

Vanderbilt Area School

Home of the Yellow Jackets

Family and School Relationship Handbook



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Welcome to Vanderbilt Area School

This School and Family Relationship Handbook is based in significant part on policies adopted by the board of education and administrative guidelines developed by the superintendent. Those board policies and administrative guidelines are incorporated in the provisions of this handbook. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact the school principal.

Office Hours	7:30 a.m. - 3:30 p.m.
Daily Student Schedule	8:00 a.m. - 2:50 p.m.
Early Dismissal	11:30 a.m.
Breakfast	7:50 a.m. - 8:00 a.m. <i>Cafeteria doors lock after 10 minutes. Students dropped off late need to enter through the Main Office.</i>
Main Office Phone Number	(989) 983-2561
Email Address	vas@vanderbilt.k12.mi.us
Fax Number	(989) 983-3051
School Website	https://www.vanderbiltareaschool.org
PowerSchool	https://vanderbilt.powerschool.com/public/ <i>District Code: FXDH</i> <i>Please contact the building principal for login information</i>
Like us on Facebook	Vanderbilt Schools
School Closing Notifications	9&10 News, 7&4 News, School Facebook Page
Summer Hours	By appointment

SECTION I - INFORMATION

MISSION OF THE SCHOOL

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

STUDENT RIGHTS AND RESPONSIBILITIES

- Each citizen has individual rights and freedoms, which are guaranteed and protected by federal and state constitutions and by federal, state, and local statutes. Among those rights are the rights to express opinions and assemble peaceably.
- Students attending Vanderbilt Area School, however, must exercise these rights within the framework of the school code contained in this policy. Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student feels there is a need to organize a demonstration, he or she 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.
- Students have the right to expect reasonable, fair, and just treatment from the school and its employees. The school and the school employees have the right to expect the same from students. Freedom carries with it responsibilities for all concerned.
- Parents and guardians have the right to know how their child is progressing in school and will be provided information on a regular basis, as needed, when concerns arise. Often it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build two-way communication with teachers.
- The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the school principal or teacher
- Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, including place of residence within

district boundaries or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's compliance officer. Superintendent: (989) 983-2561

Complaints will be investigated within 5 school days after receiving a complaint of unlawful discrimination. In most cases, an investigation will be completed within 20 school days. Within 5 days after completing the investigation, the district will separately notify, in writing, the alleged victim and the alleged perpetrator of the investigation's outcome. Any disciplinary action against the alleged perpetrator will be implemented in accordance with the due process standards contained within Board Policy 5206.

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

STATEMENT OF NON-DISCRIMINATION

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

DRUG PREVENTION POLICY

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

- Age-appropriate, developmentally-based drug and alcohol education and prevention programs for all students in all grades.
- A statement to students that unlawful use of illicit drugs and alcohol is wrong and harmful.
- Standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activity.
- Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
- Information about drug counseling, rehabilitation, and re-entry programs will be made available to students.

BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with federal law, the board of education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, or dangerous controlled substance as defined by state

statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

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

Due to the serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from the spread of these viruses in the school environment. Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to HBV and HIV tests. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the district to request consent. Although we expect incidents of exposure will be few, we wish to notify parents of these requirements ahead of time. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

DANGEROUS WEAPONS

The district is a weapon-free school zone. Except as otherwise permitted by policy or required by applicable law, a person may not possess a weapon on district property. Each person on district property must also comply with the federal Gun Free Schools Zone Act.

Students in possession of a dangerous weapon, will be permanently expelled from school and referred to the criminal justice system or community mental health agency. The parent or guardian and student will be notified of the referral. The board authorizes the superintendent or designee to expel students in violation.

Threatening to bring a weapon to school, injure a student or staff member, or maliciously damage school property will result in suspension or expulsion and a referral to the criminal justice system or community mental health agency.

Students and district personnel with knowledge that a person is in violation of Board Policy should immediately report the violation to the building principal or designee.

Students may not bring toy guns, knives, bullets or laser lights. Any toy or object that is presented as a real weapon, reacted to as a real weapon, or converted from its original form to threaten or injure another person shall result in suspension or expulsion.

FORMAL PARENT CONCERN PROCEDURES

Concerns should be expressed as soon as possible. The goal is to have an issue resolved at the lowest possible level, beginning with the teacher or administrator closest to the situation. Concerns should be expressed first with the person directly related to the issue.

If an informal meeting regarding a concern fails to reach a resolution, the student or parents should put their concern in writing and submit it to the principal. If the complaint involves the principal it should go to the superintendent. If the complaint involves the superintendent it should go to the school board president. After initiating the formal process, students and parents are still encouraged to seek informal resolution of their concerns.

A student or parent whose concerns are resolved may withdraw the original complaint at any time. In most cases the final appeal will go to the school board. Any decision of the school board is final. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the board upholds the superintendent's decision.

SAFETY PROCEDURES

Closings and Delays

Parents and students are responsible for checking local news channels or the school Facebook page for inclement weather closings and delays.

Refer to the table on page 3 for contact information.

Drills

The superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.

Specific instructions on how to proceed will be provided to students by teachers who will be responsible for safe, prompt, and orderly evacuation of the building or appropriate action taken in case of fire, tornado, lockdown, etc. Students must follow the directions of teachers and staff.

VISITORS AND VOLUNTEERS

The Vanderbilt Board of Education recognizes the importance of developing and maintaining open lines of communication between home and school. The board encourages parents, guardians, and other stakeholders to visit the school. At all times,

visitors shall be treated courteously and made to feel welcome in the school. Persons entering a school building shall immediately sign in and obtain a visitor's pass.

