VASSAR PUBLIC SCHOOLS
K-12
STUDENT HANDBOOK

Learn Achieve Succeed

Home of the Vulcans

2025-2026

vassar.k12.mi.us

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Within this Handbook you will find a number of building / District policies which the schools operate by during the school year. Please be aware that during the school year the Vassar Board of Education may change policies at a district level that may have direct impact on this handbook. In the event that this should occur, district policies will supersede any policy found in this handbook.

SECTION I - FUNDAMENTAL INFORMATION

INTRODUCTION

We take great pride in the safe and orderly learning environment that the Vassar Public Schools provides for the students in our community. This handbook is intended to provide an understanding of the fundamental processes, policies and procedures that help to establish a well-ordered school environment.

More importantly, when parents, students and school staff all have an understanding and comfort level with the way the district conducts business, it frees up all members of the school community to focus their energy on the real "business" of the Vassar Public Schools – ***Inspiring each student to engage in their own learning, achievement and success!***

MISSION

Vassar Public Schools will provide opportunities for all to succeed in a safe and supportive environment.

Some best practices are timeless – being literate, being able to think critically, being able to reason mathematically, being aware of the past and the current, being able to organize one's time and effort, as well as learning to practice civility, courtesy, responsibility, fairness, and pride in one's work are fundamentals that define success in every generation. Some best practices however are dependent on the future, and the needs of students far after they will leave the Vassar Public Schools.

Our schools, curriculum, and programs will be focused on practices that teach and reinforce mastery of the timeless skills students will need, as well as the skills that will help them succeed in their future.

VISION

Learn, achieve, and succeed to inspire future excellence!

We aspire to be a school district that in cooperation with our parents, and with the support of our community, can inspire every student to achieve the best version of themselves. Our school staff will make whatever changes and adaptations necessary to inspire and engage every student in their learning and success.

GUIDING QUESTIONS

All decisions about teaching and learning, budgeting, curricular and extracurricular programming will be filtered through and prioritized utilizing the following beliefs.

- **Every student will have equitable access to a quality education.**
- **A student needs a safe environment to learn.**
- **Encouraging students improves self-esteem.**
- **Extracurricular activities and programming enhance student experiences**

- **Whole body health facilitates learning.**
- **A growth mindset leads to lifelong learning and success.**
- **Embracing diversity develops a respectful community.**
- **A successful school leads to a successful community.**

HUMAN DIGNITY STATEMENT

The Board of Education believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of our school community is promoted. A major aim of education in the Vassar Public Schools is the development of a commitment to the core democratic principles of our nation.

In accordance with this aim, the school district will not tolerate behavior by students or staff which insults, degrades, or stereotypes any person on the basis of race, gender, disability, physical condition, sexual orientation, marital status, ethnic group, or religion.

NON-DISCRIMINATION POLICY

The Board of Education complies with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan
Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. The Vassar Public Schools are committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, he or she should direct a complaint to:

Stephan Clark, Superintendent
220 Athletic St.
Vassar, MI 48768
Phone: 989-823-8535

Inquiries concerning the nondiscrimination policy may also be directed to:
Director, Office for Civil Rights
Department of Health, Education, and Welfare
Washington, DC 20201

The local Title IX Coordinator, upon request, will provide a copy of the director's grievance procedure and investigate all complaints in accordance with the procedure.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal regulations, the Vassar School District has established the following guidelines concerning student records. Each student's records will be kept in a confidential file located at the school office the student attends. The information in a student's file, often times referred to as a CA-60 file, will be available for review only by the parents or legal guardian of a student, and/or an individual authorized to view the file by State law, Federal law or District regulation.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records;
2. Request amendments if the parent believes the records are inaccurate, misleading, or otherwise in violation of the student's rights;
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
4. Challenge District noncompliance with a parent's request to amend the records through a hearing;
5. File a complaint with the Department of Education;
6. Obtain a copy of the District's policy and administrative guidelines on student records.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

STUDENT DIRECTORY INFORMATION

During the course of each school year, school district personnel may publish student names and information in conjunction with school activities. The information published may include the following: height, weight, honors, grades, awards, parents or guardian names, address, date and place of birth, academic achievement, major fields of study, participation in school activities, pictures, video and other similar information. Also, the armed services will ask for a mailing address that is within the PA of 1974 guidelines.

District personnel, in compliance with the Family Rights and Privacy Act of 1974, may not release information on students if proper documentation prohibiting this action is filed by the parent, guardian or eligible student. If you do not want this information released, please contact your child's school with your request.

FUNDRAISING ACTIVITIES

Any project or activity which may be selected by any group for money raising purposes must adhere to the guidelines as set forth in the Fund Raising Policy as approved by the Board of Education. A fundraising activity request must be filled out and the activity approved prior to its taking place.

SECTION II - HEALTH AND SAFETY INFORMATION

SCHOOL HEALTH INFORMATION

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

STUDENT NUTRITION

For schools participating in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, information about the programs—including the eligibility criteria and how to apply for the benefits—must be distributed to parents before or at the beginning of the school year.

PESTICIDE APPLICATION

Michigan law requires schools to inform parents at the beginning of the school year that if the school intends to apply pesticides on school grounds during the school year, the school will notify parents at least 48 hours before each application occurs. This information must be provided to parents in writing and must apprise them of the method(s) by which the 48-hour notice will be given (e.g., email, posting in a public area of the school, posting on the school's website).

ASBESTOS

Asbestos The Asbestos Hazard Emergency Response Act (AHERA) requires notice to students, parents, and staff of the availability of the school's asbestos management plan and any asbestos-related activities performed in the past year, such as response actions and inspections. The AHERA also requires inspection and notification of materials containing asbestos in school buildings.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

McKinney-Vento Homeless Assistance Act All schools must have a "homeless student liaison" and provide public notice of a homeless student's education rights. This notice must be distributed where homeless students receive services under McKinney Vento and be understandable to homeless students and their parents. Making the notice understandable may include providing the notice in the native language of a student, parent, or legal guardian.

ENGLISH LANGUAGE LEARNER

English Language Learner (ELL) Students and Limited English Proficient Parents Schools receiving federal funds to provide language instruction education programs to ELL students are required to provide ELL students' parents with a great deal of information including, but not limited to, why the student was placed in the program and the parents' right to remove the student from the program upon request. This notice also must be provided in a language that the parents can understand.

FREEDOM OF INFORMATION ACTION (FOIA)

Freedom of Information Act (FOIA) Any school that "maintains an official internet presence" is required to post its legally compliant FOIA procedures and guidelines on its website. If a school does not post its FOIA procedures and guidelines, including the fee itemization form, on its website or otherwise make the procedures and guidelines publicly available, the school is not permitted to charge a fee to respond to any FOIA request, no matter how large. School officials should review student handbooks and other information provided to parents at the beginning of the school year, as well as any annual notices posted on the school's website, to ensure that all notices are up-to-date, understandable, and properly communicated to parents and students.

ENTRANCE IMMUNIZATIONS COMPLIANCE

The Vassar Board of Education has implemented the following guidelines to update and maintain compliance with Michigan laws for immunization. The Vassar Schools require that all students entering school will present record of immunization and have dates of immunizations and correct doses of immunizations as stated by the Michigan Health Department or have an authorized waiver from the State immunization requirements. This is for the safety of all students and in accordance with State law. **Students not adhering to the above policy will not be allowed in school until the guidelines are met.**

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

MEDICATIONS

Medication includes both prescription and non-prescription drugs. It includes medications taken by mouth, taken by inhaler, those which are injectable, or those applied as drops to eye or nose, or applied to the skin.

Prescription Medication

If it is necessary for a student to take prescription medication during school hours, a Medication Authorization Form must be completed by a doctor including the doctor's instructions for administering the medication and the dosage, and co-signed by the parent/guardian. This form must be on file prior to the administration of medication by school personnel. All medications must be kept in the original prescription bottle in the nurse's office. If the proper form is not on file or the medication is not in the original prescription bottle, the parent/guardian will be required to come in and administer the medication to the student.

Students may not carry any medicines at school unless specifically ordered by the physician and with prior approval by the building administrator. Students with appropriate written permission from the physician and parent may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

Use of Epinephrine (Epipen) is administered only in accordance with a written medication plan developed by the school. Students may not share or provide medication of any kind with or to other students. All questions should be directed to the building principal. Violation of this policy may result in disciplinary consequences.

Non-Prescription Medication

If a student must take non-prescription/over-the-counter medication (including but not limited to cough drops, aspirin, herbal medications, supplements, etc.) during the school day, the parent/guardian must complete a Medication Authorization Form that provides the school with written permission to administer non-prescription medication to the student.

The parent or student must report to the office or designated personnel with the medication. The medication must be taken in the presence of designated school personnel and must be in the original packaging. Students may not carry any non-prescription medications at school unless specifically ordered by a physician and with prior approval by the building principal. All questions should be directed to the building principal. Violation of this policy may result in disciplinary consequences.

For more information regarding medication, please see Board Policy that is posted on our website.

HEAD LICE POLICY AND PROCEDURES

Students found with head lice or nits (eggs) at school are to be removed from the classroom. Parents/guardians are to be notified and the students sent home. A parent/guardian must bring the student back to school after shampooing (lice killing) and removing the nits (eggs). The student must be completely nit (egg) free before returning to class. **The third time a student is sent home with head lice or nits (eggs), a doctor's slip or Health Department slip stating the child may return to school will be necessary.** Notes are to be sent home with all the students in the class notifying parents a case of head lice has been found in their child's classroom. If a parent notifies the school their child has head lice, we check all students in that room. Any student found with head lice who rides the bus will not be transported to school until checked. The transportation office will be notified that the student will be returning to school.

SEND HOME/RETURN TO SCHOOL SICK POLICY

Send Home Policy

Your student has been sent home for one or more of the following reasons:

- Fever of 99.6° F or higher
- Sore Throat
- Vomiting
- Diarrhea
- Cough and/or Congestion
- Unusual Rash, Bumps, or Blisters

All symptoms and ailments will be communicated with the parent/guardian over the phone before the student is picked up.

Return Policy

For your student to return to school, we ask that all of the following requirements be met:

- Must be fever free for 24 Hours WITHOUT medication
- It is requested that there is no vomiting for at least 12 hours-when the student has been sick with fever and/or other symptoms
- No Diarrhea for 24 hours-when the student has been sick with fever and/or other symptoms

If you have any questions or concerns, please contact the school or your primary care doctor.

CHILD ABUSE AND PROTECTION

Michigan law requires that school administrators, counselors and teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries that may have been intentionally inflicted by a person responsible for the child's care, shall notify the administrator in charge of the child.

ACCIDENT AND INJURY

For your own safety, any accidents or serious illnesses that occur in the school building, on school property, at practice sessions or at events sponsored by the school must be reported immediately to the building administrator or staff person in charge of the class or activity and/or to the office. An accident or injury report must be completed for all occurrences.

The school will make every effort to inform parents of any accident or illness occurring at school. For the safety and protection of students, however, students will only be released to adults listed on the emergency card and only after they have presented proper identification.

Concussion

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

If You Suspect A Concussion

- **Seek Medical Attention Right Away –** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

- **Keep Your Student Out Of Play –** Concussions take time to heal. Don't let the student returnto play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

- **Tell The School About Any Previous Concussion –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

How to Respond To a Report of a Concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. To learn more, go to www.cdc.gov/concussion.

Educational Material Acknowledgement

In accordance with Public Acts 342 and 343 of 2012 you will be required to sign to acknowledge you have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by your child's school. You may also access a copy of this document on the Vassar Public Schools website.

DRIVING: ALL DRIVERS (Student Driver Registration for HS)

Drivers must adhere to traffic directions and signage and be cognizant of the safety of other students, staff and adults while dropping their children off and picking them up. Drivers who repeatedly violate the rules regarding parking, ingress and egress, and safety will be reported to the police and may be banned from school property.

FIRE TORNADO AND LOCKDOWN DRILLS

Fire, lockdown, and tornado drills are held at regular intervals throughout the school year. The purpose of these drills is to acquaint students with standard procedures in case of an emergency. It is important to become familiar with the rules and proper exits from each building. Each room has a poster giving instructions for that area.

Teachers in each classroom will review safety instructions with students. Students are expected to take these drills seriously and evacuate to a designated safe area in a quick and orderly manner. Students are not permitted to use cell phones during these drills, and all communications with parents or other individuals must go through the office unless the student has obtained permission from the building administrator.

