



**VICKSBURG
MIDDLE
SCHOOL**

“Focused on Success”

Student Handbook 2004-2005

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**VICKSBURG MIDDLE SCHOOL STUDENT HANDBOOK
2004-2005**

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The Vision of Vicksburg Middle School

We at VMS are a **CARING** community of *learners*
where each individual gives an **HONEST** effort,
RESPECTS all others and
takes **RESPONSIBILITY** for self!

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

MIDDLE SCHOOL POSITIVE DISCIPLINE PLAN

GOALS:

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

GENERAL RULES:

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

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

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

THE TEACHERS, SUPPORT PERSONNEL, AND ADMINISTRATORS:

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

- A. take pride in themselves as educators, knowing they have one of the most important jobs in the world.
- B. believe that all children can be successful and will look for and take whatever steps are necessary to insure that students are recognized for their success.
- C. treat others with dignity and respect.
- D. commit their efforts to make VMS the most effective school in the country.
- E. set professional goals and work persistently to accomplish them.
- F. make decisions based on what is best for the student.
- G. assist and spend extra time in student/staff/school activities.
- H. continually improve their instructional knowledge and skill.
- I. make suggestions on ways the school can be more effective.

- J. are a positive influence on students, parents, and colleagues by:
 1. being "solution oriented" when facing a problem rather than grumbling or complaining.
 2. discovering the other person's point of view during a conflict.
 3. communicating concerns or disagreements directly to the proper recipient. If this communication is written, it is signed by the person who wrote it. If it is communicated face-to-face, it is done in an "agreeable" manner, with dignity and respect for all those involved.
 4. treating information about school (students, parents, staff) in a confidential and professional manner.

SUCCESSFUL STUDENTS

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

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

THE PARENTS

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

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

PROCEDURES WHICH ARE FOLLOWED BY TEACHERS, SUPPORT PERSONNEL, AND ADMINISTRATORS

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

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

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

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

- A. When a student breaks a rule, the adult at the scene will handle the problem.
- B. If the classroom teacher receives several complaints or sees a pattern developing, he/she will implement a plan of action to change the student's behavior. Parent contact when appropriate.
- C. If the inappropriate behavior continues, the teacher will notify the parents by phone or in writing. This is where the parent and the teacher develop a strategy with the child to solve the problem.
- D. If the child still chooses not to control him/herself, the principal becomes involved by re-examining the behavior and suggesting modification techniques.
- E. If the four steps are unsuccessful, the student will become a "focus of concern" for the building team where an intervention plan of assistance will be generated.
- F. If all else fails, suspension and/or exclusion will result.

RECORDKEEPING AND REVIEW

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

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

A. PREAMBLE:

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

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

B. REVISED SCHOOL CODE:

SUSPENSION OR EXPULSION OF PUPILS:

"The School Board may authorize or order the suspension or expulsion from school of a pupil guilty of a

gross misdemeanor or persistent disobedience, if in the judgment of the School Board, the interest of the school is served by the authorization or order. If there is a reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with the rules of the State Board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is a constituent . . ." Section 380.1311

C. TYPES OF DISCIPLINARY ACTION AND DISCIPLINARY PROCEDURES:

1. 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 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 a class or classes due to serious misconduct or continued behavior problems.

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

3. SUSPENSIONS:

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

The suspended student will be assigned a specific location, which 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 Middle 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 within the room.
- 2) Restroom privileges are limited to once in the morning and once in the afternoon.
- 3) The student is not to sleep or lay his/her head down at any time.
- 4) Desks will be placed by the supervisor and are not to be moved.
- 5) If a student has any questions, or needs to leave his/her seat for any reason, he/she is to raise his/her hand until recognized by the supervisor. Conversations between the student and the supervisor will take place quietly at the supervisor's desk.
- 6) Students are responsible for having all books. Credit will not be given for the days a student does not have them. Students may work on schoolwork only, unless all assignments have been completed satisfactorily.
- 7) Students are expected to arrive on time. Tardiness will count as a first period tardiness at the home building and may result in detention there or in additional suspension.
- 8) Go directly to the Suspension Room. Absolutely no association with other students on school property. A suspended student is not to enter his/her school building at any time without the Principal's permission.
- 9) Students are to provide their own lunch. Milk is available at the student's cost. Food may be eaten only between 11:00 and 11:30 a.m. No gum at any time.