- Permission must be granted from the principal and the teacher before visiting a classroom. Our intent is to minimize disruptions for all students. If visitation should become excessive or disruptive, authorization may be withheld.
- During the school day, contact with students must be arranged through the office. To minimize interruptions, dropped off materials will be distributed via school staff.
- For the safety of our children, at the end of the day, parents or guardians are not to go to their child's classroom without a visitor's pass issued from the office.
- Students may not bring visitors or pets to school without authorization from administration.
- Any chaperone attending a field trip must be 21 or older, unless approved by the staff escorting them.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he or she must notify the appropriate authority. State law requires all students to have an emergency medical card completed, signed by the parent or guardian, and filed in the school office.

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

GENERAL INFORMATION

- An emergency phone number must be on file in the office. **Please keep this updated.**
- Adults are required to sign out students in the office when a child leaves school during the school day.
- Communicable diseases, including but not limited to COVID-19, strep throat, chickenpox, measles, and mumps, are to be reported to the school office as required by the Health Department.
- In the case of a change of address or anticipation of leaving the district, please notify the school as soon as possible.
- The office telephone should only be used by students before or after school, during lunch, or in the event of an emergency.
- Vision and hearing screenings will be provided in accordance with Health Department guidelines.

Medication

All medicines must be brought in original prescription containers to the office by a parent or guardian. A Medication in School Form must be completed and kept on file. Medications will be administered under staff supervision.

Inhaler usage in gym class is to be discussed with the office. Students are not permitted to keep and oversee their own medication in school.

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

Any student who distributes a medication of any kind to another student or is found to possess an unauthorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code of Conduct and Board Policy 3102.

Injury and Illness

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

If a student becomes ill during the school day and is sent to the office by his or her teacher, the office staff will contact the parent or guardian to determine whether the student should remain in school.

Control of Casual Contact

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

Head lice is a continuing problem among many school-aged children in Michigan. In order to prevent it from becoming a problem among our students, we ask that you check your child's head carefully if symptoms manifest. If evidence of head lice is found, treat the child and other infested family members before sending the student back to school.

Head checks will be conducted on an as needed basis.

- A parent or guardian will be notified when head lice or nits are found. The child will need to be treated before returning to school. Students may return the day after treatment so long as the parent or guardian consents to a head

examination and the examining district official does not find live lice on the student.

- Students who have nits close to the scalp (within ¼ inch) will be required to have nits removed and the scalp treated with pediculicide (head lice treatment).
- The treatment may be required again in 7 to 10 days, with all nits being removed once again.
- If a student has a persistent infestation after 6 weeks, or 3 separate cases within one school year, the district will form a team that may include the student's parents or guardians, teachers, social workers, or administrators to determine the best approach to resolve the issue.

Communicable diseases include: COVID-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by local and state health departments. Documented childhood illnesses, such as those listed, are automatically reported to the Health Department of Northwest Michigan. Please contact the school immediately if your child has any of the above conditions.

Control of Non-Casual Contact

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

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

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

Bloodborne Pathogens

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

TRANSPORTATION

Personal Transportation to and From School

Drop Off and Pick Up

Drop off occurs at the rear of the school, and students are admitted through the cafeteria doors. Doors are open from 7:50 a.m. to 8:00 a.m. After 8:00 a.m. all students must enter through the office entrance. There will be no school staff supervision prior to 7:50 a.m.

Pick up occurs at the front of the school. Elementary students will be released individually by staff once an approved adult has been visually identified.

Any change in transportation requires a parent or guardian to notify the office prior to 2:15 p.m., except in cases of emergency.

Driving Privileges

Students must submit a completed Parking Permit Application, proof of insurance, and proof of a valid driver's license to the office. Driving to school is a privilege that may be withdrawn if unsatisfactory attendance or tardiness patterns develop or if a student fails to abide by the application agreement rules. If an application is not on file in the office, a student may not park a personal vehicle on school grounds.

The following rules apply:

- If school transportation is provided, students are not allowed to ride to school-sponsored activities with parents, guardians, or other persons without prior approval from an administrator.
- Students under age eighteen must have a completed auto registration form signed by their parent or guardian granting permission to drive to school.
- The parking lot speed limit is 5 mph.
- Students are not permitted to ride snowmobiles or other motorized, recreational vehicles to school.

Bicycles

When bicycles are ridden to school, they must be secured in the rack near the gym entrance. Bikes may not be ridden at any time during the school day. The school is not responsible for the security of bicycles.

Bus Transportation to School

The school will provide bus transportation if elected by the Board. A bus schedule and route may be obtained by contacting the office.

Bus Conduct

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

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

- Be at the designated bus stop five minutes before the bus is due to arrive.
- When crossing the road, cross in front of, not behind, the bus.
- Enter the bus in an orderly manner without pushing, shoving, or fighting
- Obey driver's requests to help ensure safety at all times.
- Occupy the seat assigned by the driver. Remain seated while the bus is in motion.
- Keep head, arms, hands, and all objects inside the bus.
- Observe school conduct rules. Unnecessary, disturbing, or distracting noises or actions can cause the driver to lose concentration.
- Be courteous to the driver and other passengers. Profane or disrespectful language is not permitted.
- Report any damage to the driver. Students who cause damage to the bus will be subject to disciplinary action.
- Cell phones may not be used at the discretion of the driver.
- Bus drivers need to be informed if a student is not riding the bus. If a student fails to ride 3 days in a row, the parent or guardian must call the office to resume transportation services.

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

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

Penalties for Infractions

A student who becomes a behavior problem on the bus will be disciplined in accordance with the Student Discipline Code and may be denied bussing privileges in addition to disciplinary actions. If a student is denied bussing, a guardian and the student will need to meet with the bus driver before bus privileges resume.

MEAL SERVICE

A free breakfast program is offered daily to all students: 7:50 a.m. - 8:00 a.m. Students arriving prior to 7:50 a.m. will need to wait outside the cafeteria doors, and no adult will be present until 7:50 a.m.