EMERGENCY SCHOOL CLOSING

The school district uses an automated calling system to contact students with school closing announcements. The school district will also post notice on the Vassar Public Schools Facebook Page. You may also watch to the following channels for school closing announcements:

WNEM TV 5	WJRT TV 12
WEYI TV 25	WSMH FOX 66

Please do not call the school, school personnel at home, or media stations; this only succeeds in clogging telephone lines. Occasionally we may find it necessary to close school early. Please instruct your children

as to what they are to do upon arriving home, especially should you not be there. Parents may pick up their own children at school early by identifying themselves in the office.

BUILDING SECURITY

1. All meetings scheduled for the evening must be posted in the superintendent's bulletin for the information of the custodians.
2. Basketball practices and other activities rehearsing in the gymnasium will be closed to all visitors.
3. All events must have a facility usage form filled out.
4. All student activities held in the school building must be supervised by a faculty member.

SEARCH AND SEIZURE

Students and their personal property (e.g., purse, backpack, book bag, and athletic bag etc.) are subject to search if a school official has reasonable suspicion to believe that a student may be in possession of illegal,
unauthorized, stolen, hazardous or contraband materials at school or any school-sponsored activity. Searches may be conducted with or without a student's consent. Illegal or contraband materials may be turned over to proper legal authorities for ultimate disposition. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal, against school policy or outside the original scope and/or purpose.

Reasonable Suspicion: A belief based on specific reasonable inferences which an administrator is entitled to draw from the facts in light of his or her experience. Specific reasonable inferences may be drawn from instances including but not limited to information from a reliable student, suspicious behavior, smells, or a visual clothing abnormality.

Contraband: Any and all substances or materials, the presence of which is prohibited by school policies or rules or state or federal laws. These include but are not limited to controlled substances, drugs, alcohol or alcoholic beverages, aerosol paint, guns, knives, weapons, incendiary and explosive devices or stolen property.

Automobiles: Automobiles on school property are subject to search if a school official has reasonable suspicion to believe that there may be illegal, unauthorized, hazardous or contraband materials in or on the automobile.

Canine Inspections: School authorities may use specially trained canines to search for the presence of illicit drugs, alcohol, weapons, and gunpowder based items, unauthorized materials, or illegal controlled substances in school lockers and/or in student vehicles. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time with or without notice.

SECTION III -SCHOOL DAY PROCEDURES

DAILY SCHEDULE

6:40 a.m.	Early Bird First Bell
6:45 a.m.	Early Bird Tardy Bell
7:45 a.m.	First Bell
7:50 a.m.	Tardy Bell
2:45 p.m.	Middle / High School Dismissal
3:05 p.m.	Central Elementary Dismissal

~Half day dismissal times are 12:05 p.m. for Central and 11:45 a.m. for Middle and High School.
~Late Start Days are 10:00 a.m. – 3:05 p.m. Central (students admitted to building beginning at 9:50 a.m.) and 9:50 a.m. – 2:45 p.m. for Middle / High School
Free breakfast and lunch will be served every day for all students throughout the District.

ATTENDANCE

District Philosophy

The Vassar Board of Education and the school administration believe that regular attendance at school is very important. To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as developing the habits of punctuality, dependability and self-discipline, to prepare for the world of work.

Irregular attendance disrupts the teaching process and creates problems for the student as well as other students in class and the teacher. The purpose of this attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

According to Section 380.1561 of the General School Laws of the State of Michigan, every parent/guardian, or other person in this state having control and charge of a child shall send that child to public schools during the entire school year fixed by the school district in which the child is enrolled.

The Vassar Board of Education strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. It is the obligation of the school to set minimum standards of attendance to obtain credit for courses taken. The school will keep the parents informed of student absenteeism.

While every attempt will be made to notify parents of attendance problems, as their child's first and most important "teacher," we expect parents will understand the importance of school attendance. The ***Skyward Parent Access*** portal provides parents with a tool to monitor their child's attendance in real-time. Please contact the school office for assistance in using ***Skyward Parent Access.***

Closed Campus

All Vassar schools operate as closed campuses. No student may leave the school building during school hours unless authorized through the Principal's Office. In all cases of a student leaving the building during school hours, written or phone permission must be received from a parent or legal guardian. Students having such permission **must** sign **out** in the school office and receive written permission to leave school grounds from the office.

Under no circumstances should a student leave the building for the purpose of getting classroom supplies or running errands for teachers. The principal's office will not authorize a student leaving the building with anyone except the student's parents or legal guardian without the parent's permission or a court order.

Vassar Public Schools will not be responsible nor liable for any student skipping or leaving school without permission. ***Vassar School District does not authorize "Skip Days."***

Vassar Public Schools from time to time may pilot programs that will open up the campus, but check in and check out procedures will still be in place.

Central Elementary Attendance Policies **(Revised July 2025)**

School Hours

Central Elementary is in session from 7:55 a.m. to 3:05 p.m. Doors will open at 7:50 and we ask that students do not arrive before 7:45 a.m., as supervision is not available prior to that time. Instruction begins promptly at the start of the school day, so regular, on-time attendance is essential for student success. We will begin the dismissal process at 3:05 and students must be picked up before 3:15 p.m.

Absences from School

If a student will be absent, parents/guardians must call the school on the day of the absence. If a call is not possible, a written note from a parent or guardian is required upon the student's return. Without a phone call or note, the absence will be recorded as "UNEXCUSED."

Parents/guardians have two school days to contact the office to request that an unexcused absence be updated to excused. After five unexcused absences, the matter will be referred to the Tuscola County Truancy Office.

If a student is absent for three or more consecutive days due to illness, a doctor's note is required along with a parent note. In cases of extended or frequent absences without reasonable explanation, school personnel or the truancy officer may conduct a home visit.

Students with chronic health conditions should provide documentation from a physician so that necessary supports can be arranged and absences properly documented.

Excused Absences

The following types of absences are considered excused and do not count toward the nine allowable absences per semester: court appearances (C), funerals (F), school-business (B), medical or professional appointments (M), in-

school suspension (I), and out-of-school suspension (S). Documentation is required for court (C), funeral (F), and medical/professional (M) absences in order for them to be recorded as excused.

Late Arrival & Early Departure

Students arriving between 8:00 a.m. and 8:20 a.m. are considered tardy and must report to the office with a parent or a written explanation. A pass will be issued before the student may enter class. Students arriving after 8:20 a.m. will be marked absent for the morning half-day.

If a student must leave early, a note should be provided to the teacher at the beginning of the day. The adult picking up the student must sign them out at the main office, and students will only be released to individuals listed on the emergency contact form or with written parent/guardian permission.

Students who arrive more than 20 minutes after their scheduled lunch will be marked absent for the afternoon half-day. Departures or pickups after 2:40 p.m. are also recorded as afternoon tardies.

Excessive tardiness or early departures may lead to school-level interventions and referral to the county truancy officer.

Student Release

No student will be released during the school day without a parent or approved emergency contact coming to the office to request release. All student checkouts must occur through the main office.

Prearranged Absences

Planned absences (vacations, hunting trips, etc.) require written notice in advance. Make-up work must be completed and submitted on the day the student returns to receive credit. Assignments not turned in on time will receive no credit.

Attendance Interventions

Although we will attempt to notify you periodically about your student's attendance, the overall responsibility lies with the parents to monitor their student's attendance. Parent(s) and/or guardian(s) can access their student's attendance information with Skyward Parent Access and are encouraged to monitor it frequently. A parent contact will be made after a student accumulates five total absences (excused or unexcused) or five tardies. If a student reaches nine or more total absences, five unexcused absences, or nine tardies within a semester, a referral will be made to the county truancy officer. For students who were referred to truancy in the previous school year, any combination of three absences or tardies in the current school year will result in an immediate referral.

Illness and Recess

Students are expected to go outside for recess unless there is a documented medical reason. Requests for students to remain indoors must be accompanied by a doctor's note. If a child must stay indoors, they will be supervised in the office. Parents are also welcome to come and stay with their child during recess if needed.

High School and Middle School Attendance Policies

Students are responsible for understanding the attendance policies. Both **Excused** and **Unexcused** absences are identified as absences on a student's permanent record.

An **Excused Absence** will be granted for sickness, vacations, non-verified doctor / dental appointments, or other legitimate absences with a note consisting of the date of the absence, the reason for the absence and the parent's signature or a phone call from a parent or guardian. A student may make up all work for full credit with an excused absence.

Students returning to school without a note or phone call from parent/guardian, or for any non-legitimate absence, will receive an **Unexcused Absence**.

Both excused and unexcused absences will be counted in administering the attendance rules below:

1. Students who miss class must make up work on a 1-1 ratio (one grace day for each day absent) in accordance with procedures outlined by each individual teacher.
2. If a student misses more than ten (10) minutes of a class, he/she will be charged with an absence for that period.
3. Leaving class without permission before the end of the class period will be charged with an absence for the entire period.
4. Additional examples of excused absences.
    a. Funerals (when accompanied by a funeral card)
    b. Court appearance and/or lawyer sessions with a note signed by the lawyer or court official.
    c. Pre-arranged educational trips (approved through the office) and other authorized absences.
5. Every effort should be made to schedule appointments after school hours.
6. A student may not miss more than (9) days of school per semester (excused or unexcused)
7. School work must be made up to keep grades from being affected.
8. One additional excused absence after nine (9) may be made up in after school sessions if all nine (9) absences are excused or the absence will result in a failure.
    a. Only excused absences may be made up. Make-up will be scheduled at (1) hour for each class period where 10 days were missed.
    b. Dismissal from an after school session will automatically result in a charged absence with no additional make-up for that day.
    c. Sessions will be provided before and/or after school for students requiring makeup days. Students arriving late will not be permitted to attend.
    d. Students are required to sign in and specify which class they are utilizing the attendance makeup for.

9. Excused absences for hunting, work at home, and family type activities may be granted through a "pre-excused absence". An application may be picked up from the office with a letter of permission from the student's parent. The days in excess of nine (up to 1 maximum) will have to be made up in the after school sessions.
10. Upon a parent request, the office will secure homework for any student who has missed two (2) or more consecutive days.
11. In case of hospital confinement or home confinement under the care of a doctor, parents should notify the school and arrangements will be made by the school for the students to receive assignments or have a teacher visit him/her at home or in the hospital.
12. In case of repeated absences, the principal shall have the authority to require a doctor's statement with specific dates for absences before granting an excused absence. He shall also refer all cases of irregular attendance to the county attendance officer.
13. Attendance is taken at the beginning of each hour. A record of all absences and tardies is kept both by the classroom teacher and the office. Parents have access to all attendance information via the ***Skyward Parent Access***. Parents are encouraged to keep track of their child's attendance. The attendance will also be recorded on the report card at the end of each marking period.
14. Written notes from home and excuses are to be turned in to the high school office between 7:40 and 7:50 A.M. daily and must be brought within five (5) days after returning to school.
15. Periodic phone calls may be made to parents at home and work to verify student absences.
16. In-school suspension days are not counted as absences. If a student is assigned an in-school suspension and chooses home suspension, those days will be counted as excused absences.

ATTENDANCE/GRADE BASED EXAM EXEMPTION

Students who meet all the criteria of the Exam Exemption Incentive are exempt from having to take their exams, but may elect to take an exam to improve their grade.

1. Students who have zero unexcused absences for a semester, no more than 5 excused absences, and at least a 90% semester grade in the class may elect to opt out of the exam for that class, or take it without grade penalty.
2. Students must not have received any discipline referrals for the semester, in the course which they are eligible for exam exemption. This includes being removed for full day RTC or out of school suspensions.
3. There are no PSAT/SAT requirements in order to be eligible to opt out.
4. It will be required that students have a parent signature on file noting approval to opt out of the semester exam

ATTENDANCE AT SCHOOL EVENTS – DISTRICT WIDE

In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that those students be accompanied by a parent or adult chaperone when they attend the event.

The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Students must comply with all school rules at school events, regardless of the location.

DRESS CODE

Goals of the Vassar Public Schools' Dress Code

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Basic Principle

The Board of Education and Administration of Vassar Public Schools recognize that each student's choice of dress and appearance is an expression of personal style and individual preference. Therefore, a student's decision regarding their appearance will not be interfered with, unless the choice impedes the learning environment or school safety. While fashions change, the reasons for being in school do not. Students are in school to learn. Guidelines that may be used to determine whether dress is appropriate for the safe learning environment in our schools include, but may not be limited to the following:

Students Must Wear:

- Shirts: All shirts must be of a length to meet the tops of the pants with no midriff exposure.
- Bottoms: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)
- Clothes that are worn in such a way that private body parts (breasts, genitals, and buttocks) are covered with opaque (not able to be seen through) material.

Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Hats, hoods, or anything that obscures the face that is not religious
- Visible underwear
- Blankets

Discipline Procedures for Improper Dress

- The student will be given an opportunity to correct the problem. Loaner clothing will be available in the office for those who violate the dress code.
- The student may call a parent to obtain proper attire and the student will remain in RTC until alternate clothing is brought by their parent or guardian.
- Refusal to cooperate will result in further discipline. If the dress code violation is deemed persistent and/or intentional, additional disciplinary consequences up to three days suspension.
- *If there is a question as to whether or not any student's apparel or appearance is appropriate for school, building administrators will make the final determination.*

FLAG SALUTE

In accordance with the requirements set forth in the Michigan School Code, MCL 380.1347a, the District will ensure that an opportunity to recite the Pledge of Allegiance to the Flag of the United States is offered each school day to all public school students in the District.

FREEDOM OF SPEECH

Students are entitled to express their personal opinions. However, it is important to recognize that a student's freedom of expression is not absolute or unlimited. A student's expression may not interfere with the freedom of others to express themselves or disrupt the educational process. The use of obscenities, personal attacks and/or libelous and/or slanderous remarks that damage a person's reputation is prohibited. Students should recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner. Freedom of speech must not interfere with the educational process.

ANIMALS ON CAMPUS

Other than duly registered service animals that are utilized by a student, or animals that reside in a classroom, no animals are permitted on school grounds, including parking lots, or on campus absent prior permission of the Superintendent, or building principal. This includes walking children to school or having dogs in the car when you drop your children off at school. Please be cognizant that family pets can create a disruption to other children and can result in potential liability both for you and the school district. Please contact your building principal if you have any questions regarding this policy.

LOCKERS

Central Elementary Lockers

A. Students must use their assigned lockers. Locker changes are not allowed unless approved by a staff member.

B. Lockers may be used to store school-related materials such as textbooks, school supplies, coats, boots, and lunch items.

C. The following items are not allowed in lockers:

- Overdue library books
- Perishable or spoiled food

- Excessive clutter (books, papers, etc.)
- Money or valuables
- Any item considered dangerous, unsafe, or a health hazard under school policy or state/local law

D. Lockers are school property and not considered private. School administrators or designated staff may inspect lockers at any time without prior notice or the student present.

E. The school is not responsible for lost, stolen, or damaged items stored in lockers.

F. Personal locks may be used on lockers located in the fifth-grade hallway and the band room.

Middle School and High School Lockers

A. Procedure for obtaining use of school owned lockers:
   1. Lockers will be issued during the first day of school by a school representative.
   2. Students may **not** change assigned lockers unless permission is granted by the office.

B. Lockers MAY be utilized for the following materials:
   1. School owned or personal books which are school oriented
   2. Garments such as: overcoats and boots
   3. Student classroom aids such as: notebooks, pencils, pens, etc.
   4. Personal items such as: grooming aids, purses, billfolds
   5. Duffle bags - These items are not to be in the classroom.

C. Lockers MAY NOT be utilized for the following materials:
   1. Overdue library books
   2. Stale or spoiled foods
   3. Excessive books and papers
   4. Any items which are considered dangerous, unsafe, or a health hazard by State or Local laws, School Board policies, or administrative decisions
   5. Money or valuables

D. Responsibility for maintenance and management of the individual lockers:
   1. The student(s) assigned to the individual locker will be required by school policy to follow the above stated locker regulations.
   2. The building principal or his delegated representative(s) will inspect and take appropriate action to insure the health and safety of the student body as specified by the above locker regulations.

E. School lockers for student use are **NOT** the student(s) private property.
   1. Lockers may be opened by administrators, teachers, or delegated representatives.
   2. Locker inspection may be made at the Administration's discretion, without the student knowing when or being present. This may include canine searches.
   3. Students are responsible for any item found in their locker which may violate school policy and/or State Law.

F. ***The school is not responsible for lost or stolen property.***

BOOK BAGS

Book bags are not allowed in the classroom or cafeteria. All book bags, backpacks or gym bags must be kept in students' lockers. Students' book bags may be subject to a search if the safety of the school is of concern.

LOST AND FOUND

Each building maintains a lost and found service. If you lose any item, you should immediately report the matter to the office and a notice will be put in the bulletin. If you find any article regardless of value, bring it to the office at once. Often something that seems valueless to you is considered to be very valuable to the owner.

Many "lost" items are turned in at the office but the owner does not call for them. These items will be given to charity after a sufficient length of time.

FOOD SERVICE

A nonprofit hot lunch is served in the cafeteria during the noon hour and all students grades K-12 may eat there. Each student has approximately 30 minutes for lunch.

Students will line up in an orderly manner, proceed through the cafeteria line, and eat in the cafeteria. After eating, they must remove their dishes and containers to the cleanout counter. All students must remain in the cafeteria or any area as directed by the lunch supervisor.

Vassar has a closed campus lunch program. No students are allowed to leave for the purpose of going to lunch. Prior authorization must be obtained from the office personnel before food from an outside establishment can be brought in during the lunch periods.

Lunchroom Expectations

1. Clean up your area when you leave.
2. You may not cut in line or save seats.
3. Permission must be obtained from an adult supervisor to leave the lunch room for any reason.
4. Use quiet voices at all times.
5. When announcements are to be made to students while in the cafeteria, the lights will be turned off. Students should become familiar with and respect this procedure.

ELECTRONIC DEVICES

Possession of a cell phone, electronic device, or headphones by a student in school is a privilege. Such privileges will be forfeited by any students who fail to abide by the terms of this policy. Students possessing cell phones and other electronic devices in school do so at their own risk; lost, misplaced, stolen, or damaged devices are not the responsibility of the local school district, administration, or staff. At no time will an administrator investigate the theft or loss of a device. Vassar Public Schools assumes no responsibility for the theft, loss, or damage of such devices.

In order to reduce disruption to the learning environment and protect individuals' right to privacy, the following wireless communication devices (WCDs) may not be used during academic hours.

- Cell phones
- Tablets
- Handheld video games
- CD/DVD/iPod players and listening devices

- Electronic video/audio recording devices
- Headphones, earbuds, etc.

ACCEPTABLE USE

WCDs may be used before and after school hours, during lunch, during hall passing times, or when approved by classroom teachers for academic use. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board, or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. WCDs may not be used in the classroom except for academic purposes at the discretion of the teacher. Upon entering the classroom students will place their device(s) in a teacher-designated secure collection area for the duration of the class hour. If a student refuses to do so, it is considered insubordination.

ELECTRONIC DEVICE USE INFRACTIONS - CONSEQUENCES

- **1st Infraction**: Student will receive a written warning from the classroom teacher or referring staff. Student will turn their WCD in to the RTC Supervisor, and may retrieve it at the end of the school day.
- **2nd Infraction**: Student will receive a referral from the classroom teacher or referring staff, and will be assigned one day of lunch detention. Student will turn their WCD in to the RTC Supervisor, and may retrieve it at the end of the school day.
- **3rd Infraction**: Student will receive a referral from the classroom teacher or referring staff, and will be assigned one day of In-School-Suspension. Student will turn their WCD in to the RTC Supervisor; a PARENT or GUARDIAN must retrieve the device at the end of the school day.
- **4th Infraction**: Student will receive a referral from the classroom teacher or referring staff. Student will turn their WCD in to the RTC Supervisor; a PARENT or GUARDIAN must retrieve the device at the end of the school day. A parent meeting will be scheduled with administration; wherein further consequences will be assigned.
- Further Infractions will incur administration-assigned consequences, including In-School-Suspension, Out-of-School-Suspension, and expulsion.

UNACCEPTABLE USE

Cell phones and other electronic devices may be used before and after school hours, during lunch, during hall pass times or when approved by the teacher during instructional times. ***This is for data use only.*** **No taking pictures unless authorized by the office or staff. All cell phone calls still need to be made in the office.**

The following instances are considered serious infractions and will incur the highest levels of consequences:

- Taking pictures, recording video or audio of any individual without their express consent
- Bullying or other forms of online aggression
- Sexting
- Sharing or creating of illicit material, such as pornographic images or videos, child pornography, graphic violence, malicious intent

POSTING OF VOICE OR IMAGES

Posting of identifiable voice recording or images on school property or at school events that create a disturbance to the educational process is prohibited. Verbal warning up to a 10 suspension based on severity of the disruption.

CLASS PARTIES

There shall be no parties held in the classrooms during school hours unless prior approval is received from the principal. All food must be consumed in the cafeteria except in the case of a teacher supervised group activity.

VISITORS

Only students currently enrolled at the Vassar Public Schools are permitted on the grounds or in the buildings during school hours. Student visitors are not permitted. Parents, however, are always welcome to make appointments to visit the campus in accordance with the policy below.

Guests and presenters involved as participants in special school events must be approved by the building principal. Authorized visitors are required to register in the general office.

1. Upon arrival in the building, all visitors must proceed immediately to the main office.
2. Visitors in the building who do not have a visitor's pass will be escorted to the main office.
3. Visitors deemed to be trespassers are defined as a person who has no legitimate business on District property and has not complied with the rules pertaining to visitor
4. At no time should students meet with visitors outside the principal's office unless approved by the principal beforehand.
5. Per our closed campus lunch policy, no visitors shall be allowed to eat lunch in the cafeteria.

VISITORS: PARENT/GUARDIAN

Parents/guardians are encouraged to maintain regular contact with their children's instructors and encouraged to attend planned conferences, Open House, visitation days or to schedule an appointment to meet with a teacher or administrator.

Parents/guardians may schedule a time to visit their children's classes subject to the approval of the building administrator. Parents/guardians, however, must be sensitive to the demands on the teacher's time as well as the potential disruption to other children that can be caused by having strangers in the classroom.

The District also has an obligation to protect the privacy rights of all students by ensuring that frequency of visitations by one parent/guardian does not allow inappropriate knowledge of the behavior or academic progress of other students. Parents/guardians who fail to abide by District policy or who disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

SECTION IV - LEARNING AND ASSESSMENT

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Civil Rights Compliance Officer (In-take Investigator): 800-482-3604.

GRADING POLICIES

Central Elementary Grading Policies

Purpose of Grades

Grades are used to communicate how well a student is progressing toward meeting grade-level standards. Central Elementary uses a standards-based grading system in all core academic areas to reflect a student's mastery of essential skills and content.

Teachers assign grades based on classroom assessments, assignments, projects, and participation. Students and parents should speak directly with the teacher if they have questions about how grades are determined.

Parents may access student grades online by requesting login information from the school office. A signed Parent Acceptable Use Policy form is required to create an account.

Academic Grading Scale – All Grade Levels

Central Elementary uses the following standards-based grading scale in all core academic areas (Reading, Language Arts, Math, Science, and Social Studies):

4	Advanced	Exceeds grade-level expectations independently and consistently
3	Proficient	Meets grade-level expectations consistently
2	Approaching	Partially meets grade-level expectations; needs support
1	Not Proficient	Does not meet grade-level expectations; requires significant support

Non-Core Subjects & Behavior Marking Scale

The following scale is used to report progress in non-core subjects (e.g., Gym, STEAM, Music, Band) and for classroom behavior and habits (e.g., participation, organization, responsibility):

S+	Above Average	Outstanding effort and participation
S	Satisfactory	Meets expectations

S-	Needs Improvement	Inconsistent performance or effort
U	Unsatisfactory	Rarely meets expectations or cooperates

Homework Policy

Students are given time in class to complete assignments and are expected to use that time responsibly. Work not completed during school hours must be finished at home. Homework may also include long-term projects and practice assignments to reinforce classroom learning and build independence.

Students are expected to complete all homework and turn it in on time.

Late Work Policy

All assignments and projects are expected to be submitted by their due dates. Late work will be marked down 10% per day if it is late. After one week, late assignments will not receive credit unless there is a documented illness or emergency.

Report Cards and Progress Notices

Report cards are issued four times per year, approximately every nine weeks. They provide a summary of each student's academic and behavioral performance and progress.

Make-Up Work Policy

If a student is absent for one day, please do not request homework from the office. For extended absences (two or more days), parents should call the office by 12:00 PM to request make-up work. Teachers will prepare materials, which can be picked up in the office.

For excused absences due to illness, students will be given the same number of days they were absent to complete missed work. Assignments must be turned in before additional work will be given.

If a student is suspended, they are required to complete all missed work. Credit will be given for completed assignments submitted on the first day back. Incomplete assignments will receive a zero.

In the event of prolonged illness or hospitalization, a visiting teacher may be assigned to provide instructional support at home or in the hospital twice per week. A doctor's note is required to access this service. Parents should contact the principal directly if this need arises.

Middle School Grading Policy

The academic year consists of two semesters. A student's grade for each semester is based on the letter grades earned for two nine-week marking periods and an assessment taken at the end of each marking period. Each marking period letter grade is worth 40% of the semester total. The semester exam grade, which is the combined average of the two marking period assessments, is 20% of the final semester grade.

