

1. Definition: When a student is absent, the building principal, or his designee, shall determine whether the absence is excused. Excused absence may be granted for, but not limited to:
   a. Illness, hospitalization or medical appointments frequent or extended absences may require substantiation by a doctor.
   b. Attendance at funerals.
   c. Family emergencies.
   d. Pre-arranged family trips taken with the immediate family (see "c" 3 below)
2. Procedure:
   a. Absence for any of the above reasons must be excused by a parent/guardian or legal guardian by calling the School (321-1300) before noon.
   b. If a student is not properly excused by phone on the day of the absence, a written note from the parent/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 parent/guardian have contacted the School to confirm the absence.)
   c. All absences for family trips must be pre-arranged with the office in order to be excused. Whenever possible, absences should be pre-arranged with a written note submitted to the school office at least three (3) days prior to the absence so that arrangements for make-up work can be made prior to leaving. If arrangements cannot be made three (3) days prior to the absence, the student is responsible for securing missed work upon his/her return to school.
   d. If an absence is directly related to any officially recognized School activity, in which 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 missed work. One (1) day shall be granted for make-up work for each day of absence. However, a student may, with teacher approval, have two (2) days to make up missed work for each day he/she has had a confirmed absence, when the absence is of three (3) or more days.

Where work has been furnished to a student in advance of a pre-arranged absence, that work is due on the date that student returns to class.

In general, request for office assistance in providing homework to students who are not in attendance should be limited to multiple absences.

IT IS THE RESPONSIBILITY OF THE STUDENT TO APPROACH HIS/HER TEACHER TO MAKE ARRANGEMENTS TO MAKE UP WORK WITHIN THE ALLOWABLE TIME SPAN.

C. Unexcused Absences:

Unexcused absences will be charged for truancy, failure to provide prior notification of trips, missing the bus, failure to bring the required note from parent/guardian, babysitting for younger sibling, or as otherwise determined by an Administrator. Work missed during a period of unexcused absence may not be made up for credit.

D. Excessive Absences:

Parent/guardian will be notified in writing, when a student has been absent ten (10) days per year, and again at fifteen (15) days per year. After ten (10) days, written substantiation may be required for each absence. If not supplied, the student may be regarded as truant. Proper legal authorities may also be notified after fifteen (15) days absence.

E. Attendance at Music Performances:

Public performances are School requirements just as written tests. The difference is that performances cannot be made up. Except as provided hereafter, a missed performance will result in the student's nine-week grade being lowered a minimum of two (2) letter grades. The Director must be given advance warning of the performance to be missed, in writing, signed by the parent/guardian. Absences due to personal illness or family emergency, when verified by a note from the parent/guardian, will not affect the student's grade.

F. Tardiness:

1. Beginning of Day (7:39 a.m. to 8:35 a.m.): Students arriving at School at 7:39 a.m. or later shall immediately report to the office. At this time the student shall provide written substantiation stating his/her reason for tardiness and be given a pass to class. The office personnel shall determine at this time, based on the written substantiation, whether the tardy shall be deemed excused or unexcused. The student shall sign in and record the time of arrival. Teachers shall record the tardiness in a permanent record upon the student's arrival to class.
2. Between Classes: Teachers shall record the tardiness to class of any student in a permanent record, and in addition, fill out a tardy slip stating name of student, date, and precise time of arrival.
3. Excused Tardiness to School:
   a. Failure of School transportation system
   b. Illness or appointments for health reasons (note from parent/guardian required)
   c. Religious instruction (note from parent/guardian required).
   d. Household and family emergency such as power failure, no water supply, furnace failure, or serious illness of a family member (note from parent/guardian required). Other types of emergencies must be evaluated and judged consistently by Administration.
4. Unexcused Tardiness to School:
   a. Late arrival due to poor time planning.
   b. Missed school bus.
   c. Didn't hear alarm clock, overslept, etc.
   d. Family vehicle failed (when bus transportation was available).
   e. Non-essential errand for parent/guardian.
   f. Babysitting for young sibling.
   g. Employment.
   h. Others as may be determined by Administration.
   i. Three (3) unexcused tardies per semester, per class, will result in a minimum of parent communication. Six (6) tardies per semester will result in a one (1) hour after school detention.
   j. Continued tardiness (nine (9) tardies per class, per semester) will result in an ASBP. Continued tardiness (twelve (12) or more per class, per semester) will be viewed as an act of insubordination and will result in Saturday School.