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

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

Lunchroom Expectations

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

- Form a single line in the cafeteria and maintain line order – no cutting, saving places, running, pushing, etc.
- Maintain appropriate voice level.
- Keep the lunchroom clean and orderly. Wipe up messes, pick up garbage, etc.
- The lunchroom supervisors may assign seating and are in charge of dismissal.
- In the event of a question or problem, raise hand and wait for help.
- Throwing food or other items will not be tolerated.

There will be no horseplay of any sort in the lunchroom. It is the responsibility of each student to behave in a socially acceptable manner at all times. Unacceptable behavior may result in the loss of privilege of eating in the lunchroom and disciplinary action.

CLOSED CAMPUS

Vanderbilt Area School is a closed campus. All students must remain on campus during school hours.

Students who leave campus without authorization are subject to disciplinary action.

Food may only be delivered by a parent or guardian with prior approval from the principal.

PLAYGROUND PROCEDURES

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

- Be respectful at all times. Respect others' space. Keep your hands and feet to yourself at all times. Be courteous and a good sport.
- Students will stay within the fenced area.
- Follow directions the first time given.
- Fighting, tripping, pushing, kicking, hitting, biting, spitting, pinching, or throwing objects are all considered unacceptable behavior.
- There will be no swearing, improper language, or obscene gestures used on the playground.
- In the case of a problem on the playground, please let a recess supervisor know immediately. A student taking matters into their own hands could end up in as much trouble as the instigator.
- Stay out of puddles and off of ice.

- Please note the district will not be responsible for loss of or damage to personal property.

Equipment Specific Rules

- All playground equipment is to be respected and used in the proper manner.
- Students must sit on the swings. Do not stand, walk behind, twist, or jump out of the swings while moving. One person on a swing at a time.
- Students must sit down, facing forward while using the slides. Do not stand at the top or form a train to slide down. Do not climb up the slide or the outside of the covered slides.
- Students may not jump off or walk across the top of the monkey bars.
- Students may play catch away from the equipment. No balls should be thrown at the equipment. Students may play kickball in the open area, away from the equipment.
- Do not play games that may injure another student, such as games involving pushing, hitting, or kicking. Absolutely no tackling or pushing to the ground.
- Stop playing immediately when the signal is given.
 - **ONE** whistle blow means stop and listen for instructions. For example, the whistle will be blown once to get the attention of a student using equipment improperly.
 - **TWO** whistle blows means it is time to stop playing, clean up equipment and line up to go inside.
 - **THREE** whistle blows means there is some kind of emergency (lockdown or medical emergency) and to stop and line up along the back fence.

Playground Consequences

- 1st infraction: Verbal warning.
- 2nd infraction: Brief time out on bench or fence.
- 3rd infraction: Walk along the fence for recess.
- 4th infraction: Office referral and loss of recess.
- 5th infraction: Phone call home.

Inclement Weather

Students will have indoor recess when the temperature falls below 10 degrees or at the discretion of the principal or playground supervisors. Wind chill will be a factor in this decision. Students may only abstain from outdoor recess with administrator approval, which will be handled on a case-by-case basis.

Parents must ensure students have clothing suited for outdoor play (boots, warm jackets, hats, mittens, snow pants, etc.).

COMPUTERS AND NETWORKS

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with

Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

USE OF SCHOOL TELEPHONES

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

LOCKERS

Lockers are district property and available for student use. Lockers are assigned to students on a temporary basis, and district administration may revoke a student's locker assignment at any time.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without suspicion, reasonable cause or advance notice. Upon the request of the principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for items that are not illegal or against board policy.

CARE OF PROPERTY

The school will not be responsible for personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school.

STUDENT FEES, FINES, AND CHARGES

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

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

The District will provide all basic supplies needed to complete required curriculum. Students are expected to take proper care of books and supplies and return them at the end of use. Students will be required to make restitution at the cost of replacement for damaged, excessively worn, or not returned books and supplies. If the damage or loss was intentional, the student will also be subject to discipline according

to the Student Discipline Code. Late fees may be avoided by returning borrowed materials promptly.

Overdue library materials need to be returned as soon as possible after a notification is sent. Students will be unable to check out new materials until the missing or overdue items are returned. Students will be responsible for the cost of books or materials not returned by the end of the school year.

LOST AND FOUND

Vanderbilt Area School maintains a lost and found near the front office. The school is not responsible for loss or damage of personal property. All unclaimed property will be donated to charity at the end of the school year.

SECTION II - ACADEMICS

ENTRANCE

Kindergarten

A child entering kindergarten must be five years of age on or before September 1st. All kindergarten registrants' ages must be certified by a legal birth certificate at the time of registration.

According to Michigan law, if a child residing in Vanderbilt Area School District is not five years of age on September 1st but will be five years of age on or before December 1st, the parent or legal guardian of that child may enroll the child in Kindergarten using the Kindergarten Waiver Request Form.

Registration For New Students

Parents or guardians may register new students through the office. All students must have a birth certificate, current immunization record, Social Security number, and proof of residency (e.g., lease agreement or utility bill) in the Vanderbilt School District.

Enrolling

Students may enroll in the district in which they reside, unless enrolling under the district's school of choice policy. Parents of students new to the school district should contact the office for enrollment information. The student's transcripts from the previous school(s), Social Security number, birth certificate, and immunization records must be supplied to Vanderbilt Area School. Homeless students who meet the federal definition of "homeless" may enroll without required documentation and will be under the direction of the District Liaison for Homeless Children with regard to enrollment

procedures. Court papers allocating parental rights and responsibilities must be provided if appropriate.