A student must have a passing semester exam grade to receive a passing final grade for the semester if the student has failed either marking period. A student must have a passing final semester grade to receive credit for the semester. The semester grade system is intended to give each student multiple avenues to achieve success and receive credit. Semester grades are determined by assigning point values to each marking period and exam letter grade. The total grade points earned for each class are then compared to a grade range scale that indicates the final semester grade for the class.

Middle School Late Work Policy

If an assignment is not handed in when it is due, it is considered to be late. If the assignment is turned in the same day it is 20% off. You will have until the start of class on the following Monday to turn in the assignment (that gives you the weekend to get caught up) but the assignment will be 40% off. After that time, late work will NOT be accepted.

High School Grading Policy

There will be two nine week marking periods each semester with a semester exam scheduled for each class. The semester work must be passing in order for the student to receive credit. The final grade in any course will be comprised of 40% for each marking period and 20% for the semester exam grade. For calculation purposes, the percent calculation for the marking periods, semester exams, and the percent average calculation for the final semester grade will be based on the following scale:

A	100% - 92%	C	77% - 72%
A-	91% - 90%	C-	71% - 70%
B+	89% - 88%	D+	69% - 68%
B	87% - 82%	D	67% - 62%
B-	81% - 80%	D-	61% - 60%
C+	79% - 78%	E	59% - 0%

The grading system used rates scholastic proficiency according to a five-category basis. Scholarship marks are in terms of A, B, C, D, E and I. Evaluation of scholarship is as follows:

A = **Excellent**, represents the best scholarship mark.
B = **Above Average** attainment.
C = **Average** attainment, usually reached by about one half of the students in the class.
D = **Less Than Average** attainment, represents the lowest quality of work which credit is given.
E = **Failing** course, student is in jeopardy of not receiving credit for the class.
I = **Incomplete,** represents that for some accepted reason the work is incomplete. An incomplete must be removed by the end of the sixth week of the current marking period or it automatically becomes an "E".

High School Late Work Policy

If an assignment is not handed in when it is due, it is considered to be late. If the assignment is turned in the same day it is 20% off. You will have until the start of class on the following Monday to turn in the assignment (that gives you the weekend to get caught up) but the assignment will be 40% off. After that time, late work will NOT be accepted.

MAKE UP WORK

Middle School and High School - All students who will be absent from any classes because of school activities such as athletics, debate, dramatics, or music must contact their teacher before leaving to arrange for make-up work and to establish a due date. For any absence, **including school activity absences**, 1 day will be allowed for each day missed to make up work. Upon a parent request, the office will secure homework for any student who has missed two (2) or more consecutive days.

EXTRA CREDIT WORK

Vassar Public Schools no longer provides opportunities to earn extra credit. All assigned course work and scoring must have a measurable state standard.

FIELD TRIPS

Field trips are academic extensions of the classroom that take place off school grounds. They may also include co-curricular and extracurricular activities related to specific programs.

Students may not participate in any school-sponsored field trip without parent or guardian consent. If the official permission slip is lost, a signed handwritten note from a parent/guardian will be accepted. Sufficient notice will be provided for all field trips, and permission slips must be submitted prior to the day of the trip.

Standard attendance rules apply during field trips. Students with two or more out-of-school suspensions or persistent behavioral issues will not be permitted to attend field trips unless accompanied by a parent or guardian.

Chaperone Guidelines

To ensure a safe and positive experience for all students, chaperones must follow these expectations:

1. Chaperones must be 21 years of age or older.
2. All chaperones must be on the I-Chat approved volunteer list at least 30 days before the scheduled trip.
3. Chaperones are expected to ride the bus with students unless otherwise approved by the principal.
4. Only students from the participating class(es) may attend. Siblings or other children not enrolled in the class may not join the field trip.
5. Chaperones are expected to model respectful behavior at all times. While smoking may be permitted in designated public areas, we ask that chaperones do not smoke in the presence of students. Alcohol consumption is strictly prohibited on all school-sponsored trips, including venues where it may be available (e.g., restaurants).
6. Chaperones must actively supervise students and keep them within sight at all times.
7. Parents wishing to transport their child home from a field trip must provide a written note to the teacher prior to the day of the trip.
8. Chaperones, staff, and students are representatives of Vassar Public Schools and the City of Vassar. We appreciate your support in leaving a positive impression wherever we go.

HOME SCHOOLING

Students who attend a homeschool setting to meet their educational needs may have limited access to courses offered at Vassar School District. Non-essential classes (basic elective courses) such as art, music, metal shop, wood shop and certain gym classes for example are available to homeschooled students if the class has not reached the maximum number of students.

Essential classes (needed for graduation) such as any course offered in the areas of Math, English, Science, and Social Studies for example are not open for enrollment to home schooled students.

Home schooled students are not allowed to participate in any activities, events, clubs, extra curricular, or ceremonies that are held for enrolled Vassar Public School students.

TECHNOLOGY

General Info

Access to the Vassar Public Schools wired and wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). Access from a personal device may be limited to Internet use only.

Students should not expect access to school servers nor school printers from their personal devices. For purposes of this BYOD Policy, "personal device(s)" means privately owned wireless and/or portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/ storing, etc.

Access by personal devices to the Vassar Public Schools network, intended for and actually used for instructional purposes, will be permitted, as approved by the classroom teacher or the building administrator. However, access by personal devices to the Vassar Public Schools network for non-education-related activities is expressly prohibited.

Access to the Vassar Public Schools wired and wireless network is a privilege, not a right. Any use of the network requires personal responsibility and compliance with all school rules. Please be advised that use of any Vassar Public Schools networks may result in Vassar Public Schools access to data about the user's personal device, including but not limited to programs, activities, identities, etc.

School Liability Statement

Students bring their personal devices to use at Vassar Public Schools at their own risk. It is a student's own duty to be responsible for the upkeep and protection of the student's own personal devices.

Vassar Public Schools has no responsibility or liability for any of the following:

1. Personal devices that are broken or damaged while at school or during school-sponsored activities.
2. Personal devices that are lost or stolen at school or during school-sponsored activities.
3. Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, repair of any software or hardware issues).

Vassar Public Schools provides no warranty, express or implied, about the compatibility of any Vassar Public Schools networks with any personal device. Students should understand that there is no expectation of privacy for any personal device when it is connected to any Vassar Public Schools networks. Students who disregard this policy may have their use privileges suspended or revoked and disciplinary action may be taken against them. Users granted access to any Vassar Public Schools networks assume personal responsibility and liability, both civil and criminal, for uses not authorized by Board policy.

Guidelines for Responsible Use

1. Students are responsible for properly using and caring for the school technology including computers, computer peripherals, software, AV-Equipment, etc.
2. Students are required to follow all directions and rules given by the teacher/supervising adult when using school technology.
3. Students may use technology including email, Internet, and the computer network only for educational purposes.
4. Students may only log into the computer or email using their own username and password. Students are prohibited from using another individual's username or password for any reason.
5. Students may only use licensed software that has been installed on the computers by the school district technology department.
6. Students may not download software or programs from the Internet or by-pass the system security filters.
7. Students are responsible for the content of work created and/or saved in voice, video or data files using any school technology.
8. Students may be held financially responsible for intentional waste or damage to school supplies and equipment.
9. Students are responsible for compliance with local, state, and federal laws while using school technology.
10. Students are responsible for using school technology in an ethical manner for educational purposes.
11. Students who do not use the school technology appropriately may lose the privilege.
12. Students are responsible for following the guidelines in the student handbook when using school technology.
13. Students acknowledge that by using school technology they understand that teachers or other supervising personnel may review files and communications to ensure that all users are demonstrating responsible use. Non-educational or inappropriate large files found on student network drives may be deleted without warning and referred to the building administrator.
14. All publicly published student work must have the approval of the student's parent or guardian.

PARENT INVOLVEMENT

The Vassar Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board of Education feels that it is the parents who have the ultimate responsibility for their children's inschool behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

The Board of Education directs that the following activities to be implemented to encourage parent-school cooperation:

1. Parent-teacher conferences that permit two-way communication between home and school.
2. Open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis. Each school in the District shall hold an open house at least annually.
3. Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
4. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems;
5. Special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community;

The Board of Education also believes that children receive great benefit when parents encourage and support their children and their education by:

1. Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
2. Sending children to school with proper attention to their health, personal cleanliness, and dress;
3. Maintaining an active interest in the school's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading all communications from the school, signing, and returning them promptly when required;
5. Cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Central Elementary Volunteer Processes and Procedures

1. All volunteers must sign in at the front office using the volunteer sign-in sheet. The following information is required:
    - Full Name
    - Time In/Time Out
    - Specific Purpose for visit
2. Volunteers must wear a volunteer sticker at all times while in the building.
3. Volunteers are not permitted in staff-only areas, including the staff lounge, mailbox area, and secretarial workspace. Access to the workroom must be approved by office staff.
4. All volunteers must have a completed and approved ICHAT background check and a Volunteer Release Form on file annually.
5. Volunteers are expected to follow Central Elementary's Vulcan Values (Be Safe, Be Respectful, Be Responsible)

6. Volunteers must maintain confidentiality regarding student information and refrain from any behavior that could be perceived as bullying, harassment, or disruptive to the educational environment. Any failure to comply with district policies, board guidelines, or these procedures may result in removal or revocation of volunteer privileges.
7. Volunteers may support classroom activities, assist with parties, or help teachers with approved tasks.
8. Any volunteer or group proposing a new event, fundraiser, or volunteer opportunity not already part of the school's programming must submit a Central Elementary Volunteer Proposal to the Building Improvement Team (BIT).

- Proposals must be submitted to the principal prior to the BIT meeting, typically held on the second Tuesday of the month in the Central Elementary Library at 3:15 p.m.
- The BIT, composed of VPS staff representatives, will review the proposal and may either:
    - Approve the proposal
    - Decline the proposal
    - Bring the proposal to the full staff at the monthly staff meeting (typically the first Wednesday of the month) for a vote.

A BIT team member will contact the individual listed on the proposal via phone or email to share the final decision.

SECTION V - CONDUCT AND DISCIPLINE

PURPOSE OF SCHOOL RULES

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives for this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

The Student Code of Conduct that follows is the District's response to requirements contained in the Michigan Revised School Code and the District's commitment to a safe learning environment for all students. This Code provides information and direction to students and parents regarding the expected standards of behavior as well as possible consequences for misconduct. The rules set forth in the Student Handbook apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Responsible Thinking Classroom (RTC) Suspension/Program

1. The program will serve those students who violate school rules and policies.
2. Final selection of those students referred to the RTC Suspension Program shall be done by the school staff.
3. School staff will, at their discretion, use the RTC Suspension Room for temporary assignment due to classroom behavioral problems, for loss of credit due to attendance, or other reasons.
4. Parents will be contacted by their son/daughter once they are placed in the RTC Suspension Room/Program. Parents have the option of allowing their child to spend the suspension time at home rather than serving the suspension in the RTC room. Students who are assigned an RTC

Suspension/Program are to report directly to the RTC Suspension/Program room with their books. They are not to be in the halls prior to school or at any school function for the duration of their suspension.

5. Those students who are enrolled in RTC Suspension/Program will receive credit for their completed class assignments. Those students not completing assignments will receive no credit per assignment per day during enrollment.
6. Students who are referred from the RTC Suspension/Program to the building principal for disciplinary reasons will serve the remainder of the suspension at home with an additional day added to the suspension.
7. Suspension time served in the RTC room will not count toward the nine-(9) day attendance/make up policy for high school students.
8. If the RTC suspension option is refused, that option is not available again for that semester.
9. Students assigned RTC suspension will be allowed to make up computer work after school.
10. The program will serve those students who have already served an In-School Suspension during the semester or for those students that the high school administrator feels the offense does not warrant the use of the In-School Suspension program.
11. The final selection of those students referred for Home Suspension shall be done by the building administrator.
12. Students on Home Suspension are responsible for picking up their homework from the office. All home suspension work is due on the first day back from suspension unless prior arrangements are granted.

CLASSROOM RULES

In addition to the rules and regulations set forth in this handbook, each teacher may also establish rules for his or her classroom to help ensure maximum learning for everyone. Students are expected to abide by the rules established by the classroom teacher. These typically may include but are not limited to the following:

1. To behave in a way that enhances and supports opportunities for students to learn and for the teacher to teach.
2. To bring to class all necessary materials and assignments.
3. To observe rules of common courtesy and respect in class.
4. To make sure that furniture and equipment are not damaged, and that the room is kept clean.
5. To observe the teacher's rules regarding food & drink.

