

Vicksburg Community Schools  
School Code

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**5500E - POSITIVE DISCIPLINE PLAN (HIGH SCHOOL)**

**VISION**

*The climate of the District will foster the character development of each student. The following examples of essential character building virtues serve to illustrate the strengths we hope to nurture in each student:*

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

**MISSION**

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

**Goals:**

- A. To act responsibly toward school, family, and self.
- B. To establish positive relationships with teachers and other authority figures.
- C. To learn to be sensitive to the needs of others.
- D. To develop mature, sensitive behavioral strategies for ways of dealing with people.

**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 prompt in arriving at assigned places;
- B. To respect the rights and responsibilities of all individuals;
- C. To respect the worth and dignity of all individuals;
- D. To observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.

**The Teachers, Support Personnel, and Administrators will:**

- A. Provide maximum educational opportunity for every student;
- B. Prevent disruption of the educational process;
- C. Ensure the safety and well-being of every student;
- D. Establish and maintain communication with parents.

**Successful Students at VHS...**

- A. Come to school each day prepared for learning.
- B. Take responsibility for their own learning.
- C. Involve themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum,
- D. Understand and follow school policies.  

The high school Code of Conduct applies during school hours and during school activities, whether home or away, and on school property at all times.
- E. Devote their energies toward realizing their potential.

**The Parents will:**

- A. Take a major responsibility in the well-being of the student.
- B. Encourage the child to achieve and remain in school.
- C. Be honest with both the school and the child.
- D. Be involved in the total education of their child.
- E. Support the school Code of Conduct and establish and maintain

communication with the school.

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

All staff are encouraged to immediately reinforce acceptable student behavior when it is observed. Below are some **suggested** procedures for recognizing acceptable student behavior or performance.

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

All staff are encouraged to immediately deal with inappropriate student behavior when it occurs. When a student acts in a manner which is inappropriate for the educational setting, this procedure will usually be followed. The severity of the incident may require that the process begin at an advanced level.

- 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 notify the parents by phone or in writing. This is where the parent and the teacher develop a strategy with the child to solve the problem.
- C. If the student still chooses not to control himself/herself, the administration becomes involved by re-examining the behavior and suggestion modification techniques.
- D. If all else fails, suspension and/or exclusion will result.

**Recordkeeping and Review:**

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

# **VICKSBURG HIGH SCHOOL STUDENT CODE OF CONDUCT**

## **PREAMBLE**

Creating safe and drug-free schools requires the commitment of the entire community, including families, schools and community leaders. The Michigan Department of Education encourages each school district to take the lead in bringing all of its community's resources together to ensure welcoming, safe, gun-free, and drug-free schools.

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

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

## **INTRODUCTION**

Vicksburg Community Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, 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 Code of Student 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 Code of Student Conduct will be administered uniformly and fairly, without partiality or determination.

***WHEN AND WHERE THE STUDENT CODE OF CONDUCT APPLIES:***

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

- A. 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.
- B. 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
- C. 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 a school administrator.

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 or the student’s parent/guardian should contact the principal.

***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 define under Specific types

of disciplinary consequences are defined under TYPES OF DISCIPLINARY ACTION AND PRODECURES. 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 SUSPENSION:***

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

***LONG-TERM SUSPENSION:***

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 extracurricular activities, are suspended. In addition, students who are suspended may not be on Vicksburg Community Schools' 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 extracurricular 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.

***ATTENDANCE POLICY:***

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury or some providential condition beyond the student's control prevents attendance.

## PROCEDURE

### Absences:

- A. "Absent" shall mean that the student was not present physically at the place or places designated for at least forty-five (45) minutes of a fifty (50) minute class period.
- B. Ten (10) absence days per semester will be allowed to be used for personal illness, serious personal or family problems, and professional appointments which cannot be scheduled after school.
- C. Parents must call the High School between 7:00 a.m. and 11:00 a.m. whenever their son or daughter is absent and explain the reason of the absence. If a call is impossible, a note must be sent with the student upon his/her return to school.

**All such calls and notes will be recorded and must be received within twenty-four (24) hours of the absence. If a call or note is not received within this time frame, the absence will not be verified, the student will not qualify for an extension, and a one (1) day suspension may occur. The attendance office telephone number is 321-1150.**

- D. A student shall have the right to make up work missed (that can be made up) during any verified absence.
- E. Verified hospital confinement and immediate convalescence and/or infectious illness and disease will not count toward the student's accumulation of ten (10) days.
- F. A verified absence for attending a funeral will not be counted toward the student's accumulation of ten (10) days.
- G. An absence due to subpoenaed court appearance will not be counted toward the student's accumulation of ten (10) days.
- H. Suspensions are dealt with in Administrative Regulation A5500.3, and will not count toward the student's accumulation of ten (10) days.
- I. In addition to the ten (10) allowable absences per semester, six (6) days per year may be used for verified, excused in advance family vacation. The following conditions must be met:
  - 1. Taken with immediate family – mother and/or father, or legal guardian.
  - 2. Personal prior arrangements are made by parent (s) with Attendance Officer.
  - 3. Arrangements with teachers for make-up work are made prior to leaving.

Any absences that do not meet these guidelines will be chargeable absences and no extension will be granted.

- J. When a student reaches the sixth absence, the parent will be notified by telephone. If telephone contact has not been made by the end of the day, a letter will be sent. Parents should see to it that the school has at least two (2) telephone numbers where they can be reached.
- K. Upon the eleventh absence from any class (except as described as exceptions above), a student will be required to make up absences in order to be eligible to receive credit in that class. Absences can be made up during Saturday School. One day of Saturday School will excuse one absence from a student's attendance record for the semester. Students can also make up absences after school. Each hour will excuse one period.
- L. Attendance is taken, recorded, and reported each hour.
- M. Approved school activities, field trips, athletic events, meetings with a counselor, teacher, or an administrator are all considered present.
- N. Notes from home are necessary to be granted permission to leave the school campus during the school day for scheduled appointments. Classes missed for these absences are to be included in the ten (10) days.
- O. All students are to be with their classes according to the assigned schedule. When they are in the halls, restrooms, or anywhere other than their assigned areas, students must have a pass or student handbook pass indicating destination, time of departure, and the teacher's signature. It is the teacher's responsibility to issue a pass to the student.
- P. Chronic absences due to medical complications will be treated as follows:
  - 1. A letter from the doctor must be presented to the high school administration by the parents detailing the nature of the illness in order to qualify for an extension.
  - 2. The letter will remain in the student's CA60 file.
  - 3. Subsequent absences directly related to the illness will not call for a note from the doctor. However, a verification of the absences will be required from a parent.
  - 4. The absences will be chargeable, but will qualify for an extension.
- Q. Only under extenuating circumstances will an exception to this policy be considered. If such an exception is requested, a review will be held with the principal of the building at which time the parent (s) may present evidence as to why the exception should be made. Further review beyond this point will be held at the Central Administration Building with the Superintendent or his/her designee. In either case, a decision will be rendered on or before the next full school day.

- R. Specific class or programs, such as are listed below may have additional attendance requirements, for which students in these programs are responsible:
1. **Co-op:** Students enrolled in the Co-op Program must attend ALL classes that day in school in order to receive credit for the hours worked on the job.
  2. **Music:** 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 letter grades and the student's citizenship grade being recorded as "U" (unsatisfactory). In any event, the Director must be given advance warning of the performance to be missed in writing, signed by the parent or guardian. Absences due to personal illness, family emergency, etc., when verified by a note from the parent or guardian, will not affect the student's grade. Absences other than the above must be pre-arranged with the Music Director.
  3. **Athletics:** Please see Administration Regulation A5500.5. Players must attend the last two (2) class periods of the day of a contest unless prearranged permission to be absent has been granted.