MATTERS PERTAINING TO PRIVATE TRANSPORTATION

No Middle School student may drive any motor vehicle to school. Rollerblades and skateboards are not permitted on school grounds between the hours of 7:00 a.m. and 4:30 p.m., or at any time during an after-school event.

LOCKERS

A. All students will be assigned lockers in which to keep their belongings.
B. Locker combinations are not to be shared with others.
C. Lockers must be kept locked at all times.
D. Lock combinations or a second key should be turned into the office.
E. Lockers are to be kept neat. Doors must not be jammed shut.
F. There will be periodic locker inspection.
G. Lockers must not be marred or written upon.
H. Lockers must not be shared.
I. Students may go to their locker before and between classes, and at the end of the day only.

J. School policy and state law state that lockers are the exclusive property of the school and may be searched at any time, without notice or consent by students and/or parent/guardian. Searches may include random searches of any or all lockers.

REPORT CARDS

Report cards are issued at the end of each nine-week period. Progress reports are issued and sent home midway through each quarter.

LOST AND FOUND

The office is the headquarters for "Lost and Found" valuables. Students finding any valuable items should take them to the office. If you have lost an item and can identify it, it will be returned to you immediately.

COUNSELING AND GUIDANCE SERVICE

A. Through counseling, the student is helped to understand himself in relation to the world in which he/she lives. We assist students individually and in groups.
B. The student is helped in making the transition from one school level to another and from one school to another.
C. The counselor makes referrals to specialists and community agencies for services available beyond those he or she can provide.
D. The counselor visits with sixth grade students as a means of explaining services available to them.

Students may feel free to see the counselor by putting their name on a scrap piece of paper and placing it in the counselor's mailbox in the office. In case of emergency, merely ask your teacher if you may be excused to see the counselor.

BICYCLES

Students are to park bicycles in the stands provided. Please lock your bicycles in the stand. Bike riding is not permitted during the school day. Bicycles should not be ridden in the school drive or sidewalks before school or after school dismissal.

MONEY AND VALUABLES

Large amounts of money should not be brought to school. The school cannot assume the responsibility for money or valuables when lost or stolen. Money and valuables may be left in the office for safekeeping. In gym, students are expected to have their valuables locked in the teacher's office.

HALL PASSES/STUDENT AGENDA

All students are required to have their agenda, as a hall pass, when going through the halls during class time. The agenda must be signed by a teacher. Periodic and random agenda sweeps will be conducted and may result in a lunch detention issue if s/he does not have their agenda in possession.

FIRE AND TORNADO DRILLS

In order that students may know how to act quickly and efficiently in case of emergency, fire and disaster, drills are held periodically throughout the school year. Regulations are posted in the classrooms and reviewed in detail with every class. All students in the building must leave during the fire drill. School will not be dismissed early and dismissal will be at the regular time in the event of a tornado watch.

TELEPHONE

The office phone is available for students to use for necessary calls.

NOON HOUR RULES

A. Only students who live a short walking distance from school may go home for lunch with a note from home. This decision must be made on a permanent annual basis.
B. All other students must remain in school during lunch hour.
C. All students are required to display courteous conduct toward fellow students, supervisors and cooks.
D. Rules of conduct outlined in the Middle School Code of Conduct are applicable.

REGULATION COVERING ADMINISTRATION OF MEDICATION

A. **Responsibility:** Each Principal shall be responsible for the administration of medication to students under their jurisdiction.
B. **Authorization:** Prior to administering any medication, a Principal shall have on file a written statement from the parent/guardian of the student authorizing the administration of medication together with a written statement from the prescribing doctor, which statement shall include the following information:
    1. The student's name.
    2. Date of prescription.
    3. Name of medication.
    4. Dosage and frequency of administration, and
    5. Special instructions, if any.

C. **Medication Preparation:** School employees shall not assume the responsibility for dividing any medication into proper dosage amounts except liquid divisions intended for oral administration or external application.

D. **Medication Security:** A Principal may designate one or more employees to have responsibility for medications and associated records in accordance with the following guidelines:

1. Medication shall be brought to school only by the parent/guardian, not the student and kept in the original pharmaceutical container, the label which shall state:
   a. The name of the student
   b. The name of the medication, dosage and frequency of dosage, and,
   c. The name and telephone number of the pharmacy.
2. Medication containers shall be kept in a reasonably secure place which is not accessible to students or unauthorized personnel.
3. There shall be placed in the medication file:
   a. The authorization by the parent/guardian.
   b. The written instructions of the doctor and/or pharmacist, and
   c. The "Administration of Medication Summary".