ELASTIC CLAUSE

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the District's responsibility to maintain order and provide a safe learning environment for all students. It should be noted that violations are cumulative and that consequences for cumulative violations may be more severe. The severity and frequency of misbehavior will be considered when determining appropriate disciplinary action.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

STUDENT DUE PROCESS RIGHTS

Due process rights will be afforded each student before and/or during appropriate disciplinary action. Students will be given written or oral notice of the charges and an opportunity to respond to those charges.

STUDENTS WHO HAVE COMMITTED MISCONDUCT IN OTHER SCHOOLS

An otherwise eligible resident who is alleged by school authorities to have engaged in misconduct in another school district which would have resulted in the student's suspension or expulsion if the student had attended Public Schools may be subject to suspension or expulsion from Vassar Public Schools pursuant to the Student Code of Conduct.

CODE OF CONDUCT

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow and obey all school rules. Disciplinary procedures are designed to ensure a due process (fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teacher by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student or parent should seek help from the School Counselor or Principal.

AUTHORITY

The following School Board Policies have been developed in compliance with the State Department of Education.

Legally the school administration and teachers stand in "loco Parentis" with respect to student behavior. By sending a youth to school, the parents delegate to the administration and teachers authority to discipline for all offenses which interfere with order and effective learning. All rules and regulations stated in Board Policy also require teachers and administrators to expect proper social behavior and attitudes in all areas as determined by Vassar Community standards which are not covered by the following Board policies.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the School Code. The present student code of conduct will apply to all students enrolled in Vassar High / Middle School regardless of age.

GENERAL STATEMENT

The Vassar Board of Education has developed the following general statement expressing its philosophy of discipline as an overall guide to staff, parents, and students:

The school is a Community and the rules and regulations of a school are the laws of that Community. All those enjoying the rights of Citizenship in the school community must also accept the responsibilities of Citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching and learning activities. Discipline may be defined as the control of conduct by the individual student to life in his society and involves two major emphases:

1. To assist the student in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming his or her adult responsibilities.
2. To guide the student so that he or she enhances the immediate efforts of teachers and other students in the learning situation, and therefore, does not threaten either the classroom or the instruction, that is taking place.

The school system has a responsibility to assist each individual student to assume more responsibility for his or her own actions as he or she matures and gains experience.

For these reasons, discipline and control must be treated as an individual matter for each student. Each student must be dealt with as an individual according to his or her; age maturity, experience, abilities, interests and values.

Finally, the best discipline is preventive in nature rather than regulatory and restrictive. Many factors influence a student's behavior, including self-image, participation in curricular and extracurricular activities, motivation to learn, and the understanding and support he or she receives from their parents or guardians, teachers and other adults.

Vassar High Extra-Curricular Policy

Students are encouraged to become involved in Extracurricular activities. This is defined as any administratively accepted activity outside the regular classroom that is sponsored by a school approved adult. Student participation in such activities, including interscholastic athletics, is provided as an opportunity for students as long as they agree to follow the rules and guidelines as outlined in this policy. In as much as participation is a privilege (not a right); students who violate the rules will be subject to the penalties outlined, up to and including suspension from participation in such activities.

The rules outlined in this document will apply to all students and their involvement in all extra-curricular activities at Vassar High/Middle School. A student should realize that Extra-curricular activities apply at all times throughout the student's school career, including off-season and all vacation periods 12 months a year. ***The rules are not limited to student behavior at school-sponsored activities or on school property.*** A student

who violates the rules will be subject to disciplinary action as outlined in the penalty provisions. In addition, a student participant and his/her parent or guardian understands and agrees to abide by the rules.

Extra-Curricular activities include but are not limited to the following: all athletic teams, plays and musicals, school sponsored trips in which you will be gone from school for more than one day, Youth In Government, etc. In the case of clubs, a student may attend regular meetings but will not be allowed to attend events or competitions.

Any students elected to the homecoming or ice fest court (or chosen escorts) must not receive any disciplinary referrals which result in a suspension the week of the event. If a discipline referral is written which results in a suspension, the student will not be allowed to participate. In addition, students must meet the athletic academic eligibility the week of balloting to be considered for homecoming or ice fest court.

All disciplinary action for violation of the extra-curricular policy shall be treated as separate experiences at the middle school and high school. These actions shall be cumulative at each school. Once a student moves from middle school to high school, he/she starts the cumulative progression of disciplinary action from the beginning.

DISCIPLINE PROCEDURES

Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. Those students who violate the rules and regulations and tend to jeopardize or destroy the educational atmosphere must be disciplined and even separated from membership in the School Community, if need be, to preserve the very basic purpose of attending school. This separation may fall into the following categories:

A. **Social Probation** a student who has persistent behavioral problems, disciplinary problems or attendance problems will be placed on social probation. A student would lose school privileges during that semester. These Privileges shall include: dances, games, assemblies, etc. The individual student would be denied attendance to school activities and remain in the classroom. Each semester social privileges may be renewed.

B. **Temporary Separation** is exclusion of a student for up to three days, either from one class period or the full day-RTC program.

C. **Suspension** is exclusion of a student from school for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions. Suspensions for periods of time beyond ten days are discouraged

D. **Expulsion** is a permanent exclusion of a student from school.

Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the Principal's office.

RULES VIOLATIONS BY CATEGORY

Assuming the responsibility granted to it by law the Vassar Board of Education established the following categories of misconduct as those which may result in temporary separation, suspension, or expulsion from the Vassar Public school system. These categories are not deemed to be all-inclusive.

SECTION A. **Matters Relating to Public and Private Property**

1. Examples
    a. Theft
    b. Misuse of books, materials and equipment
    c. Defacing property
    d. Trespassing (unauthorized presence in a building/parking lot area)
    e. Vandalism (the following rules apply to the defacing and/or destruction of private property.)
2. Vandalism and Destruction of Public Property. This shall include:
    a. School grounds and buildings
    b. School equipment and materials
    c. School vehicles and buses
3. Vandalism and Destruction of Private Property. This shall include:
    a. Personal belongings of students and school employees
    b. Homes and grounds of school employees
    c. Vehicles of School employees

CONSEQUENCES FOR ALL MATTERS PERTAINING TO SECTION A:

1. **First Offense:** a warning and/or
    a. Three (3) to ten (10) day suspension
    b. Restitution for damages
    c. Police report filed

2. **Second Offense:**
    a. Indefinite suspension from school with recommendation for expulsion from school for the remainder of the semester or year
    b. Return based on reparation and restitution
    c. Police report filed

SECTION B. Matters pertaining to Citizenship and Safety of Others

1. Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
2. Fighting
3. Extortion

CONSEQUENCES FOR ALL MATTERS PERTAINING TO SECTION B:

1. **First Offense** - Three (3) to Ten (10) day suspension, Cited by Law Enforcement Official for appropriate local or state ordinances/laws.
2. **Second Offense -** Five (5) to Ten (10) day home suspension, Cited by Law Enforcement for appropriate local or state ordinances/laws.

3. **Third Offense -** Removal from school, parent conference for readmission, Cited by Law Enforcement for appropriate local or state ordinances/laws.

SECTION C. Matters specifically identified in Michigan Law (Revised School Code) and by the City of Vassar Local Ordinances.

Because of the serious nature of the threat to the health, safety and well-being of students and staff members, the State of Michigan has specifically developed and implemented laws that school boards must adhere to when addressing the following school behaviors.

WEAPONS: DANGEROUS WEAPONS

Possession of a dangerous weapon on school property will result in permanent expulsion in compliance with state law (MCL 380.1311 and 380.1313). A dangerous weapon is defined in the statute as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or metallic knuckles." Firearm is defined as any weapon (including a starter gun) which will or is designed, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any dangerous destructive device.

Students who are in possession of a weapon not included in the above definition are still subject to discipline up to and including a recommendation for expulsion from Vassar Public Schools. This includes guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives or any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage as well as endangering the health and safety of persons. Please be advised that look-alike weapons will be treated as actual weapons.

Students are required to report knowledge of weapons and threats of violence by students to an administrator, security staff, or school resource officer. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school. To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct call the Michigan State Police Hotline: 1-800-815-TIPS.

"Weapon-free school zone" means school property and/or 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 in route to or from school, and/or 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]).

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 spray or like substances; stun guns; BB guns, pellet guns; razors; or box cutters.

Consequence:

Discipline up to and including recommendation for expulsion and possible police referral.

WEAPONS: USE OF LEGITIMATE TOOLS AS WEAPONS

A student may not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

Consequence:

Discipline up to and including recommendation for expulsion.

1. Physical attacks or threats to students, District employees, volunteers, or contractors.
2. Possession of weapons/explosives.

POSSESSION OF A DANGEROUS WEAPON/ARSON/CRIMINAL SEXUAL CONDUCT (MCL 380.1311)

If a student possesses a dangerous weapon in a weapon free school zone, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the student shall be expelled from the school district permanently.

Grade 6 and above: The student may apply for reinstatement after the expiration of 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Grade 5 and below: A student who was in grade 5 or below at the time of the expulsion and who has been expelled for possessing a firearm or threatening another person with a dangerous weapon may apply for reinstatement after 60 school days after the date of expulsion but shall not be reinstated before the expiration of 90 school days after the date of expulsion.

A student who was in grade 5 or below at the time of the expulsion and who was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of the expulsion.

Dangerous weapon is defined as: a firearm, dagger, dirk stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

Arson means a felony violation of chapter X of the Michigan penal code, MCL 750.71 to 750.80.

Criminal sexual conduct means a violation of MCL 750.520b-750.520g.

Firearm is defined in 18 USC 921.

PHYSICAL ASSAULT AGAINST A STAFF MEMBER (MCL.1311a)

Grade 6 and above: If a pupil 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 and the physical assault is reported to the school board, superintendent or building principal by the victim, or reported by another person if the victim is unable to report the assault, the student shall be expelled permanently from the school district. The student may apply for reinstatement after the expiration of 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

PHYSICAL ASSAULT AGAINST ANOTHER STUDENT (MCL 380.1310)

Grade 6 and above: If a student enrolled in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the school board, superintendent or building principal, then the student shall be suspended or expelled from the school district for up to 180 days.

CONSEQUENCES FOR ALL MATTERS PERTAINING TO SECTION C:

All violations of rules in Section C will result in an immediate Ten (10) day suspension during which time the school administration will make the appropriate notifications and thoroughly investigate the incident. Upon completion of the investigation, the administrator will forward a recommendation to the superintendent, who may in turn seek board action in accordance with sections of the Michigan Revised School Code.

SECTION D. Persistent Disobedience and/or Breaking of School Rules

1. Insubordination directed at a school teacher and/or administrator
2. Failure to correct behavior that resulted in disciplinary action from a previous incident.

SECTION E. Hallway/Classroom Conduct Policy

1. Loitering students in the restrooms for reasons other than using the facilities
2. Demonstration of affection other than holding hands
3. Excessive noise, horseplay etc.
4. Use of profane and obscene language

CONSEQUENCES FOR ALL MATTERS PERTAINING TO SECTION D and E:

1. **First Offense** -Verbal warning and/or up to three (3) day suspension, and possible local or state citation from Law Enforcement.
2. **Second Offense** -Three (3) day suspension, and a local or state citation from Law Enforcement.

3. **Third Offense** - Removal from school pending parent conference, and a local or state citation from Law Enforcement.

SECTION F. Matters pertaining to Attendance

Tardies are kept on a per class basis, per 9 week marking period. The following system and penalties will be followed for unexcused tardies.

High School and Middle School

1. **3rd Tardy** – 3 day removal from lunch (RTC)
2. **4th Tardy** – 1 day removal from class, 3 day removal from lunch (RTC)
3. **5th Tardy** – 1 day removal from class, 5 day removal from lunch (RTC)
4. **6th Tardy** – 1 day in RTC and parent conference

Skipping school / failure to follow sign-out procedures

1. **First Offense**: verbal warning or up to three – (3) day suspension
2. **Second Offense**: Three-(3) day suspension
3. **Third Offense**: Five-(5) day suspension
4. **Fourth Offense**: Ten-(10) day suspension
5. **Fifth Offense**: Students removed from school for the remainder of the year

SECTION G. Middle and High School Attendance Policy – See page 13

SECTION H. Harassment of Students

1. **First Offense**: verbal warning and/or suspension
2. **Second Offense**: minimum of three-(3) day suspension
3. **Third Offense**: removal from school until parent conference or readmission
4. **Fourth Offense**: student may be recommended for a suspension for up to 180 days to the Vassar Board of Education.

*No matter the offense, the student may be issued a local or state citation from Law Enforcement in addition to any offense.

SECTION I. Harassment of Employees

1. **First Offense**: Three (3) to ten (10) day suspension
2. **Second Offense**: Five (5) to ten (10) day suspension
3. **Third Offense**: Ten (10) to 180 day suspension

*No matter the offense, the student may be issued a local or state citation from Law Enforcement in addition to any offense.