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

Emergency Medical Authorization

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

Immunizations

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

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

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

- One dose **Meningitis**
- One dose **Tetanus/Diphtheria/Pertussis (Tdap)**

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

RELOCATING TO ANOTHER SCHOOL DISTRICT

Transferring Out

If a student plans to transfer out of Vanderbilt Area School District, the parent must notify the office in advance with the new address, date of departure, and name of the school where the child will be enrolled. Transfers will be authorized only after the student has completed the arrangements, returned school materials, paid fees or fines, and collected personal belongings. School records will not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

Withdrawal From School

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

STUDENT RECORDS

The School Administrative Assistant is the District Records Officer responsible for processing and maintenance of all student records. In compliance with federal regulations, Vanderbilt Area School has established the following guidelines concerning student records:

Directory Information

Directory information can be given to any person or organization for non-profit purposes when requested, unless the parents of the student restrict the information by making their wishes known in writing to the Principal. Directory information includes a student's name, address, and telephone number; date and place of birth; photographs; major and minor fields of study; participation in officially recognized activities and sports; height and weight of athletic team members; dates of attendance; date of graduation; awards received; most recent educational agency or institution attended by the student; and any additional information the district considers unharmed or an invasion of privacy,

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

Test score, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers may be included in the

confidential records. Confidential information in a student's record, originating from an outside professional or agency, may be released to the parent or guardian only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent or guardian. Parents or guardians may obtain such records from the originator and should maintain them in a home file. Parents or guardians may also provide the school with copies of records made by non-school professional agencies or individuals.

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

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

A parent, guardian, or adult student has the right to amend a student record when they believe the information contained in the record is inaccurate, misleading, or violates student privacy. A request for amendment must be submitted to the school administrator in writing.

A parent, guardian, or adult student has the right to either obtain a hearing with district officials or file a complaint with the United States Department of Education if unsatisfied with the accuracy of the records or with the district's compliance with federal law (Education Rights and Privacy Act (FERPA)).

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

An individual has the right to obtain a copy of Board Policy 5309. A copy may be obtained in person or by mail from the superintendent or designee.

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

REVIEW OF INSTRUCTIONAL MATERIALS

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

SCHEDULING AND ASSIGNMENT

Schedules are provided at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Changes in a student's schedule must be handled through the Student Services Office. Courses may be denied due to available space or requirement of prerequisites.

Adding and Dropping Classes

At the beginning of each semester, students will have a one-week period in which to add and drop classes. The teachers, parents or guardians, student services coordinator, and principal must approve all changes.

GRADES

The purpose of a grade is to indicate the extent to which a student has acquired knowledge. In general, students are assigned grades based on test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas while determining a grade and will inform students of grading policies at the beginning of each course. If a student is unsure how grades will be determined, he or she should ask the teacher.

Elementary

Elementary grades will be reported using a 4-point scale. Individual teachers may include additional information on student growth and academic progress using appropriate grade-level reporting.

	4	3	2	1
Academics	Shows mastery of grade-level material	Shows at-grade-level understanding of material	Approaching grade-level understanding	Minimal understanding of material
Participation	Goes above and beyond	Participates appropriately	Low participation	No or inappropriate participation

Secondary

Secondary grades will be reported as letter grades and percentages. The Grade Point Average (GPA) is calculated on a 4.00 scale. Parents and students may check grades via PowerSchool.

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

Grading Periods

There are four marking periods in each school year. Students will receive report cards at the end of each nine-week period indicating grades for each course of study. First and third marking period report cards are distributed at parent-teacher conferences. At the end of each semester, report cards will be mailed home.

Grade Level Determination

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

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

Students whose regular graduating class has already graduated and who have earned less than 16 credits must have the approval of the Vanderbilt Area School Board to enroll in classes. Criteria for continued enrollment include behavior, progress toward graduation, and case by case considerations.

Promotion, Placement, and Retention

Elementary

The principal will attempt to consult with a student's parent or guardian before deciding to retain a student, or allow a student to skip a grade. If the parent or

guardian disagrees with the principal's decision, the superintendent or designee will make the final decision.

The district has the sole discretion to promote, retain, or make placement decisions for students, in accordance with state and federal law. The district will consider parent or guardian requests that a student be placed in a particular classroom, educational program, or grade.

“Read By Grade Three” Law *(currently in Michigan Legislature for repeal)*

If a third-grade student scores 1 grade level or more below grade level on the state ELA assessment, the Center for Educational Performance and Information (CEPI) will notify the student’s parent or guardian and the district that the student may be retained. The student’s parent or guardian may request a good cause exemption to the retention. The exemption must be requested within 30 calendar days after the date of the CEPI notification and must be directed to the superintendent. The superintendent or designee will determine whether good cause exists to grant the exemption in accordance with state law.

Secondary

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

Homework

The assignment of homework may vary based on class, teacher, or student need. Student grades will reflect the completion of all work, including outside assignments.

Student Assessment

As a measure of student progress, students will be tested in accordance with state requirements and district policies.

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

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

Vocational and interest surveys may be provided to identify particular areas of interest or talent.

Intelligence tests, speech and language evaluations, achievement tests, and additional special testing services are available to students if concerns or considerations arise.

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

College entrance testing information may be obtained from the student services director.

Special Education

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

A student can access special education services through proper evaluation and placement procedures. Parent involvement in this procedure is required. To inquire about procedures or programs, a parent or guardian should contact the teacher or principal.

Section 504

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

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents or guardians who believe their child may have a disability, which substantially limits the child's ability to function properly in school, should contact the teacher or principal.

GRADUATION REQUIREMENTS

Regular Diploma / Certificate of Completion

A student should complete graduation requirements in four years. In order to receive a diploma, walk at graduation, and graduate, a student needs to meet district requirements for basic course work, earn a minimum of 22 credits, and meet state graduation requirements.

A student enrolled in special education may be given accommodations for state tests and graduation. The individual education plan (IEP) team will determine appropriate accommodations. The student may still need to earn required credits as indicated by the IEP and related personal curriculum (PC) in order to receive a certificate of completion.

State of Michigan and VAS Graduation Requirements

English (4)	Health (½)	World Language (1-2)
Mathematics (4)	Physical Education (½)	Electives (3)
Science (3)	Applied or Fine Arts (1-2)	Required Credits to Graduate: 22
Social Studies (3)	Online (1)	

In some cases a personal curriculum (PC) may be implemented. A PC is a process to modify specific credit requirements or content expectations based on individual learning needs. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need individualized learning requirements to meet MMC requirements.