- 10) Exams and quizzes will be taken in the In-House Suspension Room or, if the teacher desires, at school the first day back from suspension.
 - 11) Students must sign in and out when using the restroom. Restrooms will be checked on a random basis. The last person to use the area will be held responsible for smoking, damage, etc.
 - 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 for a specified period of time 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.
4. EXPULSION: The student is permanently excluded from school. Expulsion from school will preclude a student from earning any further credit.
5. RE-ENTRY CONTRACT: As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in an additional suspension, placement in an alternate educational setting, or expulsion from school.
6. DUE PROCESS: The Vicksburg Community Schools' Board of Education recognizes the following:
- a. That students have full rights of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by the Legislation of the State of Michigan.
 - b. That the primary intent of society in establishing the public school is to provide an opportunity for learning.
 - c. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
 - d. That the opportunity for education is one of these citizenship rights.
7. 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 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 designate to review the decision.
 - e. If the suspension is for a period of more than ten (10) days, the same due process for students, as is covered under students being expelled from school, will apply.
 - f. Section 504/Special Education accommodations: In the event a student is disabled, accommodations may be made to IHS procedures in accordance with the IEPC or 504 Plan.

Definition: School ground means all properties and buildings owned and operated by the Vicksburg Community Schools or as defined by State and Federal statute.

8. EXPULSION: 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 notice of charges against a student will be supplied 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 and 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 student 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 the student. In addition, they shall be allowed to question any witness.
 - 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 hearing. An open or closed hearing, at the student's option, may be requested, before a majority of the Board of Education.
 - g. A record shall be kept of the hearing.
 - h. The Board of Education, by a majority vote, shall state, within ten (10) days after the hearing, its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion, or extended suspension.
 - i. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardians.
 - j. 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.
9. Assignment Book: The daily use of a properly filled out Assignment Book can be an invaluable tool in helping students organize their time and efforts. Parents can help by asking to see their child's Assignment Book and then reviewing their work. All teachers will instruct students in how to use the Book in their classrooms, and all students will be required to have and use the Book every day. An appointed teacher will review and check the books regularly, and will give a detention each week to any student who is not using it properly.

D. CATEGORIES OF MISCONDUCT:

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

We feel it is in the best interest of the community to work with the students in developing the best possible citizens, which means learning to live within rules as good citizens.

E. MATTERS PERTAINING TO CITIZENSHIP:

- 1. Violation of:
 - a. State laws
 - b. Local ordinances
 - c. Abuse of fire alarms, safety equipment
 - d. Bomb threats
 - e. Arson

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.

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

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

in the school as well as in the community.

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

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

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

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

3. Ethnic Intimidation:

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

First Violation: Detentions and/or up to ten (10) days suspension from school contingent upon the severity of the infraction and satisfactory conferences with parent(s). Notification of police, if appropriate.

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

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

4. Use of Profane Language or Gestures, and Possession of Pornographic or Profane Materials:

First Violation: Detention periods or suspension from school for up to three (3) days and until satisfactory conference with parent(s).

Second Violation: Detention periods or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).

Third Violation: Up to ten (10) days suspension contingent upon the severity of the infraction, plus possible recommendation for expulsion and satisfactory conference with parent(s).

5. Cheating:

First Violation: Three (3) Hours Detention, spent correctly doing all work related to the cheating incident for half credit, and satisfactory parent conference.

Second Violation: Three (3) days suspension, correctly doing all work related to the cheating incident for half credit, and satisfactory parent conference.

6. Corridor and Playground Conduct:

Note: Conduct of students in hallways and hallway appearance give lasting impressions to visitors as to the quality of school program and the character of students. Disruptive behavior and litter create safety hazards for all who pass through. Therefore, it is incumbent upon all students to refrain from disruptive behavior and littering hallways. Students are not to bring glass bottles to

school, nor are they to eat or drink outside dining areas without permission. Gum is not allowed in school, or on school grounds, at any time.