SECTION J. Violation of Acceptable Use Policy

1. First violation: Minimum of five (5) days off computer up to remainder of year off computer depending on the severity of the violation. Students may also receive a school suspension.
2. Further violations will result in students being disciplined under the RTC program for failure to follow directives.

*No matter the offense, the student may be issued a local or state citation from Law Enforcement in addition to any offense.

SECTION K. Academic Misconduct /Cheating

1. First offense the student will receive "0's" on all material relating to the cheating incident and may receive up to three (3) day in-school suspension. The teacher will notify the principal of the incident immediately. Parents will be notified.
2. Second offense in same class: An "E" for the marking period in that class and parent conference.
3. Third offense in same class: An "E" for the semester in that class and parents notified.

SPECIFIC VIOLATIONS OF THE CODE OF CONDUCT

USE IF TOBACCO/ELECTRONIC CIGARETTES

Using, distributing, or exhibiting any tobacco products and /or electronic cigarette devices by a student on school grounds or at school activities will result in the following:

1st offense: Suspended three (3) days, WILL be cited by Law Enforcement.

2nd offense: Suspended six (6) days, WILL be cited by Law Enforcement.

3rd offense: Removal from school, WILL be cited by Law Enforcement.

For the purpose of this offense, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

NICOTINE PRODUCT. The toxin found in tobacco, presented in tobacco, or in some other form for ingestion, including, but not limited to, water soluble nicotine containing substances, and devices which deliver nicotine through vapor or other means for ingestion, such as electronic cigarettes, hookah pens, or other similar devices.

SCHOOL PROPERTY. A building facility, structure, or other real estate owned, leased, occupied, or controlled by a public or private school in Vassar or other any other school.

SMOKING or ***SMOKE.*** The possession of, or use of, a tobacco product, nicotine product, cigar, cigarette, pipe, or other lighted smoking device, or device which delivers nicotine through

vapor or other means, or ingestion electronically, including electronic cigarettes, hookah pens, or other similar devices.

TOBACCO PRODUCTS. Preparation of tobacco to be ingested by any means, including, but not limited to, smoked, vaporized, chewed, or inhaled.

USE OF EXPLOSIVE DEVICES

Students who are involved in setting off smoke bombs, firecrackers or other explosive devices will receive a ten (10) day up to 180 day suspension.

FALSE FIRE ALARMS AND 911 CALLS

Students who set off false fire alarms will be suspended from school up to ten (10) days and referred to the legal authorities for conviction.

FALSE ACCUSATIONS/REPORTS

False Reports – The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others will result in a suspension up to ten days and a citation of disruption from local law enforcement.

DRUG FREE SCHOOLS

In accordance with Federal Law, the Vassar Board of Education has established a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, dangerous controlled substance as defined by State statute or look-alike drugs is prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school and notification of law enforcement officials.

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

ALCOHOL AND DRUG USE

Any student who is in possession of, uses, or is under the influence of alcoholic beverages, illegal drugs or abuse of prescription or over the counter medication while at or enroute to or from a school activity, will be suspended from school immediately for a minimum of ten (10) school days, up to 180 days. School may also require the student to take a series of counseling classes related to their offense.

We reserve the right to request a student to submit to a breathalyzer or drug test if reasonable suspicion warrants it.

Any student who with intent is in possession of, attempts to sell, or purchase substances believed to be drugs, whether in fact they are or not, shall be subject to the same suspensions.

Technology Center students are subject to the above policy as well as the Technology Center handbook policy. Technology Center suspensions will be recognized also as homeschool suspensions.

Reinstatement from a substance abuse suspension will be subject to a substance abuse assessment as recommended by the school district at parental expense and a final review by the building principal. For a second offense during the school year, the student will be excluded from school for the remainder of that school year with a loss of credits.
Law Enforcement referral may apply.

SCHOOL SAFETY

Students are expected to notify a school employee if they have knowledge of a school safety issue (weapons, bomb threats, etc.) Any student making inappropriate comments or threats in school will be disciplined as determined by the administration. This may include a suspension up to removal from school. Any student deemed by the administration to be a safety concern to other students may be suspended pending a hearing with the Board of Education.

To assure that the school continues to be a safe learning environment, parents and students should be aware that random canine searches will be conducted on the school grounds throughout the year. All items brought onto school grounds are subject for search.

HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to:

Sexual Harassment

A. **Verbal:**
The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. **NonVerbal:**
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. **Physical Contact:**
Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability/Body Shape Harassment

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender national origin,

religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. **Nonverbal:**
Placing objects, pictures, graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. **Physical:**
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Action Steps

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student, as soon as possible after the incident, should contact his/her principal.
2. If the alleged harasser is the student's principal, the affected students should, as soon as possible after the incident, contact the Superintendent.

The students can make contact either in writing, by telephone, or personal visit. After the initial contact, the reporting student will be asked to provide information in a written report which will include the name(s) of the individual(s) whom she/he believes to be responsible for the harassment, the nature of the harassing incidents and the frequency and duration at which the harassment has been occurring.

Each report received by the principal or as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

SUSPENSION PROCEDURES

On the basis of the present status of school law, the principals of Vassar Public Schools are delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten days are to be discouraged. In such actions the following precepts shall be adhered to:

A. A student shall be fully informed of the charges brought against him including the rationale for the action and the conditions of time and termination.

B. The parents shall be immediately notified by phone or personal contact if the student is to be temporarily separated or suspended from school. Written notation of such contact shall be made in the student's cumulative file.

C. Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons and conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.

D. The superintendent or administrative officer designated by him shall be notified immediately of any separation or suspension.

E. Parents have the right to appeal which shall include:

1. Parents may request a conference with the principal. Such requests must be made within the period of separation or suspension. The principal shall affirm or modify the terms of his action within two school days from the date of the conference. The principal's decision, in cases of temporary separation, shall be final.

2. Within 5 school days from the principal's decision, the parent may appeal such decision to the superintendent of schools or his designee. The Superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal.

EXPULSION PROCEDURES

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated in writing, signed by the principal and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior such as but not limited to acts of arson, drug violations and other forms of extreme behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

A. The student shall be under suspension pending the recommendation of the superintendent to the board pending the board's decision.

B. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

C. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.

D. The hearing procedure shall follow that set forth under #4 from the section "Suspension Procedures."

ALTERNATE MEANS OF EDUCATION DURING SUSPENSION AND EXPULSION

Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

PROBATIONARY ENROLLMENT STATUS

Those students who violate academic attendance and/or disciplinary standards are subject to probationary placement status. Students placed on probationary status must show marked improvement in academic class work, attendance, and/or class conduct during the next marking period. A student on probation will be restricted from being issued any hall passes and is to remain in class throughout the school day. Failure to record marked improvement will result in an enrollment drop after review of the student's progress report by the building principal. Students placed on probationary status may be required to sign to have a parent signature on a "probationary contract." Failure to fulfill the requirements of the contract will result in an enrollment drop.

District Policy Review Procedure

The Review Board would serve as a "check and balance system" for cases of conflict or interpretation involving policy / procedure. The following members comprise the Review Board:

Permanent Members:

1. Superintendent
2. Board Member
3. Member of the 6 -12 Faculty

Members for Non-Athletic Review:

1. Department head, not involved in the activity
2. President of the Student Senate (High School Only)

SECTION VI - TRANSPORTATION

BUS REGULATIONS

All matters related to busing of students will be dealt with through the transportation office. If you have questions or concerns, contact 989-823-2551 Bus transportation guidelines and discipline procedures are as follows:

1. Each student may have on record **ONLY ONE** morning bus stop and **ONLY ONE** afternoon bus stop (may be different than the morning stop). Transportation Request Forms / Bus Stop Record Changes:

    - Must be made in writing, phone request changes will not be permitted
    - Changes shall be for a minimum of three weeks
    - Request for changes may not exceed four (4) per year
    - Unless notified, transportation request forms will remain in effect from one school year to the next.

2. Transportation will be denied to addresses not on file. Parents in split custody situations need to designate the one morning and one afternoon bus stop together; we will no longer be able to accommodate bus stops for each parent.

3. Students are **not allowed** to ride home with friends for birthday parties, sleepovers, study groups, scouting, etc.

BUS ROUTE SCHEDULES

The Board of Education has indicated it is the parent's / student's responsibility to be ready for the bus. Due to several factors, bus stops will be consolidated when safe and feasible. We are **NOT** able to provide direct door to door service for many students. The **parent is responsible** for their child going to and from and while waiting at the bus stops.

Bus times may vary 5 – 10 minutes either way, earlier or later than normal. The responsibility of the parent and the student is to ensure the student is at the bus stop and ready for pick-up in the mornings. This means the student is to be waiting/standing out, within 10 feet of the bus stop. Bus stops are at the curb / roadway where the student boards the bus, and not at the doorway to the residences. If the student does not ride on a daily / regular basis, you will need to call the Transportation Department on the days the student needs a morning pick-up (989-823-2551). Please understand the best way for our buses to be on time, is for you to be on time. Dress your children appropriately for inclement weather.

*We are able to control the departure time of the bus from the school, the rest of the timing depends on parents and students. We ask that you keep in mind the following. Any additional time spent at bus stops will add time to stops further down the route. For example, even as little as an extra 30 seconds per stop adds six minutes to the route time twelve stops down. Many parents are not aware of how a few seconds can impact the rest of the route. Many times parents have criticized the bus drivers because the bus was not on time, not realizing it was other students / parents that have caused a delay.

*If possible, an adult or older sibling needs to meet younger students at the school bus when we drop them off. It is your responsibility to ensure you are visible to the driver. Please meet the bus and wave to the driver to ensure you can be seen. If we cannot verify someone is home, your child will be brought back to Latchkey at the Townsend North School. It will be your responsibility to pick them up and pay any fees.
*Out of district students who ride our buses must arrange a bus stop through the Transportation Department and must be met by an adult at the bus stop or they will be brought back to our Latchkey at Townsend North School, it will be your responsibility to pick them up and pay any fees.

Loading / Unloading – When waiting for the bus at the bus stop, choose a safe location approximately ten feet back from the bus stop / roadway. As your child enters or exits the bus, work with them to do this quickly, but not to run. We make an effort to pick-up and drop-off kindergarten students on the same side of the road; however, we cannot always achieve this goal.

LOADING the bus – have your child stand ten feet back from the road, when the bus arrives, walk slowly to within two to three feet of the road and STOP. Wait for the driver to signal to cross the road. The driver will use a crossing paddle to signal it is time to cross the road. Your child should still look in both directions and if clear, walk across the road and board the bus. We encourage the parent / guardian to walk with their kindergarten student.

UNLOADING – when leaving the bus, your child should walk about ten giant steps out along the roadside in front of the bus and STOP. Look at the driver and wait. When the driver has checked for traffic, they will use the crossing paddle. At that time, the child should walk to the center of the road and STOP, look for traffic, and then proceed across the road if clear. We encourage the parent / guardian to walk with their kindergarten student.

Road Crossing Procedure - This is an extremely important safety procedure. If it is necessary that your child needs to cross the road, this is the procedure our drivers will use. **AT NO TIME WILL WE ALLOW STUDENTS TO CROSS A STATE HIGHWAY. PLEASE DO NOT ASK FOR PERMISSION FOR THIS TO HAPPEN.**

BUS RULES

1. Use the same behavior as in the classroom.
2. Stay in your seat, facing forward, until it is your turn to exit the bus.
3. Do not move on the bus while the bus is moving.
4. Leave others alone – physically (keep your hands & feet to yourself) and verbally (no name calling / teasing / saying anything mean or hurtful).
5. Do not throw items on the bus or out the bus windows (including their body).
6. Always follow your driver's instructions, who may assign specific bus seats, at any time.
7. Anything sent from home to school or school to home, should remain in their backpacks until they reach their destination. All items must remain under the student's control at all times (on their laps).

***PLEASE NOTE VIDEO & AUDIO RECORDING DEVICES MAY BE IN USE ON OUR BUSES.**

BUS DISCIPLINE CONSEQUENCES

1. Any student who is verbally reprimanded on a school bus for his /her actions will be written up on a report slip with action taken by the building principal. A report will be sent home.
2. Any student who is written up a second time will be called to the building principal's office for a meeting with the building principal. A report will be sent home.
3. Any student who is written up for a third time will be removed from the bus for a period of not less than three days.
4. Any student who is written up for a fourth time shall be removed from the bus for a period of not less than five days.
5. Any student who is written for a fifth time will be removed from the bus for a period of not less than ten days. A meeting must also be arranged with the parent, student and building principal to address the situation. The student will be admitted to the bus on a probationary basis upon return.
6. Any student who is written up after a fifth time, that conduct slip will be referred back to the fifth write up paragraph and possible suspension of bus privileges.
7. There are some violations that will result in immediate removal of riding privileges for not less than five days such as: fighting (both students involved will be suspended NO MATTER who started the fight), smoking, bodily harm threats to the driver, throwing debris out of the bus window, etc.