## VIOLATIONS OF THE STUDENT CODE OF CONDUCT

### A. Alcohol and Drugs:

A student will not possess, use, nor be under the influence, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxication 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, furnishing, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or furnishing is also prohibited. If caught, the student 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:

- a. **First Violation:** Confiscation, ten (10) days suspension from school, during which period the student must have drug counseling by a qualified substance abuse counselor. Possible recommendation for expulsion. Police will be involved.
- b. **Second Violation:** Confiscation, ten (10) days suspension and recommendation for expulsion. Police will be involved.

#### 2. Sales or Furnishing:

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

3. **Use of Breath-Test Instruments:** The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever

he/she 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) 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, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

**B. Arson (Starting a Fire):**

1. 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.
2. 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]).
3. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).
  - a. **First Violation:** Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.
  - b. **Second Violation:** Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

**C. Bullying/Harassment/Intimidation:**

"Bullying, harassment, or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the

school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

1. **First Violation:** Warning, detention, After School Behavior Program (ASBP), and/or up to ten (10) days suspension.
2. **Second Violation:** Saturday School or 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.

**D. 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 conference.

**E. 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.

1. **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 conference. Damaged, lost, or stolen books and other materials must be paid for by the student to whom they are issued. Seniors will not be allowed to participate in graduation ceremonies, nor will underclassman be allowed to participate in any school-related activities until the bill is paid.
2. **Second Violation:** Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution will be required.

**F. Destruction of Property:**

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.

1. **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 conference. Damaged, lost, or stolen books and other materials must be paid for by the student to whom they are issued. Seniors will not be allowed to participate in graduation ceremonies, nor will underclassman be allowed to participate in any school-related activities until the bill is paid.
2. **Second Violation:** Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution will be required.

**G. Disruption and/or Disorderly Conduct:**

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 disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), or up to three (3) days suspension. Confiscation of inappropriate objects.
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs), or up to five (5) days suspension. Confiscation of inappropriate objects.
3. **Third Violation:** Ten (10) days suspension. Confiscation of inappropriate objects.

**H. Extortion:**

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

1. **First Violation:** Five (5) days suspension. Appropriate notification of police.
2. **Second Violation:** Recommendation for expulsion.

**I. Failure to Serve Assigned Detention:**

A student will not fail to serve an assigned detention of which

students and/or parents/guardians have been notified.

**Detentions: After School Detention:** This is detention time that must be served after school. Parents will receive written notification one day in advance of detention, and are responsible for the student's transportation home after the detention period. Students will be given assigned duties during this time period. Failure to serve the detention will result in a second detention being issued. Failure to serve both detentions will result in the issuance of one (1) day of Saturday School. The student will make up all detention time.

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

**J. 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, other school property, or a school-related event, 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]).

1. **First Violation:** Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction.
2. **Second Violation:** Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

**K. False Identification:**

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

1. **First Violation:** Five (5) days suspension. Appropriate notification of police.
2. **Second Violation:** Recommendation for expulsion.

**L. Fighting:**

A student will not physically fight with another person.

1. **First Violation:** Five (5) days suspension from school and satisfactory parent conference. Notification of police, if appropriate.
2. **Second Violation:** Ten (10) days suspension from school. Notification of police.
3. **Third Violation:** Recommendation for expulsion. Notification of police.

**M. Fireworks:**

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

1. **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.
2. **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.
3. **Third Violation:** Ten (10) days suspension and/or recommendation for expulsion contingent upon the severity of the infraction. Notification of police.

**N. Forgery:**

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

1. **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.
2. **Second Violation:** Recommendation for expulsion. Notification of police.

**O. 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.

1. **First Violation:** Five (5) days suspension. Notification of police.
2. **Second Violation:** Recommendation for expulsion.

Notification of police.

**P. 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 as official school functions.

1. **First Violation:** Warning, detention periods After School Behavior Program (ASBP), and/or up to three (3) days suspension. Confiscation of inappropriate objects.
2. **Second Violation:** Five (5) days suspension. Confiscation of inappropriate objects.
3. **Third Violation:** Ten (10) days suspension. Confiscation of inappropriate objects.

**Q. 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, After School Behavior Program (ASBP), and/or up to ten (10) days suspension.
2. **Second Violation:** 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.

**R. Improper, Negligent, or Reckless Operation of a Motor Vehicle:**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

1. **First Violation:** Warning, After School Behavior Program (ASBP), Saturday School, and/or up to five (5) days suspension and parent conference. Loss of driving or riding privileges may occur. Police may be notified.
2. **Second Violation:** Loss of driving or riding privileges and parent conference, and/or up to five (5) days In-House suspension. Police may be notified.

**S. Public Displays of Affection:**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

1. **First Violation:** Warning and/or detention.
2. **Second Violation:** After School Behavior Program (ASBP) and/or up to three (3) days of suspension, parent notified.
3. **Third Violation:** Five (5) days of suspension, parent conference.

**T. Inappropriate Dress 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 distracting or indecent, to the extent that it interferes with the learning and teaching process.

**Violation:** Exclusion until acceptable standard is met, and/or detention periods.

**U. Insubordination/Unruly Conduct/Disrespect:**

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, being absent from an assigned location, refusing to leave a hallway or any other location when told to do so by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), and/or up to three (3) days suspension.
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs), Saturday School, or up to five (5) days suspension.
3. **Third Violation:** Ten (10) days suspension.

**V. Interference with School Authorities:**

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

1. **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.

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

**W. Knowledge of Dangerous Weapons or Threats of Violence:**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Administration. Failure to report such knowledge may subject the student to discipline, to include warnings, detentions, suspensions, and/or expulsion. The Michigan Department of State Police and the Michigan Department of Education have established a statewide school violence hotline for students to make anonymous reports of specific threats of imminent school violence or other suspicious or criminal conduct by juveniles. This toll free school violence hotline telephone number is 1-800-815-TIPS.

**X. Leaving School Without Permission:**

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

1. **First Violation:** Saturday School.
2. **Second Violation:** Two (2) sessions of Saturday School.
3. **Third Violation:** Ten (10) days suspension.

**Y. Loitering:**

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

1. **First Violation:** Warning, detention, or After School Behavior Program (ASBP).
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs) or up to three (3) days suspension. Parent notification and possible police involvement.
3. **Third Violation:** Five (5) days suspension, parent conference, police will be notified.

**Z. 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, 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 District 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]).

1. **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.
2. **Second Violation:** Ten (10) days suspension and/or recommendation for expulsion. Notification of police.

**AA. 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 lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disk players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal. Confiscation of property and parent conference may occur.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), or up to three (3) days suspension from school contingent upon the severity of the infraction and satisfactory conference with parent(s).
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs) or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
3. **Third Violation:** Up to three (3) After School Behavior Programs (ASBPs), or up to ten (10) days suspension, plus possible recommendation for expulsion, contingent upon the severity of the infraction, and satisfactory conference with parent(s).

**BB. Profanity and/or Obscenity:**

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

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), or up to three (3) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs), or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
3. **Third Violation:** Up to three (3) After School Behavior Programs (ASBPs), or up to ten (10) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).