First Violation: Warning, and/or detention periods.

Second Violation: Detention periods or one (1) to three (3) days suspension, plus satisfactory parent conference.

7. CD Players, Radios, Pagers, Cell Phones, and Other Electronic Communication Devices are Not to be Used in School Unless Approved:

First Violation: Confiscation, warning, and parent conference.

Second Violation: Confiscation, detention, and parent conference

Third Violation: Confiscation, parent conference, and five (5) days suspension.

8. Public Displays of Affection:

There is a proper time and place for expressing affection. During the school day, classrooms, hallways, etc., are not considered appropriate places for this expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events.

First Violation: Warning and/or detention.

Second Violation: Warning, detention, and/or up to Three (3) days suspension, parents notified.

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

9. Destroying a Detention Slip, or Forging Parent/Guardian Signature:

First Violation: One (1) day suspension.

Second Violation: Three (3) days suspension.

Third Violation: Five (5) days suspension.

F. MATTERS PERTAINING TO THE SAFETY OF OTHERS:

1. Physical or Verbal Threats Against the Lives of Students or Adults:

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

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

2. Physical Attack Upon Students or Adult Supervisors:

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

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

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

3. **Fighting:**

First Violation: Three (3) to Five (5) days suspension from school and satisfactory parent conference.

Second Violation: Five (5) to Ten (10) days suspension from school.

Third Violation: Recommendation for expulsion.

4. **Extortion:** Using force or a threat of force to get things from others.

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

Second Violation: Recommendation for expulsion.

5. **Possession or Use of Weapons, Which Include: Firearm, Gun, Revolver, Pistol, Dagger, Dirk, Stiletto, Knife with Blade Over Three Inches in Length, Pocket Knife Opened by Mechanical Device, Iron Bar (to include bludgeoning instruments of other materials) or Brass Knuckles, as per State and Federal Law.**

“Firearm” means:

- a. A weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by an explosive, or by gas or air;
- b. The frame or receiver of any such weapon;
- c. Any firearm muffler or firearm silencer;
- d. Any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant; for purposes of application and enforcement of this Policy, a B-B gun is considered to be a “firearm.” (See Board Policy 5772.)
- e. It may also include any toy or other object that is presented as a real weapon or reacted to as a real weapon.

First Violation: Recommendation for expulsion; Superintendent and Police Notification.

6. **Possession or Use of Irritants, such as Pepper Gas and Mace, or Other Dangerous Objects, or Using Objects in a Dangerous or Threatening Manner:**

First Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate.

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

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

7. **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.

8. Bus Rules:

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

G. MATTERS PERTAINING TO PUBLIC AND PRIVATE PROPERTY:

1. Theft/Possession of Stolen Property:

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

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

2. Defacing and/or Destruction of Property Including Textbooks, Lost or Stolen Books, and Other Class Related Materials:

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.

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

3. Vandalism of Personal and/or Real Property of a Staff Member, On or Off School Property:

First Violation: Automatic ten-day (10 day) 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 made.

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

4. School Lockers and Desks:

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

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

5. Damaged, Lost, and Stolen Property:

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

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

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

disciplinary/legal actions.

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

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

- a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- b. 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.)
- c. Malicious use of the Internet/Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Users may not use the Board's computers/network to disrupt the operation of the Network/Internet including deleting or moving network files or develop programs that infiltrate a computer or computer system and damage the software components of a computer or computing system.
- d. Interfering with other's use of the Network.
- e. Use the Network/Internet for non-educational related purpose. (Users may not use the internet to engage in "hacking", gambling, or other unlawful activity; advertising, or any commercial purposes, political lobbying; or transmit any material in violation of any State or Federal law or regulation, or Board policy.)
- f. Installation of software.
- g. 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.
- h. Unauthorized disclosure, use and dissemination of personal identification information regarding a student or staff member.
- i. Accessing or participation in online "chat rooms" or other forms of direct electronic communication including e-mail, instant messaging, or "Listservs" without prior approval.
- j. 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.