Additional Sources of Credit:

- Drivers Education (1/2 credit)
- Dual Enrollment with Kirtland Community College
- Early Middle College with Kirtland Community College

Any high school student may enroll in a post-secondary program, providing the student meets requirements established by the district and by law. Any interested student should contact the student services director to obtain necessary information and submit an application for dual enrollment.

Online Coursework

Both the student and parent or guardian must sign an Online Course Contract and return it to the office by the deadline before a student will be permitted to enroll in an online course. If an online class is failed, the student's effort in the class will be reviewed. If it is deemed the student's lack of effort was the reason for failure, the student must reimburse the school for the class prior to enrolling in a second online class.

Credit Recovery

Any students who have failed required classes can receive additional help via credit recovery classes. Credit recovery classes are offered during the summer and during the school year based on needs, either in person or virtually. Credit recovery cannot be used by a student who has passed the course to improve the student's assigned course grade.

Incoming Credits

Course approval, acceptance, and accreditation will be determined by the student services director.

RECOGNITION OF STUDENT ACHIEVEMENT

Academic Awards

An academic recognition night will be held each spring. Awards may be given in art, computers, physical education, health, English, science, mathematics, social studies and foreign language.

Honor Roll

The honor roll for 7th through 12th grades is announced after each semester and will consist of students who have earned all A and B grades. Honorable mention will be given to students who have earned all A and B grades, with the exception of one C+ grade.

Criteria for Elementary Academic Awards

Excellence Award Certificate:

- Must maintain a 3.5 or better through the mid-point of the final marking period.
- Work must demonstrate excellence.
- Must demonstrate excellence in his or her responsibilities as a student.

Achievement Award Certificate:

- Must maintain a 3 or better through the mid-point of the final marking period.
- Work must demonstrate improvement.

Criteria for Secondary Academic Awards

Excellence Award Certificate:

- Must maintain 90% or better in a course within the department.
- Must demonstrate excellence in work submitted.
- Must demonstrate excellence in his or her responsibilities as a student.

Achievement Award Certificate:

- Must maintain 80% or better in a course within the department.
- Must demonstrate improvement in work submitted.
- Must demonstrate excellence in his or her responsibilities as a student

Criteria for Honors Graduates

- Must have a GPA of 3.0 or better.

Criteria for National Honor Society Cords

- Must have a GPA of 3.0 or better.
- Must be a member of the National Honor Society.

Criteria for Matthew Whitman Citizenship Award

- Chosen by the principal.
- Must exhibit superior citizenship.
- Must exhibit superior respect for all students, teachers, and staff.
- Must be a senior, full time student, and have attended VAS for 1 full year.
- No behavioral referrals during senior year.
- 2.0 GPA or better.

Criteria for Outstanding Senior

- Chosen by the principal.
- Must exemplify the following: citizenship, grades, participation in extracurricular activities, community involvement, respect, and responsibility.
- Must be a full-time student and have attended VAS for 1 full year.

Criteria for Vanderbilt STAR Citizenship Award

- Each teacher may nominate one or two students for consideration by the entire high school teaching staff.
- No office behavioral referrals for the year.
- Must demonstrate excellence in his or her respect to staff and students.
- Must demonstrate excellence in his or her responsibilities as a student.
- Any number of STAR awards may be issued in a given year.

Criteria for Valedictorian and Salutatorian

The senior class valedictorian shall:

- Have a minimum cumulative grade point average (GPA) of 3.5.
- Have the highest cumulative GPA in the senior class.
- In the event of a tie, more than one valedictorian will be selected.

The senior class salutatorian shall:

- Have a minimum cumulative GPA of 3.0.
- Have the second highest GPA in the senior class.
- In the event of a tie, more than one salutatorian will be selected.

The superintendent, principal, and student services director will verify the GPA of the valedictorian and salutatorian. Cumulative grade point averages will be carried to 3 decimal places and will not be rounded up or down. GPA will be calculated at the end of 7 ½ semesters.

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

Athletics Awards

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

STUDENT ACTIVITIES

School-Sponsored Activities

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

The school has authorized student groups. It is the district's policy that student groups be approved by the Board of Education and sponsored by a staff member or designated adult.

Extra-curricular activities do not reflect school curriculum, but are made available to students to allow them to pursue additional enriching activities, such as recreational sports and dances. Students may not attend extra curricular activities if absent from school the day of the activity. All students are permitted to participate in activities of their choosing as long as they meet eligibility requirements.

School Dances

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

Middle school students are not allowed in high school dances unless administration approval is acquired. No student may leave the building after being admitted to a school-sponsored dance unless they are leaving the dance and all school property for the remainder of the evening. All high school dances will last no more than 3 hours and end no later than 11 p.m. Middle school dances will be no more than 3 hours and end no later than 8 p.m. Middle school students may not bring guests.

Guests of VAS students are allowed at homecoming and prom dances only. Guests may not be over 20 years of age and must be in good standing with Vanderbilt Area School. Guests are allowed at the discretion of the administration. Guests are subject to all student rules for dances and will be asked to fill out a Guest Pass Form which must be turned in no less than 5 school days before the dance.

Non School Clubs and Activities

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission may be obtained from the principal. The application must verify the following:

- The activity is being initiated by students.
- Attendance is voluntary.
- A staff member must be present to supervise, but not actively participate in the event.
- The event will not interfere with school activities.
- Non school persons do not play a regular role in the event.
- School rules will apply regarding behavior and equal opportunity to participate.

Secret organizations are prohibited. School property or school buildings may not be used for the purpose of rushing or soliciting students to participate in any secret organization, fraternity, sorority, society, or association.