E. **Administration:** Medication shall be administered in the school office by the Principal (a teacher or other employee specifically authorized by the Principal).

F. **Termination:** Unless the written statement authorizing administration of medication shall expressly provide, such authorization shall terminate upon the expiration of thirty (30) calendar days.

G. **Inhalers:** Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines. (Form 5330 F1c)

MEDICAL INFORMATION

Report any medical information, in writing, directly to the Technology Education and Physical Education teachers, which may have an effect on student safety or health (i.e. seizures, allergies, fainting spells, impaired vision or hearing, etc.).

MIDDLE SCHOOL RETENTION REGULATIONS

A. **Academic Performance:** If a student fails two (2) or more of the following basic classes:

English	Math
Social Studies	Science

for the year, he/she will be retained barring any of the excluding factors below.

Other factors:

1. No student shall be enrolled in the Middle School for more than eight (8) semesters, except by permission of the Administration.
2. A student's parent/guardian may refuse retention once for that student in grades 6-8.
3. Final determination regarding retention is made by the Principal.

B. **Performance:**

1. Parent/guardian will be notified, in writing, at the end of the first semester, and again after the third marking period, that their child may be retained, barring substantial progress.
2. The parent/guardian will be notified, in writing, at the end of the second semester if the child will be retained. At that time the parent/guardian will be given the option of refusing, in writing, the recommendation for retention. This option will not be extended if retention had previously been recommended in grades 6-8.

MIDDLE SCHOOL ATHLETICS

VICKSBURG COMMUNITY SCHOOLS REGULATIONS GOVERNING PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

GENERAL PROVISIONS:

A. **Eligibility:** Any student who meets the minimum eligibility requirements established by the Michigan High School Athletic Association (MHSAA) and Vicksburg Community Schools for participation in Interscholastic athletics is eligible to try out for one or more interscholastic sports activities sponsored by the Vicksburg Middle or Senior High schools.

B. **Participation:** Participation by eligible students in the Vicksburg Middle or Senior High Schools Interscholastic Sports Programs is voluntary and subject to such reasonable rules and regulations as

may be established from time to time by the MHSAA, the coaches, the Administration, and the Board of Education.

C. Pre-participation Requirements:

1. Distribution of Rules: A copy of rules and regulations governing participation by students in the Interscholastic Sports Program shall be given to each student at the time such student first reports for a sports activity each academic year.
2. Review of Rules: On the first scheduled day of practice of any team sport, each team coach shall review the applicable rules and regulations with all student participants.
3. Acceptance and Authorization: Each academic year an authorization form shall be completed by both the student and the student's parent/guardian. If the student is less than eighteen (18) years old, indicating that:
   a. They have read and agree to abide by the rules and,
   b. The parent/guardian authorizes participation of the student in interscholastic sports activities. A student eighteen (18) years of age or older may complete the acceptance and authorization form on his own behalf.

D. **Duration of Rules:** Any student, having once participated in any established school sport, will be considered a Vicksburg athlete covered by the applicable rules and regulations stated below the **ENTIRE YEAR.**

E. **Special Conditioning Programs:** A student athlete shall not be required to attend any special conditioning programs held outside the regular sports season as defined by the MHSAA rules. No athlete may attend any special conditioning program for another sport while participating in a current sport.

ATHLETIC STANDARDS:

A. Sports Attendance: Attend all scheduled practice sessions and games unless excused by the coach.

1. Authorized Absences: A student athlete may be excused from a practice session according to the following guidelines:
   a. Have an acceptable reason for the absence such as illness, deficiencies in schoolwork, family emergencies, or other obligations which could not reasonably have been anticipated by the student.
   b. Request, in advance of the absence, permission from the coach. If advance permissions is not possible, then inform the coach by the procedures outlined by the coach at the start of the season.
   c. Excused absences are at the discretion of the coach.
   d. Written excuses from a parent/guardian, administrator, or teacher may be required at the discretion of the coach, in order to determine the reason for an absence.
   e. An athlete must complete the current sports season prior to conditioning or trying out for the next sports season.

B. Dress: Arrive promptly and in proper dress for every practice session and game.

C. Participation: Actively participate in practice sessions and games, and cooperate in following instructions, hustling, carrying out assignments, and the like.

D. Behavior: The conduct of any Vicksburg athlete shall be such as to bring no discredit to the athlete, parent/guardian, or school. This includes behavior and actions both on and off the field or court.