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

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

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

- a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the boards' computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
- b. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.
- c. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

H. MATTERS PERTAINING TO DISRUPTION OF THE EDUCATIONAL PROCESS:

1. Disrespect Toward School Employees (Insolence, insubordination):

First Violation: Warning, detention periods, and/or up to five (5) days suspension.

Second Violation: Detention periods, and/or seven (7) days suspension.

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

2. Disruption, or Encouraging Disruption In/Outside Classroom, to Include Possession, Use, or Throwing of Inappropriate Objects, Including Laser Pointers:

First Violation: Warning, detention periods, up to five (5) days suspension. Confiscation of inappropriate objects.

Second Violation: One (1) to Five (5) days suspension. Confiscation of inappropriate objects.

Third Violation: Ten (10) days suspension. Confiscation of inappropriate objects.

3. Unsportsmanlike Behavior or Heckling at School Events:

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

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

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

4. Student Distributed Material:

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

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

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

5. Dress Code:

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

Students shall not wear clothing which:

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

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

I. MATTERS PERTAINING TO PARTICIPATION IN NON-CURRICULAR FIELD TRIPS AND SOCIAL ACTIVITIES:

Any student who has been suspended two (2) or more times, totaling eleven (11) or more days, will not be

allowed to participate in non-curricular field trips or activities, i.e., roller skating, dances, activity days, Lock-Ins, Cedar Point, Talent Show, etc., unless, in the opinion of the principal, there has been marked improvement in the student's behavior. Students must also be passing all of their classes to participate in the above events. In order to participate in an activity, the student must be in school for all afternoon classes, unless prior arrangements have been made with the building principal.

J. MATTERS PERTAINING TO CONTROLLED SUBSTANCES:

1. Tobacco (all types, including chewing tobacco, or products purported to be tobacco):

a. Possession:

First Violation: Confiscation, required meeting with Principal, Parents, and Student with Referral to Community Assessment & Screening Services (C.A.S.S.), and three (3) days suspension.

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

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

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

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

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

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

2. Substance Abuse:

Pupils shall not possess, use, nor be under the influence of alcohol, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, or substances, or drugs, or substances purported to have the effects of illegal drugs, nor shall they possess or use any related paraphernalia on school premises, at school related activities, or within 500 feet of school premises.

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

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

3. Sales or Furnishing: Pupils shall not sell or furnish or attempt to sell or furnish illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, or substances, or drugs, or substances purported to have the effects of illegal drugs, at school or any school related activities, or within 500 feet of school premises.

First Violation: Confiscation, ten (10) days suspension, and recommendation for expulsion. Involvement with police.

K. SERIOUS VIOLATIONS:

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

L. PERSISTENT VIOLATIONS:

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

M. 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.

MIDDLE SCHOOL HOMEWORK GUIDELINES

2330B

A. The purpose of Homework:

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

B. Guidelines:

1. All homework assignments should have a specific purpose related to the learning objectives of a program or course. It does not have to be a written assignment, and should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
2. Generally, homework will only be given Monday-Thursday. However, there may be occasions when a mid-week assignment may hold over into the weekend or homework given for the weekend.
3. Teachers will assist students in learning to manage long-term assignments and use of independent practice time.

Students are encouraged to use class time provided for initiating homework. Should they choose to waste class time or manage their time differently, their homework time may exceed guidelines.
4. Normally, homework will not be assigned over school vacations and holidays, but may be with teacher discretion.
5. All written homework will be collected from students and evaluated by students, peers, and/or teacher, not necessarily graded. It will be returned in a timely manner.
6. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their homework as it relates to the particular program or course of study.
7. It is recommended that teachers consider the individual differences of their students when assigning homework.
8. The daily use of a properly filled out Assignment Book can be an invaluable tool in helping students organize their time and efforts. Parents can help by asking to see their child's Assignment Book and then reviewing the work. All teachers will instruct students in how to use the Book in their classrooms, and all students will be required to have and use the Book every day.
9. Teachers will communicate their homework expectations to parents at the beginning of the school

year, not later than the third week of school. These expectations should clearly state any incentives or penalties related to homework completion. Failure to turn in homework may result in one or more of the following:

- a. Reminder
 - b. Warning
 - c. After school detention – spent doing home work
 - d. A zero (0) on the assignment, recorded in the grade book which will affect the marking period grade
 - e. Continual failure to turn in assignments will result in a parent conference with the room teacher and building principal
 - f. Chronic problems will be treated as an act of insubordination.
10. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
11. The following are guidelines for suggested total homework time and constitute a reasonable range rather than a quota.
- | | |
|------------|--|
| Grade 6 | 75 minutes minimum per week
60 minutes maximum per day |
| Grades 7/8 | 120 minutes minimum per week
90 minutes maximum per day |

MIDDLE SCHOOL ATTENDANCE REGULATIONS

5200A

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

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

1. Excused Absence:
 - a. Definition: When a student is absent, the building principal, or his designee, shall determine whether the absence is excused. Excused absence may be granted for, but not limited to:
 - 1) Illness, hospitalization or medical appointments frequent or extended absences may require substantiation by a doctor.
 - 2) Attendance at funerals.
 - 3) Family emergencies.
 - 4) Pre-arranged family trips taken with the immediate family (see "b" 3 below)
 - b. Procedure:
 - 1) Absence for any of the above reasons must be excused by a parent or legal guardian by calling the School (321-1300) before noon.
 - 2) If a student is not properly excused by phone on the day of the absence, a written note from the parent or guardian verifying the reason for the absence should be submitted within two (2) days of his/her return to School. (Please note, students will remain unexcused until parents have contacted the School to confirm the absence.)
 - 3) All absences for family trips must be pre-arranged with the office in order to be excused. Whenever possible, absences should be pre-arranged with a written note submitted to the school office at least three (3) days prior to the absence so that arrangements for make-up work can be made prior to leaving. If arrangements cannot be made three (3) days prior to the absence, the student is responsible for securing missed work upon his/her return to

school.

- 4) If an absence is directly related to any officially recognized School activity, in which the student has an active role, the student will be considered present.

2. Make-up Work:

Excused absences allow the student to make up all missed work. One (1) day shall be granted for make-up work for each day of absence. However, a student may, with teacher approval, have two (2) days to make up missed work for each day he/she has had a confirmed absence, when the absence is of three (3) or more days.

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

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

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

3. Unexcused Absences:

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

a. Leaving Campus without Permission:

Students may not leave the campus without written permission.

First Violation: Three (3) day suspension.

Second Violation: Five (5) day suspension.

Third Violation: Ten (10) day suspension.

b. Skipping:

1. Students skipping class for less than one period will receive an in-house suspension:

First Violation: One (1) day suspension.

Second Violation: Three (3) day suspension.

Third Violation: Five (5) day suspension

2. Students skipping school one class period or more will receive an in-house suspension:

First Violation: Three (3) day suspension.

Second Violation: Five (5) day suspension and parent conference.

Third Violation: Ten (10) day suspension and parent conference.

4. Excessive Absences:

Parents will be notified in writing, when a student has been absent six (6) days per year, and again at fifteen (15) days per year. After six (6) days, written substantiation may be required for each absence. If not supplied, the student may be regarded as truant. Proper legal authorities may also be notified after fifteen (15) days absence.