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

Student Right of Expression

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

- Materials cannot be displayed if:
 - Obscene to minors, libelous, indecent, or vulgar.
 - Advertising any product or service not permitted to minors by law.
 - Intended to be insulting or harassing.
 - Intended to threaten or incite violence.
 - Likely to disrupt school or a school event.
 - Hate speech or symbols (e.g. Swastikas or Confederate flags) are present.
 - Urging a violation of law, board policy, or school rule.
- Materials may not be displayed or distributed during class periods or during passing times. Permission may be granted for display or distribution during lunch period and after school in designated locations, as long as exits are not blocked.

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

Athletics

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

Student Employment

Work permits and legal guidelines may be obtained from the office.

Field Trips

Field trips are academic activities held off school grounds. No student will be barred from participation in school-sponsored field trips occurring during regular school hours due to financial hardship. Attendance and conduct rules apply to all field trips. A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

Permission slips for field trips must be signed by a parent or guardian and include an emergency contact number. In addition, the permission slip must be signed and returned on or before the established deadline.

Students who have been suspended within the current semester will not attend field trips.

Student Sales and Fundraising

It is understood that it is a learning experience to raise money for some student activities. When fundraising is appropriate, groups must complete the Fundraiser Request Form available in the school office and submit it for approval to the principal.

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

SECTION III - STUDENT CONDUCT

ATTENDANCE POLICY

Required Attendance

Every person in the District who has charge of a child who is of attendance age must ensure the child regularly attends school.

Mandatory Attendance Age

A child who is or will turn 6 years old before December 1st of the current school year and who has not turned 18 years old is of mandatory attendance age.

Exceptions

A parent or guardian of a child who is at least 16 years old may provide the district written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from the attendance policy.

Excused Absences

The following absences will be considered excused if they are confirmed by the student's parent or guardian:

- The student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness).
- Severe weather.
- Medical appointments for the student.
- Death or serious illness of the student's family member.
- Attendance of a funeral, wedding, or graduation.
- Appearance at court for legal matters.
- Observance of religious holidays of the student's own faith.
- College planning visits.
- Personal or family vacations.

Excessive Absenteeism and Truancy

When a student is absent 5 days of the school year or has 3 unexcused absences in any semester, the building principal or designee will provide written notice to the student's parent or guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the superintendent or designee determines a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent or guardian have not been successful, the superintendent or designee may request the attendance officer who has jurisdiction in the district to send notice to the parent or guardian requiring the parent or guardian to meet with district personnel to discuss the matter.

When a student is absent more than 18 days per school year and at least 5 of those days are not excused, the building principal or designee will notify the attendance officer who has jurisdiction in the district. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook and published grading procedures.

Attendance Procedures and Policy

More than 10 hours of absence in a course per semester is considered excessive. A student with more than 10 hours of absence may fail to earn credit. The Attendance Review Committee (ARC) will determine if credit shall be granted and may consider imposing additional requirements and interventions. The ARC will consist of an administrator and the student's teachers. In addition to the ARC, the Communities in

School group will begin a mediation process in hopes of avoiding the involvement of a truancy officer.

Attendance Appeal Procedure

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

Tardiness

Each student is expected to be in his or her classes throughout the school day. If a student arrives late, the student must report to the office before proceeding to his or her first class. Students who are more than 10 minutes late will be considered absent for that instructional period.

- Consequences for tardiness will be determined on a per class basis.
- A lunch detention will be assigned for every third tardy.
- Nine tardies accumulated in a single class will result in an after school detention and parent meeting. Tardies acquired beyond the ninth tardy will result in suspension.
- If the student does not attend detention, it will be considered insubordination and dealt with per the Code of Conduct.

Absence Reporting Procedures

A parent or guardian is to contact the office regarding the reason for a student's absence. Parents or guardians need to call between 7:45 a.m. and 8:45 a.m. If we have not heard from a parent or guardian by 9:00 a.m. the school will attempt to make contact.

Make-Up of Tests and Other School Work

Make-up work will be handled by classroom or subject teachers on a case-by-case basis.

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

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

POSSESSION OF PERSONAL ELECTRONIC EQUIPMENT

Elementary

Students are prohibited from keeping any electronic device on their person while at school. Students who bring an electronic device (cell phone, gaming device, tablet, etc.) are not to bring it into the classroom. The following procedure will be followed if this rule is violated:

- 1st violation: the student will be asked to put the phone in the designated area.
- 2nd violation: the student will take the device to the office, where it will remain until the end of the school day.
- 3rd violation: a parent or guardian will be contacted and an alternate plan may be made.

Secondary

Non-school managed electronic devices, such as cell phones, tablets, and smart watches are not to be taken into the classroom nor used or visible during the school day:

- If an electronic device is seen by a staff member during the school day, the device will be sent to the office where it will stay for the remainder of the day.
- Multiple violations may result in additional disciplinary action.

Earbuds and Headphones:

- Students must obtain expressed permission from a teacher to use earbuds or headphones during class. Listening devices should only be used for academic content.

DRESS AND GROOMING

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

The following is prohibited by the dress code:

- Dress that is offensive or overly provocative as determined by school staff.
- Unsanitary clothing.
- Dress that distracts from or interrupts the educational process.
- Alcohol, drug, or tobacco references.
- Clothing displaying inappropriate language or sexual innuendos.
- Skirts, skorts, and shorts that do not extend to the bottom of a person's mid-thigh.

- Blankets, quilts, or other covers worn or used as a blanket during class time.
- Ripped clothing with holes in inappropriate places.
- Clothing with “straps” less than three inches wide.
- Hats and hoods are not to be worn indoors.

Dress Code Violation Procedure

If a staff member believes a student is in violation of the dress code, the student will be sent to the office for a dress code check. Two office staff members will determine if the student is in violation. If a student is found in violation of the dress code, they will be asked to change their clothes. If the student does not have clothing to change into, a parent or guardian will be contacted to bring appropriate attire.