E. School Attendance: Student athletes must attend school regularly and, in order to be eligible to participate in the next scheduled practice session or interscholastic sports contest, students must attend the last two (2) class periods of the day, unless a pre-arranged absence has been approved by the office. An athlete shall not skip classes. Friday p.m. attendance is required for weekend eligibility unless prior office arrangements have been made.

F. Training Hours: Student athletes shall maintain training hours as established by the coach.

G. Paraphernalia: Student athletes shall not be in possession of any item associated with the use of illegal or controlled substances.

H. Travel: Team members are expected to ride to and from athletic contests on the bus. Exceptions: parent/guardian contact or written permission form on file (as per AG 2340B).

Discipline: Any student athlete who fails to abide by the Athletic Standards "A through H" shall be subject to such disciplinary action as the respective coach, with administrative consent, shall determine, including but not confined to, running laps, spending extra time practicing, repeating assignments, being withheld from participation in a scheduled game, or dismissal from the team from the remainder of a sports season.

Discipline should be progressively applied, except where the seriousness of a breach of athletic standards, in the opinion of the coach, with administrative consent, shall otherwise require.

I. **Controlled Substances:** Student athletes shall not sell, possess, and/or use tobacco, alcohol, controlled substances, or substances purported to be illegal. Shall not be under the influence of alcohol or other controlled substances. Shall not host a party where alcohol or controlled substances are used or substances reported to be.

DISCIPLINE: FIRST VIOLATION – IN SEASON

A student athlete will be suspended from participation in the interscholastic sports program for the remainder of that sport season, which renders the athlete ineligible for an athletic award for any of the following:

1. Selling, possessing, and/or using tobacco, alcohol, or any other controlled, or purported to be controlled substances.
2. Hosting a party where tobacco, alcohol or any other controlled, or purported to be controlled, substances are provided.
3. Is under the influence of alcohol or other controlled substance.

These are in effect whether the student athlete admits to the violations or is observed by a member of the Vicksburg staff or administration, or be a law enforcement officer who makes a report to the administration.

DISCIPLINE: FIRST VIOLATION – OUT OF SEASON (includes summer)

A student athlete will be suspended from participation for the first 20% of the next sport season in which s/he participates in any of the following:

1. Selling, possessing and/or using tobacco, alcohol, or any other controlled or purported to be controlled substances.
2. Hosting a party where tobacco, alcohol or any other controlled, or purported to be controlled, substances are provided.
3. Is under the influence of alcohol or other controlled substances.

In order for the suspension to count, the athlete must make a team and remain a member in good standing the entire season.

These are in effect whether the student athlete admits to the violation or is observed by a member of the Vicksburg staff or administration, or by a law enforcement officer who makes a report to the administration.

DISCIPLINE: SECOND VIOLATION – IN/OUT SEASON:

A student athlete shall be suspended from athletics for one (1) calendar year from the effective date of the decision.

DISCIPLINE: THIRD VIOLATION – IN/OUT SEASON:

A student athlete shall be suspended from athletics for their career from the effective date of the decision.

J. **Grades:** Maintain passing grades in all subjects:

Discipline: Any student participating in athletics for Vicksburg Schools will be expected to maintain passing grades in all subjects during seasons of competition. The Athletic Director will administer weekly checks of academic grades for all athletes in season.

If an athlete receives a failing grade report on the weekly report, s/he will be placed on athletic probation for two (2) weeks (Mon-Sun). The weekly grade reported in each class is to be the cumulative marking period grade for Vicksburg Middle School at the time of the report.

If at the end of the two week long probation period, the grade is still failing, the student will be placed on athletic suspension for one (1) week. If, at the end of that suspension period, the athlete still has a failing grade in a subject, s/he will remain on suspension from athletic participation, until a passing grade is restored and the week of suspension has elapsed.

1. **Athletic/Academic Probation:** A period of time during which an athlete may continue to practice and participate in contests.
2. **Athletic/Academic Suspension:** A period during which an athlete may continue to practice, but not compete in any contest. During academic suspension, the athlete will be required to provide a weekly grade report to the Athletic Director and coach.

   In addition, to the weekly grade checks for athletes in season, the following academic guidelines will apply to those students who desire to participate in athletics at Vicksburg Middle School.

   a. A student who receives a failing grade in one (1) class the previous semester will be placed on probation for one (1) semester.
   b. A student who receives failing grades in three (3) or more classes in a semester will be excluded from athletic participation for the next full semester.