5. Attendance at Music Performances:

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

6. Tardiness:

- a. Beginning of Day (7:40 a.m. to 9:30 a.m.): Pupils arriving at School at 7:40 a.m. or later shall immediately report to the office. At this time the pupil shall provide written substantiation stating his/her reason for tardiness and be given a pass to class. The office personnel shall determine at this time, based on the written substantiation, whether the tardy shall be deemed excused or unexcused. The student shall sign in and record the time of arrival. Teachers shall record the tardiness in a permanent record upon the pupil's arrival to class.
- b. Between Classes: Teachers shall record the tardiness to class of any pupil in a permanent record, and in addition, fill out a tardy slip stating name of pupil, date, and precise time of arrival.
- c. Excused Tardiness to School:
 1. Failure of School transportation system
 2. Illness or appointments for health reasons (note from parent required)
 3. Religious instruction (note from parent required).
 4. Household and family emergency such as power failure, no water supply, furnace failure, or serious illness of a family member (note from parent required). Other types of emergencies must be evaluated and judged consistently by Administration.
- d. Unexcused Tardiness to School:
 1. Late arrival due to poor time planning.
 2. Missed school bus.
 3. Didn't hear alarm clock, overslept, etc.
 4. Family vehicle failed (when bus transportation was available).
 5. Non-essential errand for parent.
 6. Babysitting for young sibling.
 7. Employment.
 8. Others as may be determined by Administration.
 9. Three (3) unexcused tardies per semester, per class, will result in a minimum of one-half hour detention, but not less than accrued time of the first three violations. Six (6) tardies per semester will result in a minimum of a one-hour detention, but not less than the accrued time of the violations.
 10. Continued tardiness (nine tardies per class per semester) will be viewed as an act of insubordination and will be dealt with accordingly (see insubordination).

MATTERS PERTAINING TO PRIVATE TRANSPORTATION

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

LOCKERS

1. All students will be assigned lockers in which to keep their belongings.
2. Locker combinations are not to be shared with others.
3. Lockers must be kept locked at all times.
4. Lock combinations or a second key should be turned into the office.
5. Lockers are to be kept neat. Doors must not be jammed shut.
6. There will be periodic locker inspection.
7. Lockers must not be marred or written upon.
8. Lockers must not be shared.
9. Students may go to their locker before and between classes, and at the end of the day only.

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

REPORT CARDS

Report cards are issued at the end of each nine-week period. At the end of the semester, a final examination is given to 7th and 8th graders, with the exam grade averaged with the two marking period grades for a final semester grade. The semester grade will be averaged according to the following scale, marking period 40% - final exam 20%. (There will be no final exam for sixth graders).

LOST AND FOUND

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

COUNSELING AND GUIDANCE SERVICE

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

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

BICYCLES

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

MONEY AND VALUABLES

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

HALL PASSES

All students are required to have a hall pass when going through the halls during class time and when leaving classroom before school. The pass must be signed by a teacher.

FIRE AND TORNADO DRILLS

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

TELEPHONE

The pay phone may be used by one student at a time before school begins in the morning and at noon or with permission of the teacher or supervisor. Students should not use the pay phone in case of illness. The office phone is to be used for illness and emergencies **ONLY!**

NOON HOUR RULES

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

REGULATION COVERING ADMINISTRATION OF MEDICATION

1. Responsibility: Each Principal shall be responsible for the administration of medication to students under their jurisdiction.
2. Authorization: Prior to administering any medication, a Principal shall have on file a written statement from the parents or legal guardian of the student authorizing the administration of medication together with a written statement from the prescribing doctor, which statement shall include the following information:
 - a. The student's name.
 - b. Date of prescription.
 - c. Name of medication.
 - d. Dosage and frequency of administration, and
 - e. Special instructions, if any.
3. Medication Preparation: School employees shall not assume the responsibility for dividing any medication into proper dosage amounts except liquid divisions intended for oral administration or external application.
4. Medication Security: A Principal may designate one or more employees to have responsibility for medications and associated records in accordance with the following guidelines:
 - a. Medication shall be brought to school only by the parent or legal guardian, not the student and kept in the original pharmaceutical container, the label which shall state:
 - 1) The name of the student
 - 2) The name of the medication, dosage and frequency of dosage, and,
 - 3) The name and telephone number of the pharmacy.
 - b. Medication containers shall be kept in a reasonably secure place which is not accessible to students or unauthorized personnel.
 - c. There shall be placed in the medication file:
 - 1) The authorization by the parents or legal guardian.
 - 2) The written instructions of the doctor and/or pharmacist, and
 - 3) The "Administration of Medication Summary".
5. Administration: Medication shall be administered in the school office by the Principal (a teacher or other employee specifically authorized by the Principal).
6. Termination: Unless the written statement authorizing administration of medication shall expressly provide, such authorization shall terminate upon the expiration of thirty (30) calendar days.