**CC. 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]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

**DD. Sexual Harassment (Level I):**

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.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension.
2. **Second Violation:** 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.

**EE. Sexual Harassment (Level II):**

A student will 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.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension. Police may be involved.
2. **Second Violation:** Up to ten (10) days suspension contingent upon the severity of the infraction. Police may be involved.
3. **Third Violation:** Ten (10) days suspension with possible request for expulsion. Police may be involved.

**FF. Tobacco Possession/Smoking:**

A student will not smoke, use tobacco, or possess any substance containing tobacco, including smoking paraphernalia such as a lighter, in any area under the control of a school district, including all activities or events supervised by the school district.

**1. Possession:**

- a. **First Violation:** Confiscation and three (3) days suspension.
- b. **Second Violation:** Confiscation and five (5) days suspension.
- c. **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:**

- a. **First Violation:** Confiscation and five (5) days suspension.
- b. **Second Violation:** Confiscation and seven (7) days suspension.
- c. **Third Violation:** Recommendation for expulsion.

**3. Use Within Sight of High School Between 7:30 a.m. and 3:30 p.m.:**

- a. **First Violation:** Confiscation and five (5) days suspension.
- b. **Second Violation:** Confiscation and seven (7) days suspension.
- c. **Third Violation:** Recommendation for expulsion.

**GG. 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, she/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.

**HH. Student Distributed Material:**

Any material handed out by students or displayed on school property must be approved by the principal, assistant principal, or other designee before it may be distributed or displayed to other students.

1. **First Violation:** Warning and/or detention periods, and/or up to five (5) days suspension.
2. **Second Violation:** Seven (7) days suspension, parent conference.

**II. Tardiness:**

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

1<sup>st</sup> unexcused tardy – warning

2<sup>nd</sup> unexcused tardy – warning

3<sup>rd</sup> unexcused tardy – one (1) detention period, parents notified.

4<sup>th</sup> unexcused tardy – one (1) day After School Behavior Program (ASBP).

5<sup>th</sup> unexcused tardy – two (2) After School Behavior Programs (ASBPs)

6<sup>th</sup> unexcused tardy – Saturday School

7<sup>th</sup> unexcused tardy – two (2) Saturday Schools

**JJ. 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

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 Internet/Network. (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 Internet/Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Users may not use the Board's computers/network to disrupt the operation of the Network/Internet including deleting or moving network files or develop programs that infiltrate a computer or computer system and damage the software components of a computer or computing system.
4. Interfering with others' use of the Network.
5. Use of 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. Downloading, copying, or unauthorized use of licenses 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 participating in online "chat rooms" or other forms of direct electronic communication including email, 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 others." [Bill Belsey (<http://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;
- d. Posting misleading or fake photographs of students on website.

**Violations:** Warning, 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:**

1. 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.
2. Never reveal names, addresses, phones numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.
3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

**KK. 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 or her possession property which does not belong to the student.

1. **First Violation:** After School Behavior Program (ASBP) periods, Saturday School, or up to ten (10) days suspension and satisfactory parental conference. Restitution and notification of police, if appropriate.
2. **Second Violation:** Ten (10) days suspension and satisfactory parent conference. Restitution and notification of police, if appropriate, and possible recommendation for expulsion.

**LL. Threat/Coercion:**

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

1. **First Violation:** Warning, detention periods, 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.
2. **Second Violation:** Five (5) to ten (10) days suspension and/or recommendation for expulsion. Notification of police. Counseling/assessment services may be required.
3. **Third Violation:** Recommendation for expulsion and notification of police.

**MM. 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 suspension, expulsion, and/or arrest for trespassing.

**NN. Trespassing and Vandalism of a Staff Member's Personal and/or Real Property, On or Off School Property:**

1. **First Violation:** Ten (10) days suspension with possible

recommendation for expulsion, depending on circumstances and the severity of the vandalism. Parent conference, file complaint with police, full restitution must be paid.

2. **Second Violation:** Ten (10) days suspension and recommendation for expulsion. Parent conference, file complaint with police, full restitution must be made.

**OO. 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 school for less than one (1) period without leaving campus:
  - a. **First Violation:** After School Behavior Program (ASBP)
  - b. **Second Violation:** Saturday School
  - c. **Third Violation:** Two (2) Saturday Schools
  
2. Students skipping school:
  - a. **First Violation:** Saturday School
  - b. **Second Violation:** Two (2) Saturday Schools
  - c. **Third Violation:** Three (3) Saturday Schools

**PP. Unsportsmanlike Behavior or Heckling at School Events:**

1. **First Violation:** Warning, detention periods, and/or removal from school event, and/or suspension from school events.
2. **Second Violation:** Removal from school event, and/or suspension from school events, and/or five (5) days suspension.
3. **Third Violation:** Removal from school event, and/or ten (10) days suspension. Students may not attend school functions for the remainder of the school year.

**QQ. Verbal Assault Against an Employee:**

**Verbal Assault:** 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]).

1. **First Violation:** Warning, detention periods, 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.
2. **Second Violation:** Five (5) to ten (10) days suspension and/or recommendation for expulsion. Notification of police. Counseling/assessment services may be required.
3. **Third Violation:** Recommendation for expulsion and notification of police.

**RR. 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.

1. **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.
2. **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.
3. **Third Violation:** Ten (10) days suspension and/or recommendation for expulsion contingent upon the severity of the infraction. Notification of police.

**SS. Weapons: Dangerous Weapons:**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. 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 designed 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 devise, 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 is 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 or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart 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 or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

**TT. Violation of State Laws and/or Local Ordinances:**

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

**TYPES OF DISCIPLINARY ACTION AND PROCEDURES**

1. **Detentions: After School Detention:** This is detention time that must be served after school. Parents will receive written notification one (1) day in advance of detention, and are responsible for the student's transportation home after the detention period. Students will be given assigned duties during this time period. Failure to serve the detention will result in a second detention being issued. Failure to serve both detentions will result in In-House Suspension of at least one (1) day. The student will make up all detention time.  
**NOTE: All detentions will be served after school, unless otherwise specified by school personnel.**
2. **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 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.
3. **After School Behavior Program (ASBP):** The ASBP will be held on Tuesdays and Thursdays of every week from 2:45 – 4:45. Parents will be notified by telephone at least one (1) day in advance of an assigned ASBP. Parents are responsible for transportation home after the ASBP is completed. Failure to serve the assigned ASBP will result in an additional ASBP being issued. Failure to serve one of the two ASBPs will result in a session of Saturday School in addition to making up all missing ASBP time.
4. **Saturday School:** Saturday School will be held twice a month, every other Saturday from 8:30a.m. to 11:30a.m. at Vicksburg High School. Parents will be notified by telephone of an assigned Saturday School. While assigned to Saturday School, the following rules apply:
  - a. Students must report to an assigned Saturday School. A doctor's note will be the only acceptable excuse.

- b. Students must report to assigned room by 8:30a.m. Doors will be locked no later than 8:35a.m. Students arriving late will not be allowed to serve Saturday School on that day.
- c. Students will be required to stay for the entire three (3) hours to complete an assigned Saturday School.
- d. Disruption, insubordination, or sleeping will result in removal from Saturday School. Students removed will be required to make up the Saturday School.
- e. No electronics allowed in Saturday School, i.e. cell phones, IPODS, MP3 players, hand held games, etc.
- f. Bathroom breaks will be provided. No wandering of the building during break time.
- g. 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.
- h. 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.
- i. If a student fails to serve two consecutive Saturday Schools, a three day in-house suspension will be assigned the following Monday. The student will be required to complete all unserved Saturday Schools.