K. **Discipline and Academic Records:** Middle School student discipline and academic infractions have no impact upon High School athletic eligibility.

L. **Equipment:** Be financially responsible for all equipment issued to him/her.

Discipline: No athlete may participate in a sport until all financial obligations are met for the previous sport.

M. **Student Handbook:** Athletes must abide by the rules and regulations set forth in the applicable Student Handbook, or established from time to time by the administration.

Discipline: Any student athlete who is disciplined as a result of the Student Handbook shall have his/her participation modified in the following manner:

1. **Limited Suspensions:** A student athlete who is given a limited suspension from school, beyond one (1) day (2 to 10 days) for a violation of school rules shall automatically be suspended from participation in the interscholastic sports program for the duration of such suspension. The student shall be permitted to participate in the next regularly scheduled athletic event after the suspension ends, provided, however, that such student has participated in practice after the termination of his suspension.
2. **Extended Suspensions:** A student athlete who is given an extended suspension from school (by the Board of Education) for a violation of school rules shall automatically be suspended from participation in the interscholastic sports program for the remainder of that sports season or the period of such suspension, whichever is longer.

N. **Conviction by a Court of Law:** A student who is found guilty of a felony by a court of competent jurisdiction or pleads nolo contendere shall be suspended from participation in any interscholastic sports program for a period of one (1) year from the date of disposition of the case. However, until the date of such disposition, such student shall be allowed to continue participation in practice sessions and contests, unless school discipline has been imposed or deemed appropriate by administration.

O. **Hazing:** A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

1. **First Violation:** Warning, detention, and/or up to ten (10) days suspension.
2. **Second Violation:** Recommendation Up to ten (10) days suspension contingent upon the severity of the infraction.
3. **Third Violation:** Ten (10) days suspension with possible request for expulsion.

REVIEW PROCEDURES

A. **Conference:** The parent/guardian of the athlete, or athlete, if 18 years of age or older, may request a conference within the time period of the suspension, with the coach and Athletic Director.

Review: If a parent/guardian or student (if 18 years or older), is aggrieved by the decision of the coach and Athletic Director, the parent/guardian may request a review of such decision with the Principal. The decision of the Principal in such cases shall be final.

B. **Season Suspension:** For violations of Athletic Standard “I” (Controlled Substances):

1. **Conference:** The parent/guardian of the athlete, or athlete (if 18 years of age or older), may request a conference with the coach, Athletic Director, and Principal.
2. **Review:** If a parent/guardian or student (if 18 years or older), is aggrieved by the decision of the Conference Committee, he/she may request a review by the Superintendent of Schools.
3. **Hearing:** Within ten (10) days from the date of the Superintendent’s decision to affirm a season suspension, the parent/guardian of such athlete may request a hearing before the Broad of Education. The Board shall establish a date, time and place for a hearing on the matter, and shall transmit written notice thereof to the parent/guardian at least five (5) days prior to such hearing date. The procedure governing such hearing shall conform to the following guidelines:
   a. **Notice:** The notice of the hearing shall advise the athlete of the grounds for the charges in specific enough terms to enable the student to anticipate the subject content of the proposed hearing and to prepare a defense thereto.
   b. **Counsel:** The athlete, or the parent/guardian of the student, may be represented by counsel or other person.
   c. **Witnesses:** Witnesses may be called by either party, and either party may cross-examine the witnesses of the other party.

d. **Board Counsel:** The Board may be represented by counsel and shall have the right to have present such other persons as the President of the Board deems essential to the proper adjudication of the matter.
e. **Evidence:** The Board may admit evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs, but, in as much as a Board hearing is not a court proceeding, court rules of evidence shall not be enforced at such hearings.
f. **Public or Private Hearing:** The hearing shall be public unless the parent/guardian shall, in writing, request a private hearing in accordance with applicable law.
g. **Board Opinion:** The Board shall render a written opinion, including its findings of fact and decision, within ten (10) calendar days from the date of the hearing. A copy of such opinion shall be given to each of the parties concerned.

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 as follows:

Gail Van Daff, Director of Curriculum and Instruction
Vicksburg Community Schools
301 South Kalamazoo Avenue
Vicksburg, Michigan 49097

Or the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)".

Michael Barwegen, Tobey Elementary Principal
Vicksburg Community Schools
8551 E Long Lake Drive
Scotts, MI 49088

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/504 Compliance Officer, 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/504 District Compliance Officer 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/ 504 District Compliance Officer, 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
1350 Euclid Ave, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 216-522-4944
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