CODE OF CONDUCT

Expected Behaviors

In order to provide safety for students, establish an effective learning environment, and ensure efficient operations of facilities, rules have been established and will be enforced. Parents and students should review these rules together.

Each student is expected to:

- Abide by national, state, and local laws, the rules of the school, respect the civil rights of others, act with courtesy toward adults and fellow students, be prompt to school, and be attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other’s ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that demonstrates pride in self, family, and in the school.

Student Discipline

The board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the district may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The district will take steps to effectively discipline students in a manner that minimizes out-of-school suspensions and expulsions. The district will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

Applicability

This policy applies to student conduct that occurs:

- On district property.

- At a school-sponsored or school-related event.
- On a school bus or vehicle.
- While traveling to or from school, including at a bus stop.
- At any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

Applicability to Students with Disabilities:

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

Actions and Responsibilities

Disciplinary actions are taken with the aim of correcting behavior patterns and teaching responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. It is important for parents and students to understand the consequences of misbehavior. If a student's misbehavior is directly related to an identified disability, the staff will take the condition into account. A student who becomes involved in problem behaviors will be subjected to disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school staff—in the case of severe violations, disciplinary action may extend beyond these guidelines.

Student Discipline Table

The following discipline table provides a planned response protocol for infractions. Any infraction, dependent upon the teacher's or administrator's discretion, may result in an immediate removal of a student from the school setting; in such case, the teacher or administrator will contact parents. Certain behaviors and situations may result in different protocols based on behavioral intervention plans (BIP), individual educational plans (IEP), or crisis plans. A law enforcement officer may also be utilized and present in BIP or crisis prevention meetings.

Minor Offense	Minor Interventions	
☐ Disrespect ☐ Defiance / insubordination ☐ Disruption ☐ Physical contact ☐ Tardy ☐ Inappropriate language ☐ Property misuse ☐ Dress code infraction ☐ Technology misuse ☐ Other: _____	☐ Conference with student ☐ Alternative placement ☐ Loss of privilege ☐ "Think" / Reflection Sheet ☐ Time in office ☐ Parent contact ☐ Individualized instruction ☐ Restorative Circle	☐ Time-out / detention ☐ Restitution ☐ Loss of privilege ☐ School service ☐ Referral to school counselor ☐ Referral to SST

Major Offense	Major Interventions	
☐ Defiance / insubordination ☐ Physical aggression ☐ Disruption ☐ Disrespect ☐ Abusive / profane language ☐ Excessive tardy ☐ Skip class ☐ Harassment ☐ Bullying ☐ Fighting ☐ Inappropriate location ☐ Truancy ☐ Forgery / theft / plagiarism ☐ Technology violation ☐ Property damage / vandalism ☐ Lying / cheating ☐ Dress code violation ☐ Public display of affection ☐ Use / possession of: ☐ Tobacco ☐ Drugs ☐ Weapons ☐ Combustables ☐ Alcohol ☐ Vape ☐ Other: _____ ☐ Gang affiliation(s) ☐ Bomb threats / false alarms ☐ Arson ☐ Other: _____	☐ Conference with student ☐ Alternative placement ☐ Time-out / detention ☐ Loss of privilege ☐ Individualized instruction ☐ Restorative Circle ☐ Restitution ☐ Parent contact	☐ "Think" / Reflection Sheet ☐ ISS: _____ days ☐ OSS: _____ days ☐ Bus suspension ☐ School service ☐ Community service ☐ Referral to school counselor ☐ Expulsion
Severe Clause: In all the above situations, the principal reserves the right to vary from the prescribed procedure depending on the degree or severity of the incident.		

Definitions of Behavior

Behaviors	Definition
Disrespect	Treating a staff member or peer with disregard or demonstrating impudence.
Defiance / Insubordination	Refusal to follow direction from staff.
Disruption	Anything that interrupts the learning process.

Physical Contact	Inappropriately touching another person.
Physical Aggression	Violently threatening or assaulting another person.
Tardy / Excessive Tardy	Not arriving in a timely fashion. See Attendance Policy.
Skipping	Failure to be in the designated area. See Attendance Policy.
Inappropriate Language	Using vulgar language in passing.
Abusive / Profane Language	Extreme threatening or vulgar language.
Property Misuse	Inappropriate usage of school property.
Property Damage / Vandalism	Destruction or defacing of school or personal property.
Dress Code Infraction / Violation	Failure to wear appropriate attire. See Dress and Grooming.
Technology Misuse / Violation	Inappropriate usage of electronics or the network, including school supplied and personal devices.
Harassment	Aggressive pressure or intimidation.
Bullying	Intentionally and repeatedly causing another person injury or discomfort.
Fighting	Physical altercation with another person.
Inappropriate Location	Being in an undesignated area or leaving the building without permission.
Truancy	Excessive absence. See Attendance Policy.
Forgery	Impersonation of another.
Theft	Taking items that belong to another.
Plagiarism	Academic dishonesty or failure to cite sources.
Lying / Cheating	Intentional dishonesty.
Public Display of Affection	Acts of intimacy within the view of others.
Use / Possession	Using or possessing tobacco, drugs, weapons, combustables, alcohol, vapes, or any other illegal or controlled substance.
Gang Affiliation	Participation in an organized group of criminals.

Bomb Threat / False Alarm	Threatening or falsely reporting with ill intent.
Arson	Starting fires.
Other	Teachers and administrators reserve the right to address behaviors not listed above.

The district complies with Title IX in conjunction with board policy 5202 —unlawful discrimination, harassment, and retaliation against students will not be tolerated.