**5. Suspension:**

- a. **In House Suspension:** A School Administrator may require a suspended student to attend school during the period of suspension in an assigned location with the Vicksburg Community Schools. The suspended student may walk directly to and from the Administration Building upon arrival to school. If the student drives to school, he/she shall park in the student lot.

The suspended student will be assigned a specific station, which he/she 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 high school program until all his/her time has been made up and he/she leaves the In-House Program in good standing.

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

- 1) No talking or other communication at any time with students in the room.
  - 2) Restroom privileges are limited to once in the morning and once in the afternoon.
  - 3) You are not to sleep or lay your head down at any time.
  - 4) Desks will be placed by the supervisor and are not to be moved.
  - 5) If you have any questions, or need to leave your seat for any reason, you are to raise your hand until recognized by the supervisor. Conversations between you and the supervisor will be done quietly at the supervisor's desk.
  - 6) You are responsible for having your books. Credit will not be given for the days you do not have them. You may work on schoolwork only unless all assignments have been completed satisfactorily.
  - 7) You are expected to arrive on time (7:40 a.m.). Tardiness will count as a first period tardiness at the home building and may result in detention there or an additional suspension.
  - 8) Go directly to the suspension room. Absolutely no association with other students on school property. You are not to enter your school building at any time without your Principal's permission.
  - 9) Student's vehicles are to be parked only in the High School student lot.
  - 10) Students may order lunch or provide their own lunch. Milk is available at your cost. Food may be eaten only between 11:00 – 11:30 a.m. No gum at any time.
  - 11) Tests and quizzes will be taken in the In-House Suspension Room or, if the teacher desires, at school your first day back from suspension.
  - 12) You must sign in and out when using the restroom. Restrooms will be checked on random basis. The last person to use the area will be held responsible for smoking, damage, etc.
  - 13) Students will board the school bus at the High School only.
- b. **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 nor may the student enter upon school premises, nor attend or participate in any related school activities.
- c. **Extended Suspension:** A suspension for a period of more than ten (10) days as approved by the Board of Education. **NOTE:** All suspensions for violations of the School Code of Conduct are to be effective until the number of school days has passed.

6. **Expulsion:** The Student is permanently excluded from school, unless **otherwise** defined by State or Federal statute. Expulsion from school will preclude a student from earning any further credit.
7. **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, alternative setting or expulsion from school.
8. **Due Process:** The Board of Education recognizes the following:
  - a. That students have full rights of citizenship as delineated in the United States Constitution, Constitution of the State of Michigan, the School Code, and other laws passed by the Legislature of the State of Michigan.
  - b. That the primary intent of society in establishing the public school is to provide an opportunity for learning.
  - c. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
  - d. That the opportunity for education is one of these citizenship rights.

**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.

9. **Suspension Procedures**
  - a. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her.
  - b. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
  - c. If the student is suspended by the school administrator, the administrator will:
    - 1) Notify the parents or guardian as soon as possible of the suspension, the reasons for the suspension, and the steps necessary to effectuate the student's return.
    - 2) Meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting if deemed necessary by the administrator.
  - d. If the parents or guardian are dissatisfied with this action, they may appeal to the Superintendent or his/her designee to review the decision.
  - e. If the suspension is for a period of more than ten (10) days, the same due process as is covered under students being expelled will apply.

- f. Section 504/Special Education accommodations: In the event a student is disabled, accommodations may be made to HIS procedures in accordance with the IEPC or 504 Plan.

**Definition** – School grounds means all properties and buildings owned and operated by Vicksburg Community Schools.

- 10. **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:
  - a. Written notices of charges against a student will be delivered to the student and his/her parents or 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.
  - b. Parents or guardian may be present at the hearing. Students against whom charges have been filed will be required to attend this hearing.
  - c. The student shall be given an opportunity to give his/her version of the facts and implications. He/she should be allowed to offer the testimony of other witnesses and present other evidence.
  - d. The students and his/her parents or guardian may be represented by legal counsel.
  - e. The student, his/her parents, guardian, or legal agent, shall be allowed to review all evidence offered against them. In addition, they shall be allowed to question any witnesses present at the hearing.
  - f. 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 hearings. An open or closed hearing, at the student's option, may be requested before a majority of the Board of Education.
  - g. 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 charged and its decision as to expulsion, or extended suspension.
  - h. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.
- 11. The student and his/her parents or guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.
- 12. **Serious Violations:** A building administrator may recommend to the Board of Education that a student be given an extended suspension or be expelled from school, upon a first, second, or third violation if, in the opinion of the administrator, the presence of the student will be disruptive to other students or to the educational process.

- 13. Persistent Violations:** Any student who is suspended from school, assigned After School Behavior Program (ASBP) and/or Saturday School during the same school year totaling twenty (20) days or more, may be required to attend a parent/guardian conference with the Superintendent of Schools and the building Principal. At this meeting the future status of the student will be determined. Students reaching this twenty- day (20-day) total may be subject to an extended suspension or expulsion and can only return to the regular school program under behavioral guidelines.
- 14. 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.

**14. 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 was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

**15. Notification to Law Enforcement Agencies**

State law requires each school board to comply with the statewide 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   | Robbery or Extortion            |
| Suspected Armed Student    | Unauthorized Removal of Student |
| Weapons on School Property | Threat of Suicide               |
| Death or Homicide          | Suicide Attempt                 |
| Drive-By Shooting          | Larceny (Theft)                 |

Physical Assault (Fights)  
Bomb Threat  
Explosion  
Arson  
Sexual Assault  
(Criminal Sexual Conduct)

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 Products  
Bus Incident or Bus Accident

## **POLICY ON SEARCHES OF STUDENTS' LOCKERS AND LOCKER CONTENTS**

### **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 student's 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 parental/guardianship 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.

## **SCHOOL ORGANIZATION AND PROCEDURES**

### **SEMINAR RULES:**

1. No food or beverages (only water).
2. No sleeping.
3. All students must have work to do:
  - a. bring work.
  - b. read a book, newspaper, or magazine.
  - c. have a pass for somewhere else, i.e., library, computer lab, LARC.
  - d. Students receiving "D", "F", or "Incomplete" grades must bring work (no activities) and may have no leisure pass to the library.
  - e. Passes:
    - 1) Seminar Passes  

If student is disruptive, he/she will be sent back to his/her seminar with a note.

Student returns to his/her seminar the last five (5) minutes of class with signed and timed pass.
    - 2) Library and LARC Research Passes  

Issued by teacher making the research assignment.

One student per pass.

Seminar teacher initials and marks the time on the

pass and sends student to library.

Student must return to seminar for the last five (5) minutes of period. The library staff will sign and write time student left the library on pass.

- 3) Student returns directly to seminar within three (3) minutes; no locker or bathroom stops.

#### **LIBRARY:**

1. Open 7:00 a.m. – 3:30 p.m. Monday thru Friday. The Library is closed everyday during the third lunch period.
2. No food or beverages.
3. No sleeping.
4. Disruptive behavior will not be tolerated in the library and will result in loss of privileges.