8. Video cameras and audio recording devices may be in use on our buses. The Director of Transportation can review the films and reprimands can be issued when necessary as observed on the video film.

SECTION VII - POLICIES SPECIFIC TO CENTRAL ELEMENTARY

Central Elementary Honor Roll

The following graded subjects will be used to determine honor roll status for 3rd, 4th, and 5th graders: Reading, Spelling, Mathematics, English, Writing. Additional considerations include Band (5th grade, S+ or S), Phonics/Handwriting (3rd grade only), Social Studies and Science (letter grades for 5th grade; S+ or S for 3rd and 4th grade).

Students qualify for the honor roll by meeting one of the following criteria:

- All A's: A, A-, S+, or S in non-letter graded classes
- A's and/or B's: A, A-, B+, B, B-, S+, or S in non-letter graded classes

General Behavior Expectations

To support a positive school climate where all students feel safe and ready to learn, we use the Vulcan Values—Safe, Respectful, and Responsible—as our shared foundation for behavior. These values are explicitly taught across all settings and reinforced through our behavior matrix. In addition to these expectations, students are also asked to follow the guidelines below while at school:

- Treat others with kindness and keep hands and feet to themselves
- Follow directions from all staff members
- Bring only items that support learning and safety
- Walk calmly inside the school building
- Use respectful and appropriate language at all times
- Keep personal electronic devices turned off and out of sight during the school day (7:45–3:15)
- Keep gum, toys, and games at home unless part of a planned activity
- Lock bikes in designated areas and leave scooters, skateboards, and motorized vehicles at home
- Avoid bringing or using substances or items that are illegal or unsafe (such as drugs, tobacco, alcohol, weapons)

Central Elementary Reset Room/RTC

The Reset Room/RTC supports students who violate behavior expectations or demonstrate signs of emotional distress. Its primary purpose is to help students regulate emotions, reflect on behavior, and return to class ready to learn.

- Students with a 504, IEP, or BIP will follow their individualized plans.
- Referrals are made only after Tier I interventions have been attempted. Staff must document at least three interventions; the time between interventions may vary.
- Use of the room is at staff discretion and is intended for short-term behavior support.
- Parents/guardians will be contacted while the student is present.
- Students are expected to complete any missed classwork within one school day. Academic work is not the focus of this space unless it is being used for an in-school suspension.
- During their time in RTC, students are guided through a process of reflection, skill-building, and planning to prevent repeated behaviors.
- A demonstrated shift in mindset and readiness to meet expectations is required for return to class.
- Typical time spent in RTC ranges from 15 minutes to one hour, unless assigned for in-school suspension.

Consequences for Sections A, B, D, E, F, G, J, K:

Central Elementary is committed to fostering a positive and respectful learning environment where all students are expected to contribute to the integrity of the classroom. Academic honesty is a shared responsibility, and students are expected to complete their work truthfully and independently. Acts of academic misconduct will result in disciplinary action.

Additionally, students are expected to follow all behavioral expectations to ensure a safe and productive learning space for everyone. If a student is unable to remain safe or meet those expectations, they may be subject to out-of-school suspension at the discretion of the building principal.

Progressive discipline applies to all violations. Repeated behaviors will lead to increased suspension time.

Section A:

1. First Offense: Warning and/or 1-10 day suspension, restitution for damages
2. Additional Offenses: 1-10 day suspension, return based on reparation and parent/student meeting

Section B:

1. First Offense: 1-10 day suspension, possible law enforcement contact
2. Additional Offenses: Same as above with reparation and parent/student meeting

Sections D & E:

1. First Offense: Warning and/or up to 3-day suspension
2. Additional Offenses: 1-10 day suspension, possible law enforcement contact

Section F - Student Harassment:

1. First Offense: Verbal warning and/or suspension
2. Second Offense: 1-3 day suspension

3. Third Offense: Removal pending parent conference
4. Fourth Offense: Up to 180-day suspension recommended to Board of Education

Section G - Employee Harassment:

1. First Offense: 3-10 day suspension, parent conference
2. Second Offense: 5-10 day suspension, parent conference
3. Third Offense: 10-180 day suspension, parent conference

Section J - Acceptable Use Policy Violation:

1. First Offense: 5 days to remainder of year off computer, possible suspension
2. Additional Offenses: Loss of computer privileges

Section K - Academic Misconduct:

1. First Offense: Zero on all related work, teacher notifies principal and parents
2. Additional Offenses: Parent meeting

Suspension Guidelines

Suspended students are expected to complete assigned work while out of school. These absences are considered excused, and all work is due upon return unless other arrangements have been made in advance.

Alternate Means of Education During Suspension/Expulsion

When possible, alternate educational arrangements may be provided (e.g., evening classes, correspondence coursework, or specialized programs). Students are responsible for obtaining assigned work and returning it by the designated due date. Behaviors that typically result in immediate suspension from school include, but are not limited to: fighting, theft, harassment, and possession of drugs or weapons.

Student Placement

The principal assigns students to classrooms based on a range of factors, including academic and behavioral needs, learning styles, peer relationships, personality dynamics, and gender balance. The goal is to create well-rounded, equitable classroom communities that support the success of all students.

While requests for specific teachers are not accepted, families may submit information relevant to their child's learning needs. This information must be shared with the principal in writing by May 1 to be considered. Final placement decisions are made at the principal's discretion, taking into account class size and overall classroom composition.

Title I Parent Policy

Central Elementary believes that an effective partnership between the school and parents/guardians promotes student achievement. In order to foster such partnership this policy has been developed jointly with all stakeholders and will be reviewed and revised yearly as part of the annual meeting. This is in accordance with vassar.k12.mi.us 49 NCLB, Section 1118 (b)-(h). The building principal and Title I director, in coordination with support from the Title I teaching staff will:

1. Invite parent(s)/guardian(s) of participating students to the annual meeting and other scheduled meetings held during the school year. Meetings will be held at flexible times to ensure parent availability.

2. Provide an overview of Title I services, programs, and student/parent involvement in Title I.

3. Explain the rights of parents/guardians and their involvement in developing and reviewing the school's parent involvement policy and the student-parent-teacher compact.

4. Invite parent(s)/guardian(s) to participate in the planning, review, and improvement of programs under Title I and the school's parent involvement policy at an established scheduled meeting in May.

5. Provide parent(s)/guardian(s) of participating students timely information about programs and services offered to their children.

6. Provide a description and explanation of the curriculum in use at the school, the types of academic assessments used to measure progress, and the proficiency levels students are expected to meet.

7. Give parent(s)/guardian(s) ample opportunity to ask questions and engage in informal discussion about student achievement and overall school performance.

8. Respond to requests from parents from opportunities for regular meetings to formulate suggestions and to participate, where appropriate, in decisions relating to the education of their children.

9. Describe the process by which parent(s)/guardian(s) may express concerns if they are dissatisfied with the Title I school-wide program plan.

10. Assure that as part of the annually scheduled parent-teacher conferences, the student-parent-teacher compact will be discussed as it relates to the individual child's achievement.

11. Provide frequent reports to parents on their children's progress.

12. Assure reasonable access to staff, opportunities to volunteer and participate in their children's classroom and observe classroom activities.

13. Provide assistance to parent(s)/guardian(s) of children served by the school in understanding state academic content standards and State student academic achievement standards, state and local assessments, how to monitor their children's progress and work with educators to improve the academic achievement of their children.

14. Provide materials and training to help parents to work with their children to improve their children's achievement and to foster parent involvement.

15. Educate teachers and school staff with the assistance of parents and through professional development, in the value and utility of parents' contributions as partners building ties between parents and the school, and further receive guidance in ways to reach out to parents.

16. Coordinate and integrate parent involvement programs and activities with Head Start, B4K, public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

17. Ensure that information related to school and parent programs, meetings, and other activities is communicated in a language the parent(s)/guardian(s) can understand.

18. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including information and school reports in a format and language such parents understand, to the extent practicable.

We believe that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parent(s)/guardian(s). Such partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the process in accomplishing the goals.

SECTION VIII - POLICIES SPECIFIC TO VASSAR MIDDLE AND HIGH SCHOOL

Guidance Program

The objective of the guidance program is to aid the student in making an easier and more satisfactory adjustment both in and out of school and to help him/her make plans for his/her life after graduation.

There are generally five recognized areas in a guidance program:

1. **Counseling students** concerning their immediate problems and long range plans.
2. **Standardized testing** program.
3. **Informing students** about the school program and training after
4. **Placement services** for jobs, trade schools and colleges.
5. **Follow up** of Vassar students after graduation.

The guidance department has an immediate interest in each prospective ninth grade students during the spring preceding his/her entrance to high school. It is at this time that the first attempt to plan an academic program which is in tune with the student's special interests and aptitudes is made. Positive planning for the type of life work which a student may eventually do must begin at this time. This is true because so many of the professions, skilled jobs, and types of training which may come after high school depend upon qualifications which are related to certain high school courses. As the student progresses through school, the guidance department endeavors to help the student acquire an increased understanding of himself in terms of high school experiences, changing interests, and special capabilities, and of the world of work in terms of career information.

Students who wish to contact the counselor may do so. An appointment can be made if a counselor is not immediately available.

The counselor's permission must be obtained if a student wishes to drop a class. Final permission must be granted by the principal.

A subject dropped after the first or third marking period is over is counted as an E on the permanent record.

Computer Labs

1. OPEN LAB (recreational/educational computer use this may change at the discretion of the principal.)
   a. Before school (7:05 – 7:45 AM)
   b. After school at the discretion of the administration.
2. You may only come to the lab during a class period (other than your own) if you are working on a special project for which you must use the computer (no game playing) and if a computer is available. You must have a pass signed by your teacher.
3. You may move NO more than one station while sitting in a chair.
4. **NO RUNNING or HORSEPLAY in the Lab.**
5. **NO FOOD OR DRINKS** in the lab.
6. **NO ILLEGAL COPYING or USE OF PIRATED COPIES** or programs in the lab.
7. Do not make any unauthorized changes in any machine adjustments or software setup
8. You must put away all software and documentation and return it to its proper place.
9. Put your chair where it belongs before you leave the lab.

Acceptable Use of Computer Network and Equipment

Each year students must complete the district's Acceptable Use Policy. It must be signed both by the student and their parent/guardian before their network account is activated. ***This will be done on-line in the school's Skyward system***. Each student will be given instruction in the first week of school how to accomplish this task.

The network administrator has three school days in which to activate the account.

Students must be aware that they are ***not*** to:

1. Share their password with other students.
2. Use someone else's username and password.
3. Send messages over the network.
4. Alter copy or delete anyone else's files.
5. Bring in any software or games and install them to school computers.
6. Download any software or games from the internet using the school connection.
7. Use any flash drives that have not been scanned for viruses.
8. Use the internet at school without written permission of parents/guardians given on the Acceptable Use Policy.
9. Engage in any hacking of the school network.
10. Deliberately damage any school equipment.

Middle and High School Library

The following regulations are enforced:

1. During closed library sessions, students may obtain admission to the library only by securing a pass from the teacher in charge.
2. During class periods, students are not allowed in the library without a library pass issued by their teacher.
3. All library books may be borrowed for a period of two weeks and may be renewed for another two weeks upon request. (The only time that a book cannot be renewed is when it has been requested by another student.)

4. General reference books and magazines may not be taken from the library.
5. Overdue fines of twenty-five (25) cents per notice will be charged to students with late materials. Students receiving three (3) or more overdue notices will not be allowed to check out any other library materials until the late materials are returned.
6. Students are responsible for loss of or damage to books they sign out.
7. Food and drinks are not allowed in the library.