MEDICAL INFORMATION

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

MIDDLE SCHOOL RETENTION REGULATIONS

1. Academic Performance: If a student fails two (2) or more of the following basic classes:
Language Arts
Math
Social Studies
for the year, he/she will be retained barring any of the excluding factors below.

Other factors:

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

2. Performance:

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

MIDDLE SCHOOL ATHLETICS

The Middle School has an interscholastic program for the 7th and 8th graders only. Included are boy's wrestling, girl's volleyball, girl's and boy's basketball, co-ed cross country, and co-ed track. Each sport has eligibility requirements, and students interested in interscholastic sports will learn from coaches and sponsors what the criteria for their particular sport are. Each participating student will be provided with specific rules and regulations at the beginning of each sport season, and will be required to abide by them.

MS students who are suspended during an athletic try-out period will be allowed to try out for the team. If they make the team, they will be required to make up the days spent at try-outs while suspended by missing a like number of days of practice and/or competition immediately after the try-out period has ended.

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 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 Programs is voluntary and subject to such reasonable rules and regulations as may be established from time to time by the MHSAA, the coaches, the Administration, and the Board of Education.
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.
 - C. 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.

- D. **Duration of Rules:** Any student, having once participated in any established school sport, will be considered a Vicksburg athlete covered by the applicable rules and regulations stated below the **ENTIRE YEAR.**
- E. **Special Conditioning Programs:** A student athlete shall not be required to attend any special conditioning programs held outside the regular sports season as defined by the MHSAA rules. No athlete may attend any special conditioning program for another sport while participating in a current sport.

ATHLETIC STANDARDS

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

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 schoolwork, 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, students must attend the last (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.
9. **Discipline:** Any student athlete who fails to abide by the Athletic Standards "A through H" shall be subject to such disciplinary action as the respective coach shall determine, including but not confined to, running laps, spending extra time practicing, repeating assignments, being withheld from participation in a scheduled game, or dismissal from the team from the remainder of a sports season. Discipline should be progressively applied, except where the seriousness of a breach of athletic standards, in the opinion of the coach, shall otherwise require.

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

DISCIPLINE: FIRST VIOLATION – IN SEASON

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

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

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

DISCIPLINE: FIRST VIOLATION – OUT OF SEASON

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

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

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

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

DISCIPLINE: SECOND VIOLATION – IN/OUT SEASON:

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

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

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

If an athlete receives a failing grade report on the bi-weekly report, he/she will be placed on athletic probation for one week (7 calendar days). The bi-weekly grade reported in each class is to be the cumulative semester grade at that time of the report.

If at the end of the probationary period, the student is still failing, the student will be placed on athletic suspension for one week (7 calendar days). If, at the end of the suspension period, the athlete still has a failing grade in a subject, he/she will remain on suspension from athletic participation, until a passing grade is restored.

12. **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. The athlete may also be required to attend a weekly study session as

arranged by the Athletic Director.

13. **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. The athlete may also be required to attend weekly study sessions as arranged by the Athletic Director. In #3 Discipline, Item "D," 1 (limited Suspension), the athlete may not practice or participate during the limited suspension. In addition, to the two-week grade checks for athletes in season, the following academic regulations 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.
14. **Equipment:** Be financially responsible for all equipment issued to him/her.
Discipline: *No athlete may participate in a sport until all financial obligations are met for the previous sport.*
15. **Student Handbook:** Athletes must abide by the rules and regulations set forth in the applicable Student Handbook, or established from time to time by the administration.
Discipline: *Any student athlete who is disciplined as a result of the Student Handbook shall have his 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 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.
16. **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.

REVIEW PROCEDURES

1. **Conference:** The parent or guardian of the athlete, or athlete, if 18 years of age or older, may request a conference within the time period of the suspension, with the coach and Athletic Director.
Review: If a parent, guardian, or student (if 18 years or older), is aggrieved by the decision of the coach and Athletic Director, the parent or guardian 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 #2 Athletic Standard #21 (Controlled Substances):
 - a. **Conference:** The parent or guardian of the athlete, or 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, he/she 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 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 or guardian 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 student, 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 or guardian 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.