**First Violation:** loss of privileges for one (1) week

**Second Violation:** loss of privileges for two (2) weeks, detention

**Third Violation:** loss of privileges for up to eighteen (18) weeks, five (5) days in-house suspension

5. Students in the library on a written pass from the instructor should place the pass in a designated box on the circulation desk. Students must have the media specialist's signature on the pass in order to leave.

#### **CLOSED CAMPUS:**

The high school operates on a "closed campus" basis, which means that students are to remain in school or in designated outside areas after their arrival on school grounds until the end of the normal school day.

#### **BUS RULES:**

In addition to AG **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.

#### **DRIVING POLICY – High School:**

1. All vehicles driven to school by students must be properly

parked within designated parking areas.

2. Students are not to sit in cars in the parking lot at any time during the school day.
3. Any student involved in an accident in the student parking lot should immediately report the incident to the office or police department.

### **ANNOUNCEMENTS**

Announcements to be included must be e-mailed to the High School Help Desk the day prior to publication. Announcements are prepared and distributed to teachers via e-mail. Announcements will be read at the beginning of third period. Afternoon announcements are not printed however, and should be turned into the office prior to 2:20 p.m.

### **CLASSIFICATION OF STUDENTS**

School Year 2011-2012:

Freshman:	Any student who has on record <u>less than 6.0</u> units of credit
Sophomore:	Any student who has on record <u>at least 6.0</u> units of credit
Junior:	Any student who has on record <u>at least 12.0</u> units of credit
Senior:	Any student who has on record <u>at least 19.5</u> units of credit

School Year 2012-2013 and all subsequent school years:

Freshman:	Any student who has on record <u>less than 6.0</u> units of credit
Sophomore:	Any student who has on record <u>at least 6.0</u> units of credit
Junior:	Any student who has on record <u>at least 12.0</u> units of credit
Senior:	Any student who has on record <u>at least 18.0</u> units of credit

## GRADUATION REQUIREMENTS

Vicksburg Community High School will issue a diploma upon the successful completion of the following:

English	4 credits
Social Studies	3 credits
Mathematics (1 credit in senior year)	4 credits
Science	3 credits
Physical Education/Health	1 credit
Fine or Performing Arts, Vocational Education or Practical Arts	1 credit
On-line Course/Experience	<u>20 hours</u>

16 credits, plus on-line hours

Due to the change in schedule beginning with the 2009-2010 school year and the number of years a class may have attended under the block schedule versus the 7-hour day, each class has a different number of elective credits and total number of credits required for graduation. They are as follows:

	Required Credits	Elective Credits	Total Credits
Class of 2012	16	9.5	25.5
Class of 2013 +	16	8.0	24.0

The graduation credits requirement is a minimum. Students are always encouraged to exceed the minimum requirements.

In addition, all Vicksburg High School students are required to take the Michigan Merit Exam in the spring of their junior year in order to graduate. All juniors must give their best effort while taking the Merit Exam. Students who do not give their best effort will be required to re-take the Merit Exam the following school year.

## MAKE-UP WORK

Student failure to make up work missed due to absences contributes greatly toward a large percentage of our low or failing grades. It is the responsibility of the student to contact the teacher whose class has been missed. This should be done at the convenience of the teacher.

## REPORT CARDS

Report cards are issued each nine weeks. At the end of each semester, a final examination is given. The final semester grade will be computed using the following formula: 40% for the first nine weeks, 40% for the second nine weeks, and 20% for the final exam. If a student successfully passes two of the three components of the final grade, the student earns credit for the semester. Credit is granted at the end of each semester.

Unsatisfactory report cards and progress reports should result in energetic steps being taken by you and your parents. Teachers and administrative personnel will be happy to confer with parents about unsatisfactory work and study habits. Failure in required courses must be made up by summer school, extension courses, or by repeating the failed course during the year.

### **ACADEMIC LETTER AWARD**

Students attaining a 3.5 or better G.P.A. for the first semester of the current school year will receive an award according to the following formula:

1 <sup>st</sup> year	6" Varsity Chenille Letter
2 <sup>nd</sup> year	4" Chenille Lamp of Learning
3 <sup>rd</sup> year	4" Engraved Plaque
4 <sup>th</sup> year	8" Engraved Plaque

### **NATIONAL HONOR SOCIETY CRITERIA ORRA BISHOP CHAPTER 8112**

1. Minimum G.P.A. for either five (5) semesters for Juniors or six (6) semesters for Seniors shall be 3.3. They will be invited to apply based on their G.P.A. in March.
2. All candidates will complete a candidate form. Five (5) faculty members make up the Faculty Review Council which will evaluate and choose the candidates. Each criteria on the form is rated 10 (high) to 1 (low). The candidates are selected based upon the characteristics of: leadership, service, scholarship, and character, as well as a written essay.
3. Selection is the total average of the evaluation. The cut-off is 80% of total points. This is based on the ten (10) point system.
4. Foreign exchange students, administrators, faculty or community members may be recognized with membership if the faculty deems this honor should be granted for outstanding accomplishments or service to Vicksburg High School.

### **ADDING AND DROPPING CLASSES**

In order to change classes, a student must:

1. Check with the Guidance Department to be sure that he/she meets the requirements of the class he/she wishes to enter.
2. Have the Guidance Department fill out the form listing the class change.
3. Have the teachers whose classes are being dropped and added sign the form.
4. Take the form back to the Guidance Office for final approval.

### **Restrictions on Adding and Dropping Classes**

1. All appointments for schedule changes must be made by Friday of the first full week of school.
2. All appointments made for schedule changes after Friday of the first full week of school are subject to teacher approval.

### **SENIOR RELEASE SLIP**

Seniors will be required to submit a Release Slip to the office before they are formally separated from Vicksburg High School. Each student's teachers and an administrator must sign the slip. The signatures will be obtained only after all obligations and requirements are fulfilled in the areas of courses, attendance, and behavior. **All seniors will remain in all classes until the slip is completed.**

### **SENIOR SKIP DAY**

Seniors participating in the non-approved activity known as "Senior Skip Day" will be subject to the following regulations:

1. Attendance in all classes will be required the four days following Memorial Day.
2. The "B" average policy allowing second semester seniors to be excused from taking their final examinations will be rescinded.
3. Examinations will be required to be taken on the Friday of the aforementioned week.

### **VISITORS**

Students are strongly advised that having visitors during school hours has little or no purpose. If a student has what he feels is a good reason, he must get permission from the principal's office allowing the person's visit.

## **GUIDANCE SERVICES AT VICKSBURG HIGH SCHOOL**

### **HOW CAN THE GUIDANCE DEPARTMENT HELP ME?**

The Guidance Department provides a setting in which you may discuss, in confidence, any problem that is important to you. Your counselor can provide you with information and appropriate resources so that you will have a more realistic basis upon which to make your decisions.

### **WHAT SERVICES ARE AVAILABLE IN THE GUIDANCE DEPARTMENT?**

While you are in high school, you will be making many new and important decisions regarding courses, curricula, vocational plans, and more personal matters. Decision-making may be a lonely and unsettling experience. It often helps to talk things over with someone who can be objective while taking a personal interest in you.

It helps to have accurate information which is relevant to your situation. Sometimes tests provide more information about interests, academic abilities, personality characteristics, and special aptitudes. Reading material is available in the occupational information files concerning the various aspects of employment.