Student Council/Class Officers – High School

1. Each class will have four 4 student representatives on Student Council who will also serve as class officers. Elections will be held if needed. Students who would like to be members will be required to apply at the end of the prior school year. Applications will include character questions, teacher recommendations, and student witness sheets. Members will then be chosen by a committee of teachers and the advisor based on student applications.
2. All students interested in seeking a position on the student council must complete an application form, 2 Teacher evaluations and 1 Member petition.
3. The top four (4) candidates from each class that receive the most votes from members of the committee and the advisor will represent their class. In the case of a tie there will be a student body vote.
4. Officers will be selected at the first or second general meeting. Only seniors are eligible to run for President. All other officers may be juniors or seniors. Other officers are: Vice-President, Secretary, and Treasurer.
5. A term of office is one school year.
6. Meetings will be held during designated times and once a month before school. Special meeting may be called when necessary. Please note! Two (2) absences from regular meetings means dismissal!
7. Concerning social behavior and character: All members are to act in a safe, respectful and responsible way. Members that receive a disciplinary suspension shall be dropped from student council. All members are also expected to uphold the guidelines that are established for athletic participation. Any appeals of decisions will go to a panel consisting of (3) teachers and (2) students.
8. All student council members must maintain a "C" average or better for their classes. If a student fails to meet the above requirement, then that student will be temporarily dropped from the council and put on probation for a nine (9) week marking period. If the student succeeds in bringing up his/her grades to a "C" average after the nine week marking period, then that student will be reinstated on the student council.. However, if the student fails to bring up his/her grade to a "C" average, then that student will be permanently dropped from the student council.
9. Members will be actively involved throughout the year with homecoming, ice-fest, prom, commencements, pep assemblies and other activities.
10. Responsible, hardworking candidates are needed.

Student Council – Middle School

The student council is established on the purpose of promoting school spirit, securing the unity between the students and faculty, developing better citizens, promoting higher scholarship, and voicing student opinion on the governing of student activities.

National Honor Society

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Vassar High School.

The complete National Honor Society Bylaws can be found on the school district's website.

Youth In Government – High School and Middle School - Eligibility Guidelines:

1. Students must pass all of their classes.
2. Students must currently have and maintain at least a "C" (2.0) average for all classes. 3. Students must abide by all rules for extra-curricular guidelines listed in the Vassar
4. Student Handbook and they must follow the Youth in Government guidelines.
5. To continue in the Y.I.G. program, students must be active participants and willing to serve.

High School Robotics – Eligibility Guidelines:

1. Students with failing grades will not be allowed to attend any robotics activities while they have failing grades.
2. Students must currently have and maintain at least a "C" (2.0) average for all classes.
3. Students must abide by all rules for extra-curricular guidelines listed in the Vassar District Handbook and they must follow the FIRST Robotics guidelines.
4. Students must pay a $75.00 participation fee for the year.
   a. Participation fee will cover a portion of shirts, travel and food expenses.
   b. Students may receive a portion of their participation fee back at the end of the season for hours worked in the school store.
5. To continue in the Robotics program, students must be active participants.
   a. Students are expected to attend 3 build days a week during build season.
   b. Students are expected to participate in all competitions.
   c. Students are expected to work in the school store throughout the year.

Middle and High School Daily Bulletin

There is a daily bulletin issued each day. Students wishing to place an announcement in the bulletin must have it signed by a sponsor and turned in to the high school and/or middle school office by 8:00 a.m. the day it is to appear. Only school related announcements will be made during the day.

High School Dance and Party Regulations

Dances which are held after football or basketball games may continue until 11:30 p.m. or a minimum of 2 hours if the game runs late.

All formal dances may continue until 12:00 midnight.

Variations of the above must be approved by the administration.

Dances may be held in the student cafeteria or gymnasium depending on the preference of the sponsoring group and availability of the facilities.

Attendance:

1. High school dances are open to students grades 9-12 only.
2. Guests must be accompanied by students from our school. To bring a guest the host student must fill out and return a completed dance form by 3:30 p.m. on the day of the dance. Students will be held responsible for the actions of their guests. Guests are expected to observe all rules and regulations expected of our students.
3. Students and guests will be allowed one entry to the dance. Those who leave will not be permitted to re-enter. No one will be admitted 1 hour after dance begins.
4. Guests must at least be in the 9th grade.

Rules and Regulations for Student Dances and Parties

1. Students and guests are expected to stay in the dance or party area while they are in attendance.
2. Halls may be used only when necessary to reach bathrooms, etc.
3. The locker rooms and their entrances are off limits during dances and parties.
4. School rules apply at dances and parties as well as any other school sponsored activity. Violators of school rules will leave the property and be dealt with accordingly.
5. Appropriate refreshments may be provided by the sponsoring group.

Chaperones: Two advisors of the sponsoring group, one male and one female, plus two sets of parents will serve as chaperones.

Internal Account for School Related Purchases

The Internal Account is established for the convenience of organizations within the school system that receive and pay out money.

Each of these organizations is to have a faculty sponsor and a student treasurer. In some instances an appointed faculty member may act as both sponsor and treasurer when the organization for which he acts is not a student organization. All money received is to be deposited in the Internal Account by the Treasurer. All payments are to be made by check after they are approved by the Faculty Sponsor and High School Principal.

Individual treasurers are to keep accurate records of all transactions and are to check those records with the Principal's records once a month.

Credit purchases cannot be made nor checks written on any of these accounts unless there is sufficient money on deposit in that particular account to cover full payment.

Purchasing of materials for any school purpose may be made **only** on a purchase order from the school office. In the case where supplies are to be paid for by the Board of Education, a purchase order will be issued by them. In the case where the purchase will be paid out of organizational funds, a purchase order on the school internal fund will be issued. ***The school will not be responsible for any purchases made except those for which purchase orders have been issued.***

Assemblies

The assembly programs will be of various kinds, each one probably appealing to a different group of students. No matter what the assembly is, students should realize that an effort is being made to provide an enjoyable and valuable program, and it is each student's duty to show utmost courtesy while attending the program. Extra loud applause, whistling, stamping of feet, and booing does not show appreciation, and displays to be avoided.

Working Permits

Persons between 14 and 18 years of age may not be employed in either full or part-time jobs without first obtaining a working permit. Working permits are issued by the school district where the minor lives or attends school. There is no charge for issuing the permit. No working permit shall be issued to any minor under the age of 14. The High School Principal may refuse to grant a working permit, or revoke a permit already issued, if in his opinion the best interests of the minor would be served by such refusal or revocation or if it is apparent that such employment is resulting in an inability on the part of the minor to properly perform his school work.

Parking Regulations

It is the duty of the Board of Education and the school personnel to act in the best interest of all students and to maintain high safety standards. The following are the policies of the Vassar School District for those students who intend on driving motor vehicles to school.

All vehicles must be parked in properly marked spaces

a. Students are to park in the yellow designated areas. Students are not to park in the orange staff parking slots, reserved, nurse, and police or visitors areas of the main parking lot. Students may park in a designated handicap space when displaying the appropriate permit.
b. During school hours, students are not to be in or around their vehicles or other vehicles unless they are leaving school grounds on pre-approved arrangements or have been given specific permission by an administrator.
c. Speeding and/or careless driving will not be tolerated. Maximum speed limit is 10 mph.
d. It is strongly recommended that students lock their vehicles at all times.
e. All vehicles must be registered with the High School office on a yearly basis.

Examination of Vehicles on Campus

Students are permitted to park on school premises as a matter of privilege, not of right. The Vassar Public Schools retain authority to conduct routine patrols of the student parking lots and inspection of the exterior of the student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be searched whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. At the request of a District administrator, the student shall consent to unlocking, opening, and permitting the administrator and/or designees to search the vehicle and its contents while on school premises. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Violation of Parking Regulations

Violations of any of the above could result in loss of driving privileges for a period of time as determined by the high school administrator or the vehicle being towed from the lot at the owner's expense.

Posting Handbills

The posting of advertising of any kind will be limited to the bulletin board space available in halls and in rooms. No handbills may be placed in the halls except by the principal's office. All unapproved posted material will be removed. All posters must be approved by an administrator.

Graduation Requirements

Each full semester of work with a D or higher is worth ½ unit of credit.
All students are required to complete 25 credits for graduation. See Curriculum Handbook for details. Students must be full time students for 4 years.

State Assessment Testing

All students must participate in the State required assessment process.

Class Load

All students in grades 6, 7, and 8, as well as Freshmen, Sophomores, and Juniors must carry a normal load of seven credits (seven classes) during the school year. Seniors may take a reduced class load of not less than six credits with the recommendation of the counseling department and approval of the high school principal. Successful completion of a year's work in any subject will provide one unit of credit. It is the responsibility of the high school student to make certain that provisions are made for making up necessary credit for any course failed.

Personal Curriculum

Personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

Contact the counseling department if interested in a personal curriculum. After contact is made with the counseling department, the following steps will take place before a personal curriculum is granted:

1. A committee will meet to determine the student's path for a personal curriculum. The committee will be comprised of all high school department heads, counselor, regular education teacher and special education teacher.
2. Once an appropriate path for personal curriculum is determined, a meeting will be held with administration to set up appropriate alterations to curriculum.

Middle and High School Class Meetings

Class meetings and other student group meetings should not be held during the day whenever possible. Permission must first be secured from the principal. No class or organizational business may be transacted without a faculty member in attendance. All meetings must be conducted in an orderly manner and according to parliamentary procedure.

Diploma and Commencement Ceremony

A Vassar High School Diploma will be issued to all students who have successfully completed 25 credits and the course requirements established by the State of Michigan by September 1st of the year their class is scheduled to graduate.

Only those students who have successfully completed the graduation requirements as established by the Vassar Board of Education (25 credits/Michigan requirements) before the spring commencement practice will be allowed to participate in that program.

Senior commencement ceremony is a privilege, not a right. A graduating senior may not be allowed to participate in the ceremony if administration determines that his/her behavior at the end of the school year does not warrant the privilege.

First Semester Incomplete

Students are to make up the first semester incompletes within 6 weeks from the completion of the first semester. If this is not done, they automatically become E's. Special arrangements may be made for students with incomplete work at the end of the second semester through summer school.

Achievement Awards

Vassar Public Schools recognizes excellence in all school activities. Both academic and extracurricular activities are recognized at appropriate school functions during the school year.

Honor Roll

Students listed on the Honor Roll must have a 3.5 or better average; students listed on Honorable Mention must have an average between 3.0 and 3.4. Students carrying less than an average load of three (3) regular (academic) subjects are not eligible for the Honor Roll or Honorable Mention.

Alpha Beta Awards

The Alpha Beta Award is given each year to one student from each of the four upper classes. It is awarded on the basis of service, educational progress, character and loyalty. The winner in each case is determined by a ballot cast by faculty members. A student must have maintained a "B" or better average to be considered eligible.

Commencement Awards

At Commencement the top senior awards of the year are given. They are:

Valedictorian	Top student academically
Salutatorian	Second academic student
Senior Alpha Beta	Best all-around senior student in leadership qualifications.

Academic Awards

The Academic Awards will function with the primary goal of recognizing and honoring students in grades 9 through 12 of Vassar High School who have achieved academic excellence.

1. All students (9-12) who maintain a 3.00 GPA for the entire school year, without a semester grade below a C- will be awarded an Academic Award.
2. The 3.00 GPA is not an accumulative GPA, but a GPA for that school year.
3. Once a student has attained an Academic Award, they will be presented an insert for any subsequent year they maintain a 3.00 GPA.

Top Ten Recognition

In order for a senior to receive recognition at commencement, they must be in regular attendance 8 consecutive semesters in a public school setting with the last 2 semesters (7^{th} & 8^{th} semesters) at Vassar High School. A student's cumulative grade point average (g.p.a.) at the end of his/her 8th semester will be used to determine Top Ten status. Students involved in academic misconduct will be removed from any academic recognition that may have been granted to them prior to the incident, no matter what affect the incident has or does not have on their cumulative grade point average.

Athletic Activities

All information regarding athletics can be found in the athletic handbook.

Parent Opt Out for Additional School Social Emotional Supports

Dear Parents/Guardians,

The health and safety of our students is our top priority and we want to partner with you to ensure that our students are successful. We know that many factors influence a student's success and we also understand and value that you know your child best and serve as their best advocate. When students are struggling, our goal is to work together to identify what is going on and determine the best strategies to meet their needs.

We are able to help identify needs of students and/or families that may be impacting academic success and overall well-being and help students and families get connected to resources. Our school offers several different types of assistance to ensure that students are safe, healthy, challenged, supported and engaged. These behavioral health supports may include:

- Screening to identify signs of emotional or mental health concerns, substance abuse, or other barriers to learning
- Help in identifying social and/or health needs that may be impacting attendance and academic success
- Meeting with parents/caregivers, teachers and/or other school staff to identify strategies and develop a plan to address concerns
- Support in navigating systems and connecting you and/or your child to community resources to meet needs
- Individual encounters for brief/crisis intervention

If further support is deemed necessary, you will be contacted for additional parental consent.

If you do not want your child to access these additional supports, you may opt out by signing the opt out form available on the district's website and/or in the school office.

Parent Opt Out for Additional School Social Emotional Supports

Please complete this form only if you **do NOT want** your child to access these additional supports.

❑ I do NOT want my child to access additional behavioral and social emotional supports.

Student Name: _____ Grade/Teacher: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date:_____
(signature) (date)