Definitions of disciplinary action

Disciplinary Action	Definition
Conference	A conference will be held with the student, the teacher, the administrator and other appropriate staff members to develop a plan for improving behavior. The parent may be contacted.
Alternative Placement	Alternative placement may range from a change in seating to a change in schedule.
Loss of Privileges	The school administrator may notify the parent of privilege suspension. These privileges may include removing the student from the playground, cafeteria, media center, technology access or class participation.
“Think” / Reflection Sheet	Student response to reflection prompts related to the infraction.
Time in Office	Student will spend a short period of time in the office which could range from a few minutes to the remainder of the class period.
Parent Contact	Teacher or administrator will call or message the parent or guardian.
Individualized Instruction	Student may be provided with an alternative assignment or directly instructed regarding appropriate behavior.
Restorative Circle	Students address harmful behavior in a process that explores harms, needs, and a path toward accountability and repair.
Time-out / Detention	The student will be required to serve time during recess, lunch, or as determined by the principal. The parent will be informed of the problem area. A conference with the student, parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and parent.

Restitution	Apology letter, conference with others involved, financial compensation, etc.
School service	May range from cleaning an area related to the incident, helping the custodian, or assignment to various school-related tasks.
Referral to school counselor	Teacher or administrator may recommend a parent or guardian explore the option of counseling.
Referral to Student Support Team	Teacher or administrator may present issues related to attendance, behavior, or academics to the Student Support Team (SST). Additional interventions may be developed.
In-school suspension (ISS)	The student will be excluded from contact with other students during the suspension. ISS will be served in the office. All work for the day will be done in the office. Parents will be contacted.
Out-of-school suspension (OSS)	The student is excluded from school and school activities for up to 10 calendar days. Parents will be notified and a conference between the administrator, student, parents and other appropriate school staff will be conducted and recorded in the student behavior file.
Bus suspension	Student may have loss or restriction of school-provided transportation.
Community service	Students may be required to complete community service hours with a non-profit organization within Otsego County.
Referral to law enforcement	In instances where state or federal laws are broken, students may be referred to the appropriate authorities.
Expulsion	The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and verdict from the board of education. Through this action, the student is excluded from all school activities for the remainder of the current semester. Under special cases, exceptions in the length of the expulsion may be recommended to the board of education by school staff. The student and parents are notified of charges by telephone and certified letter. The procedure for expulsion follows in accordance with the rights of the student within due process and recorded in the administrative behavior file.

Due Process Rights

The district will provide students due process to the extent required by state and federal law before a student is suspended or expelled. This is in accordance with Board Policy 5206A.

Suspension From Class, Subject, or Activity by Teacher (Policy 5206E)

A teacher may suspend a student from any class or activity for up to one full school day if the teacher has good reason to believe the student:

- Intentionally caused disruption.
- Jeopardized the health or safety of other participants.
- Was insubordinate.

Any teacher who suspends a student from a class or activity must immediately report the snap suspension and its reason to the building principal or designee. If a student is suspended from a class or activity, but will otherwise remain at school, the building principal or designee must ensure the student is appropriately supervised during the suspension and, if the student has a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class or activity must, as soon as possible following suspension, request the student's parent or guardian attend a parent-teacher conference to discuss the suspension. The principal or designee must attend the conference if the teacher, parent, or guardian requests the principal's attendance. The principal or designee must make reasonable efforts to invite a school counselor, psychologist, or social worker to attend the conference.

Administrative Removal From School

If a district administrator determines an emergency exists requiring the immediate removal of a student from school, the administrator may contact the student's parent, guardian, law enforcement, or take other measures to have the student safely removed from school. The administrator must then, as soon possible, follow the procedures outlined in this policy.

- Building administrator – 10 or fewer school days

Before suspending a student for 10 or fewer days, an administrator must provide the student verbal notice of the suspected offense and provide the student an opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain the student committed a violation of the student code of conduct and suspension is the appropriate consequence.

- Superintendent or designee – 59 or fewer school days

Before suspending a student for more than 10 school days but fewer than 60 school days, the superintendent or designee must provide the parent, guardian,

or student with written notice of the suspected offense, an explanation of the evidence, and an opportunity for a hearing at which the student may present evidence and witnesses to show the student did not commit the alleged offense or that suspension is not an appropriate consequence. The superintendent or designee will provide the parent, guardian, or student at least 3 calendar days' notice prior to the hearing. The guardian and student may be represented, at their cost, by an attorney or adult advocate at the hearing. The superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced the student committed a violation of the student code of conduct and suspension is the appropriate consequence. A parent, guardian, or student may appeal the superintendent or designee's decision to the board. The appeal must be submitted to the board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The board's decision is final. The student's suspension will continue while the appeal is pending.

- Board suspension or expulsion

Before the board suspends or expels a student, the superintendent or designee must provide the parent, guardian, or student with written notice of the suspected offense, an explanation of the evidence, and an opportunity for a board hearing at which the student may present evidence and witnesses to show the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The superintendent or designee will provide the parent, guardian, or student at least 3 calendar days' notice before the hearing. The guardian and student may be represented, at their cost, by an attorney or adult advocate at the hearing. The board will not suspend or expel the student unless, following the hearing, a majority of the board finds that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Search and Seizure

School officials may search a student and the student's belongings if they have reasonable suspicion the search will reveal contraband or evidence of a violation of law, board policy, or code of conduct.

A search must be justified at its inception and reasonable in its scope. School officials must have reasonable grounds to suspect the search will uncover contraband or evidence of a violation of law, policy, or rule. Measures used must be reasonably related to the search objectives and not excessively intrusive.

School officials are not required to have reasonable suspicion to search lockers or other district property. See Board Policy 5102.

The District may use detection dogs to search for contraband on district property. See Board Policy 3107.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicionless breath alcohol tests may

be administered for student health and safety purposes if students and their parents or guardians have been provided advance written notice.

Strip searches are prohibited.

SECTION IV - FORMS AVAILABLE ON REQUEST

Formal Parent Concern Form
Medication at School Form
Parking Permit Application
Work Permit
Guest Pass Forms
Counseling Service Forms

HANDBOOK VERIFICATION FORM

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

Parent or Guardian Name Printed

Student Name Printed

Parent or Guardian Signature

Student Signature

Date

Date