The placement service of the Guidance Office assists V.H.S. students in the following manner:

1. Directs the instruction for improving employability skills.
2. Assists students in securing part-time employment.
3. Maintains lists of part-time and full-time employment opportunities in the Vicksburg and Greater Kalamazoo areas.
4. The final and most important objective is to place non-college-bound seniors in satisfying, full-time jobs after graduation and to continue to assist graduates when and if they look for employment in the future.

### **HOW DO I MAKE AN APPOINTMENT WITH A COUNSELOR?**

Individual counseling experiences are available to all students. Should you wish to see a counselor, come to the counseling office and make an appointment with the secretary.

Office hours coincide with the regular school day; however, appointments can be made at other times.

**WILL I BE ABLE TO CHOOSE A COUNSELOR?**

Students are assigned to counselors by last name as follows:

	<u>Ms. Alger</u>	<u>Mr. Lothschutz</u>
Class of 2012	A – Man	Mao - Z
Class of 2013	A - Moh	Moi - Z
Class of 2014	A - Kos	Kot - Z
Class of 2015	A – Kn	Ko - Z

**WILL WHAT I DISCUSS WITH THE COUNSELOR BE KEPT CONFIDENTIAL?**

Absolutely. Because of their interest in you and their ethical obligation to the counseling profession, your counselor will, at no time, reveal to others what you share with them. Exception: Police Department or Government Agencies.

**WHO ARE THE COUNSELORS?**

The staff consists of professional counselors who have had extensive experience in working with students and their concerns. Each counselor is a member of Michigan Personnel and Guidance Association, Michigan Counselors Association, and Kalamazoo County Guidance and Personnel Association.

Our Counseling staff consists of:

- Mr. Andy Lothschutz            269-321-1170
- Ms. Diana Alger                269-321-1171

**WHO MAY USE THE SERVICES OF THE COUNSELING DEPARTMENT?**

Services of the department are available to students, parents, former students, faculty, and any other individuals who wish these services.

**MICHIGAN HIGH SCHOOL**  
**ATHLETIC ASSOCIATION RULES**  
Effective August 1, 2005

1. **AGE** – High School students become ineligible if they reach their nineteenth (19<sup>th</sup>) birthday before September 1 of a current school year.
2. **PHYSICAL EXAMINATION** – Students must have on file, in the school office, a physician's statement for the current school year (after April 15), certifying that he/she is physically able to compete in athletic practices and contests.
3. **ENROLLMENT** – Students must be enrolled in a school prior to the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester).
1. **SEMESTERS OF ENROLLMENT** – Students cannot be eligible in high school for more than eight semesters, and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.
2. **ACADEMIC RECORDS** – Students must have passed at least the equivalent of 20 credit hours in the previous semester of enrollment, and must be currently passing the same.
3. **TRANSFER STUDENTS** – A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of 15 published exceptions.  
  
An ineligible transfer student who is confirmed to have transferred for athletic reasons is ineligible to participate in an interscholastic contest for two full semesters for the school to which the student transfers. Students and parents anticipating a change of schools should first seek advice from the school administration.
4. **UNDUE INFLUENCE** – The use of undue influence by any person directly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
5. **LIMITED TEAM MEMBERSHIP** – After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions include ice hockey and all individual sports which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice.
6. **ALL-STAR COMPETITION** – Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships, regardless of the method of selection. Participation in such a

contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

7. **AWARDS & AMATEURISM** – Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the **MHSAA HANDBOOK**. Students may accept, for participating in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$15. Banquets, luncheons, dinners, trips and admissions to campus or events, are permitted if accepted “in kind.” Awards in the form of cash, merchandise, certificates, or any other type of negotiable document are never allowed.

### **GENERAL TEAM GUIDELINES**

1. All eligible students will be offered the opportunity to try out for an athletic team. Each sport has a starting date and there will be a minimum of three days of tryouts/practice before cuts are made.
2. **General Commitment to the program:** Each athlete that is on a team must have a strong commitment to the team and athletic program in general. Being on a team will require teamwork, self-discipline, loyalty, tolerance, sportsmanship and perseverance. If an athlete has a concern or conflict, first begin by talking with the Head Coach of the team.
3. **Practices and Contests:** Practices, in general, begin around 3:00-3:30 p.m. and end around 5:30-6:00 p.m. During the winter and early spring the practice times vary from day to day as a result of the demand for gymnasium use. Athletic contests are usually scheduled a year in advance or more. Each sport usually has its own pattern of which days in the week they play their contests.
4. **Equipment & Uniforms:** The athlete is responsible for all uniforms and equipment that the school provides. All equipment must be turned in immediately following the end of the season. The student will be charged for all uniforms or equipment not returned or returned in inappropriate condition.
5. **Transportation:** All athletes are expected to be transported by school provided or approved means of transportation. This includes going to the scheduled contest and the return trip to Vicksburg. A signed parent consent form must be approved by the office prior to any exception to this. Any change in this procedure must be reported to the head coach and Athletic Director well in advance of the change.

### **ISSUES IN ATHLETICS**

Vicksburg Public Schools are very proud of our sound educational and athletic programs. We have committed ourselves to provide a program that all student athletes can be proud to be a part of while they are in school. We perceive ourselves as having one of the best educational athletic programs in Michigan. As a result of our commitment, we will also invite comments or criticism from our public. We enthusiastically participate in discussion of ways to address and resolve the issues and challenges that lie ahead. When a person (such as a student, a parent, a coach, a teacher or an administrator) has a question, concern, or complaint regarding an

athletic situation, we have found the following line of communication very effective in resolving issues.

1. **START WITH THE SOURCE:** Talk directly with the coach, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment.
2. If necessary, **TALK NEXT WITH THE HEAD COACH OF THE SPORT.**
3. If necessary, **TALK NEXT WITH THE ATHLETIC DIRECTOR.**
4. If necessary, **TALK NEXT WITH THE ASSISTANT PRINCIPAL OR PRINCIPAL.**

\* All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by the higher authority can occur. However, the next level arbitrator will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.

\* Help the child learn to resolve his or her own differences. When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

\* When stating your concern be prepared with the facts in so far as you understand, or can ascertain them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.

\* As you converse with the coach or other authority, repeat back what you hear him or her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.

mind when concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a concern.

## **TEAM INFORMATION**

### **BOYS' SPORTS**

**BASEBALL** - (Spring) Varsity and Junior Varsity teams. Baseball is a cut sport. Each team usually carries from 15-18 players. Most games are played on Tuesdays, Fridays and Saturdays; however, the spring weather is a major factor on rescheduled games. Most games during the week are single and doubleheaders are on Fridays and Saturdays. Participating members of the varsity team will earn a varsity letter.

**BASKETBALL** - (Winter) Varsity, Junior Varsity and Frosh teams. Basketball is a cut sport. Each team usually carries from 10-15 players. We play twenty games in the regular season. The games are played on Tuesdays and Fridays. All members of the varsity team earn a varsity letter.

**CROSS COUNTRY** - (Fall) Varsity team only. The girls and boys practice together but they compete as separate teams. There is no limit on the team members; however, usually the top seven runners on each team count in the team scoring. The competition is a three (3) mile course run over variable terrain. We have 12-15

meets per season including some invitationals. Meets are usually run on Tuesdays and Saturdays. Varsity letter winners are determined by a point system and goal standards.

**FOOTBALL** - (Fall) Varsity, Junior Varsity and Frosh teams. Football is not a cut sport. There are nine (9) games per season. The Junior Varsity and Frosh games are on Thursdays and the Varsity plays on Fridays. Participating members of the varsity team will earn a letter.

**GOLF** - (Spring) Varsity and Junior Varsity teams. Golf can be a cut sport depending on the number of athletes in tryouts. There are 16 varsity matches in the regular season. We play as many JV matches as we can schedule. We carry around 15 team members; however, we are limited to the number of players in each match to 4-7. Match days vary and the weather is a big factor. Varsity letter winners are determined by a player's participation in varsity matches.

**LACROSSE** - (Spring) Varsity and Junior Varsity teams. Lacrosse is usually a cut sport. Varsity can play up to 18 games in the regular season. JV games are usually played prior to the Varsity games. All members of the Varsity team who finish in good standing will earn a varsity letter.

**SOCCER** - (Fall) Varsity and Junior Varsity teams. Soccer is a cut sport. Each team will carry 18-25 players. The Varsity team plays 18 games in the regular season; JV games usually are played prior to the Varsity. Games are on Mondays, Wednesdays, and Saturdays.

**TENNIS** - (Fall) Varsity & Junior Varsity teams. Tennis is not normally a cut sport; however, if the number that tries out is too large, cuts may be necessary. We play 14-16 matches including some invitationals. Match days vary and weather is a factor. A varsity letter is determined by the number of varsity matches. Some JV matches are scheduled as scrimmages.

**TRACK** - (Spring) Varsity team only. Track is not a cut sport. Track has 14-16 meets in the season. The meets are divided among dual meets, relays and invitationals. Meets are usually run on Mondays, Wednesdays, and Saturdays. Earning a varsity letter is based on a point system and contributions in meets and practices.

**WRESTLING** - (Winter) Varsity and Junior Varsity teams. There is no limit to the number of athletes who participate. Many of the matches are Varsity only; however we attempt to wrestle as many JV's as possible. There are 14 weight classes. The matches are divided among duals, triangulars, quadrangles, and invitationals. Most matches are on Wednesdays and Saturdays. Receiving a varsity letter is based on your contribution to the team and the number of varsity matches wrestled.

## **GIRLS' SPORTS**

**BASKETBALL** – (Winter) Varsity, Junior Varsity and Frosh teams. This can be a cut sport depending on the number of girls that tryout. Each team usually carries 10-15 girls. There are 20 games in the regular season. Games are played on Tuesdays and Fridays. All members of the varsity team will receive a varsity letter.

**COMPETITIVE CHEER** – (Winter) Varsity, Junior Varsity teams. This can be a cut sport based on the number that tryout. There are 12 competitions during the regular season which consist of conference meets and invitationals. Competitions typically occur on Wednesdays and Saturdays. All members of the varsity team who complete the season will receive a varsity letter.

**GOLF** – (Fall) Varsity and Junior Varsity teams. Golf can be a cut sport depending on the number of athletes in tryouts. There are 15-16 varsity matches in the regular season. We play as many JV matches as we can schedule. We carry around 15 team members; however, we are limited to the number of players in each match to 4-7. Match days vary and the weather is a big factor. Varsity letter winners are determined by a player's participation in varsity matches.

**SIDELINE CHEER** – (Fall) Varsity and Junior Varsity teams. Tryouts for sideline cheer occur in the spring. This can be a cut sport based on the number that tryout. Sideline cheer teams at football games. All members of the Varsity team who complete the season will receive a varsity letter.

**SOCCER** – (Spring) Varsity and Junior Varsity teams. This is a cut sport. Generally, each team has 18-25 team members. The game days are usually Mondays, Wednesdays, and Fridays. The varsity plays 18 games in the regular season; JV games are usually played prior to the varsity. To receive a varsity letter, you must be a member of the varsity team.

**SOFTBALL** – (Spring) Varsity and Junior Varsity teams. This is a cut sport. Each team will carry 18 - 25 players. The varsity will play over 30 games. The game days are Tuesdays, Fridays, and Saturdays; most games are doubleheaders. The spring weather is a major factor on rescheduled games. Members of the varsity team will receive a varsity letter.

**TENNIS** - (Spring) Varsity team and some JV scrimmage matches. Tennis can be a cut sport. Only 12 girls will compete in a regulation match. We usually will have 14 girls on the varsity team. Match days vary and weather is a factor. A varsity letter is determined by the number of varsity matches.

**TRACK** – (Spring) Varsity team only. This is not a cut sport. See statement in Men's sports.

**VOLLEYBALL** – (Fall) Varsity, Junior Varsity and Frosh teams. Volleyball is a cut sport. Each team carries 10-12 team members. We play in 18 days of competition. Games scheduled during the weekdays are usually dual matches. The Saturday matches are usually tournaments. Mondays, Thursdays, and Saturdays are the normal scheduled days for volleyball matches. A varsity letter is earned by attending all practices and matches.

## VICKSBURG HIGH SCHOOL SPORTS OFFERINGS

### FALL SPORTS

#### Boys' Sports

Cross Country (Var)  
Football (Var, JV, Frosh, 8th)  
Tennis (Var, JV)  
Soccer (Var, JV)

#### Girls' Sports

Volleyball (Var, JV, Frosh)  
Cheerleading (Var, JV, Frosh)  
Cross Country (Var)  
Golf (Var, JV)

### WINTER SPORTS

Basketball (Var, JV, Frosh)  
Wrestling (Var, JV)

Basketball (Var, JV, Frosh)  
Competitive Cheerleading (Var, JV)

### SPRING SPORTS

Baseball (Var, JV)  
Golf (Var, JV)  
Track (Var)  
Lacrosse (Var)

Soccer (Var, JV)  
Softball (Var, JV)  
Track (Var)  
Tennis (Var, JV)

### STARTING DATES FOR ATHLETICS 2011-2012

The Michigan High School Athletic Association establishes the official starting dates for all high school athletics. Listed below are the general starting dates for each sport season.

**FALL SPORTS:** Football – August 08, 2011  
Boys' Tennis, Boys' Soccer, Volleyball, Girls' Cross Country,  
Girls' Golf, Cheerleading – August 10, 2011

**WINTER SPORTS:** Competitive Cheer, Girls Basketball - November 7, 2011  
Boys' Basketball, Wrestling – November 14, 2011

**SPRING SPORTS:** Baseball, Boys' Golf, Girls' Soccer, Girls' Tennis, Softball,  
Track – March 12, 2012

## **VICKSBURG COMMUNITY SCHOOLS REGULATIONS GOVERNING PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

### **GENERAL PROVISIONS:**

1. **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 (1) or more interscholastic sports activities sponsored by the Vicksburg Middle or Senior High Schools.
2. **Participation:** Participation by eligible students in the Vicksburg Middle or Senior High Schools Interscholastic Sports Program 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.
3. **Pre-participation Requirements:**
  - a. **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.
  - b. **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.
  - b. **Acceptance and Authorization:** Each academic year an authorization form shall be completed by both the student and the student's parent or guardian, if the student is less than eighteen (18) years old, indicating that:
    - 1) They have read and agree to abide by the rules and,
    - 2) The parent or 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.
  - c. **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 **YEAR ROUND**.
  - d. **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.

## ATHLETIC STANDARDS

1. **Sports Attendance:** Attend all scheduled practice sessions and games unless excused by the coach.
  - a. **Authorized Absences:** A student athlete may be excused from a practice session according to the following guidelines:
    - 1) Have an acceptable reason for the absence such as illness, deficiencies in school work, family emergencies, or other obligations which could not reasonably have been anticipated by the student.
    - 2) 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.
    - 3) Excused absences are at the discretion of the coach.
    - 4) Written excuses from a parent, administrator, or teacher may be required at the discretion of the coach, in order to determine the reason for an absence.
    - 5) An athlete must complete the current sports season prior to conditioning or trying out for the next sports season.
2. **Dress:** Arrive promptly and in proper dress for every practice session and game.
3. **Participation:** Actively participate in practice sessions and games, and cooperate in following instructions, hustling, carrying out assignments, and the like.
4. **Behavior:** The conduct of any Vicksburg athlete shall be such as to bring no discredit to the athlete, parents, or school. This includes behavior and actions both on and off the field or court.
5. **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, 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.
6. **Training Hours:** Student athletes shall maintain training hours as established by the coach.
7. **Paraphernalia:** Student athletes shall not be in possession of any item associated with the use of illegal or controlled substances.
8. **Travel:** Team members are expected to ride to and from athletic contests on the bus. Exceptions: parental contact or written permission form on file prior to departure (as per Board Policy 2340). Athletes with signed consent forms may ride with their parent(s) only, unless prior office arrangements have been made.

**Discipline:** Any student athlete who fails to abide by the Athletic Standards "1 through 8" 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 for 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.

9. **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.

**Discipline: First Violation – In Season (includes summer):**

A student athlete, while a member of a team, who admits to, or is observed selling, possessing, using, and/or hosting a party where tobacco, alcohol, or any other controlled or purported to be controlled substances, or is under the influence of alcohol or other controlled substances by a member of the Vicksburg staff or Administration, or by a law enforcement officer who makes a report with the Administration, shall 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.

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 by a law enforcement officer who makes a report to the administration.

**Discipline: First Violation – Out of Season:**

A student athlete, while a member of the team, who admits to, or is observed selling, possessing, using, and/or hosting a party where tobacco, alcohol, or any other controlled or purported to be controlled substance, or is under the influence of alcohol or other controlled substance by a member of the Vicksburg staff or Administration, or by a law enforcement officer who makes a report with the Administration, shall be suspended from participation for the first twenty percent (20%) of the next sport season in which s/he participates. In order for the suspension to count, the athlete must make a team and remain in good standing the entire season.

**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.

10. **Grades:** 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.

**Discipline:** If an athlete receives a failing grade report on the weekly report, s/he will be placed on athletic probation for one (1) week (Mon-Sun). The weekly grade reported in each class is to be the cumulative semester grade for Vicksburg High School and the marking period grade for Vicksburg Middle

School at the time of the report. If, at the end of the week long probation, 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.

Any High School student on athletic/academic probation or suspension may be required to attend weekly study sessions, as determined by the Athletic Director.

- a. **Athletic/Academic Probation:** A period of time during which an athlete may continue to practice and participate in contests. During academic probation, the athlete will be required to provide a weekly grade report to the Athletic Director and coach.
- b. **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 two (2) weekly grade checks for athletes in season, the following academic guidelines will apply to those students who desire to participate in athletics at Vicksburg High School:

- a. A student who receives a failing grade in one (1) class the previous semester will be placed on probation for one (1) marking period.
- b. A student who receives failing grades in two (2) classes in a semester will be excluded from athletic participation for the next full semester.
- c. Under the ABCI grading pilot, incompletes are not considered to be a failing grade.

In addition to the two (2) 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 received a failing grade in one (1) class the previous marking period will be placed on probation for one (1) marking period.
- b. A student who receives failing grades in two (2) or more classes in a marking period will be excluded from athletic participation for the next full semester.
- c. Under the ABCI grading pilot, incompletes are not considered to be a failing grade.

11. **Equipment:** Student athlete is 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.

12. **Student Handbook:** 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:

- a. **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/her suspension.
  - b. **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.
13. **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 is deemed appropriate by administration.

## REVIEW PROCEDURES

1. **Conference:** The parent or guardian of the athlete, or the 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, or student (if 18 years of age or older) may request a review of such decision with the principal. The decision of the principal in such cases shall be final.
2. **Season Suspension:** For violations of Athletic Standard #9 (Controlled Substances):
  - a. **Conference:** The parent or guardian of the athlete, or the athlete (if 18 years of age or older) may request a conference with the coach, Athletic Director, and principal.
  - b. **Review:** If a parent, guardian, or student (if 18 years or older), is aggrieved by the decision of the Conference Committee, s/he may request a review by the Superintendent of Schools.
  - c. **Hearing:** Within ten (10) days from the date of the Superintendent's decision to affirm a season suspension, the parent or guardian of such athlete, or the athlete (if 18 years of age or older) may request a hearing before the Board 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, or athlete (if 18 years of age or older) at

least five (5) days prior to such hearing date. The procedure governing such hearing shall conform to the following guidelines:

- 1) **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.
- 2) **Counsel:** The athlete, or the parent or guardian of the athlete, may be represented by counsel or other person.
- 3) **Witnesses:** Witnesses may be called by either party, and either party may cross-examine the witnesses of the other party.
- 4) **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.
- 5) **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.
- 6) **Public or Private Hearing:** The hearing shall be public unless the parent, guardian, or athlete (if 18 years of age or older) shall, in writing, request a private hearing in accordance with applicable law.
- 7) **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.

## **AWARDS**

The athletic awards are given by the Vicksburg High School Athletic Department in special recognition of athletic performance. To qualify for this honor, a student must meet the established qualifications of the school and must be recommended by the coach of the sport in which s/he is participating, and be approved by the Athletic Director. The athlete must also have an excellent practice and game attendance record and must successfully complete the season. Removal from a team for any reason during the season will result in the athlete being ineligible for a letter or an award.

## **VICKSBURG ATHLETIC AWARDS**

**VARSIITY:** The awards for varsity competition are the 8" chenille letter "V" and a participation certificate. Each athlete will receive only one 8" chenille letter "V". In cases where a varsity award is earned in another sport, only the swiss insert and the certificate are awarded.

**JUNIOR VARSITY:** Junior Varsity awards are the 6” chenille letter “V” and a participation certificate. Only one 6” chenille letter is awarded to any one athlete.

**FRESHMAN:** For all freshman sports participation certificates and 2” numerals indicating the year of graduation will be awarded.

**SPECIAL AWARDS:** Generally these are two special plaques awarded in each varsity sport. They are: Most Valuable Player and Most Improved Player. Some coaches may also have special awards relative to their sport. Examples are: Offensive Player, Defensive Player, Coaches’ Award, etc.

**SENIOR PLAQUES:** Senior plaques are awarded to seniors who have participated in that sport for four (4) years. Senior athletes participating in all three (3) sports seasons also receive a plaque.

**C.F. “WHITEY” LINTON & SUSAN LITTLE AWARD:** These awards are presented to the outstanding male and female senior athlete. A point value system, cumulative of all four years, will determine the winners.

**WOLVERINE CONFERENCE AWARDS:** These awards are selected by the head coaches of the various sports. These awards are: 1<sup>st</sup> Team All-Star, 2<sup>nd</sup> Team All-Star, and Honorable Mention.

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# *Vicksburg High School*



## STUDENT HANDBOOK 2011-2012

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PRINCIPAL

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### ***Vicksburg High School Mission Statement:***

*Vicksburg Community High School in partnership with parents, students, and the community will prepare students to become self-directed individuals, life-long learners, and productive citizens.*

***This Student Handbook belongs to:***

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"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."  
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