Van Buren Public Schools

Kindergarten - Grade 6

2026-2027

Student Handbook



Strong Beginnings, Bright Futures

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

MISSION & VISION

OUR MISSION:

To ensure a safe, high-quality, and dynamic educational experience that empowers every student to reach their full potential.

OUR VISION:

To develop resilient learners who embody purpose, excellence, and achievement.

WE BELIEVE:

- Holding ourselves to high expectations promotes greater achievement for all.
- Students and staff thrive in a positive, safe, and respectful learning environment.
- Every student is capable of learning and leading in a variety of ways.
- Varied learning opportunities are essential to the success of our students, staff, and community.
- Curiosity and the love of learning drives achievement.
- Education and leadership are enriched by embracing our diversity.
- Family involvement is imperative for student success.

Table of Contents

District Information **6**
School Contact Information **7**
Calendar **8**
Daily Schedule **10**
Emergency School Closing Procedures **11**
Notice of Non-Discrimination **11**
Section I: District-Wide Policies and Procedures **13**
Attendance 13
Compulsory Attendance, Absenteeism, and Truancy 13
Excessive Absenteeism and Truancy: 14
Absences Due to Illness 15
Planned Absences 15
Students are expected to: 15
Books and Supplies 15
Bulletin Boards 16
Bullying 16
Cell Phone Use 16
Cheating, Plagiarism, and Academic Dishonesty 17
Children's Protective Services Investigations 17
Classroom Behavior 17
Closed Campus 17
Communicable Diseases 17
Concussion Protocol 18
Before allowing a student to participate in any athletic activity, including physical education, the District will annually: 18
A. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and 18
B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer... 18
The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements. 18
Damage to School Property 18
Dress and Grooming 18
Dress Code 19
Emergency Contact Information 19
Fees 19
Food Services 20

Field Trips..... 22
First Aid, Illness, or Injury at School..... 22
Head Lice..... 22
Homeless Children and Youth..... 23
Immunizations..... 23
Law Enforcement Interviews..... 23
Limited English Proficiency..... 24
Locker Use..... 24
Lost and Found..... 24
Media Center..... 24
Medication..... 24
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers..... 25
Parties..... 25
Playground/Recess Rules..... 25
Protection of Pupil Rights..... 26
Public Display of Affection..... 26
Rights of Custodial and Non-Custodial Parents..... 26
Search and Seizure..... 26
Student Education Records..... 27
Right to Request Explanation or Interpretation..... 27
Right to Request Amendment of Education Records..... 27
Directory Information..... 27
Threat Assessment and Response..... 28
Technology..... 28
Transportation Services..... 29
Video Surveillance and Photographs..... 30
Withdrawal From School..... 30
Section II: Academics..... 30
Commencement..... 31
Grades..... 31
MAKE-UP WORK: If a student is absent from school, he or she will be responsible for making up any assignments missed. Students with absences, including out of school suspensions, will be allowed to make up any class work or tests within a period of time equal to the number of school days absent. Arrangements for make-up work will be at the discretion of the teacher..... 32
POTENTIAL FAILURE: Parents can expect to be contacted if progress has been unsatisfactory. Student progress notices may be sent at any time. Report cards will be issued at least once each marking period. The objective is to quantify and report each student's academic achievement..... 32
Homework..... 32

Personal Curriculum..... 32
Placement..... 32
Students with Disabilities..... 33
Summer School..... 33
Testing Out..... 33
Section III: Student Clubs, Activities, and Athletics..... 33
Extracurricular Activities..... 34
Student-Initiated Non-Curricular Clubs..... 34
Transportation To/From Extracurricular Activities..... 34
Section IV: Discipline and Code of Conduct..... 34
Discipline Generally..... 34
Forms of School Discipline & Applicable Due Process..... 35
Removal for More than 10 and Fewer than 60 School Days..... 36
Removal for 60 or More School Days..... 36
Student Code of Conduct..... 37
Prohibited Conduct..... 38
Appendix A: Non-Discrimination, Anti- Harassment, and Non-retaliation..... 41
Appendix B: Anti-Bullying..... 42
Appendix C: Parent Involvement in Education..... 45
Appendix D: Protection of Pupil Rights..... 46
Appendix E: Directory Information and Opt Out Form..... 49
Appendix F: Acceptable Use Agreement..... 51
Appendix G: Athletics..... 54
Appendix H -RETURN TO ACTIVITY & POST-CONCUSSION CONSENT FORM..... 56

District Information

Van Buren Public Schools Website: https://www.vanburenschools.net/

Board Policies: available at:
https://meetings.boardbook.org/Public/Organization/2346

Superintendent's Office
(734) 697-9123 x1010
Peter Kudlak,
Superintendent
superintendant@vanburenschools.net

Human Resources Office
(734) 697-9123 x1009
John Leroy,
Director of Human Resources
jleroy@vanburenschools.net

Plant Operations Office
(734) 697-9123 x1003
James Williams,
Director of Plant Operations
jwilliams@vanburenschools.net

Finance Office
(734) 697-9123 x1022
Priya Nayak,
Director of Finance
pnayak@vanburenschools.net

Transportation Office
(734) 699-5100
Elizabeth Banks,
Transportation Supervisor
ebanks@vanburenschools.net

Athletic Office
(734) 697-9133 x2024
Joe Brodie,
Athletic Director
jbrodie@vanburenschools.net

Curriculum Office
(734) 697-9123 x1014
Jill, Marvaso,
Director of Instruction
jmarvaso@vanburenschools.net

Student Services Office
(734) 697-9123 x1016
Julien Frazier,
Director of Student Services
jfrazier@vanburenschools.net

School Contact Information

Belleville High School
Phone: (734) 697-9133
Principal: Nicole Crockett
ncrockett@vanburenschools.net

McBride Middle School
Phone: (734) 697-9171
Principal: Tracy Bryant
tbryant@vanburenschools.net

Owen Intermediate School
Phone: (734) 697-8711
Principal: Nadine Dufrane
ndufrane@vanburenschools.net

Edgemont Elementary School
Phone: (734) 697-8002
Principal: Laura Maher
lmaher@vanburenschools.net

Rawsonville Elementary School
Phone: (734) 482-9845
Principal: Christen Hawkins
chhawkins@vanburenschools.net

Savage Elementary School
Phone: (734) 699-5050
Principal: Christalyn Walker
cwalker@vanburenschools.net

Tyler Elementary School
Phone: (734) 699-5818
Principal: Jennifer Kitchen
jkitchen@vanburenschools.net

Early Childhood Center of VBPS
Phone: (734) 699-2180
Building Administrator: Melissa Petty
mpetty@vanburenschools.net

Calendar



VBPS Parent Calendar

- **August 31st First day of school**, ½ day for all students
- September 4-7 th No School, Labor Day
- October 7th Count Day
- October 14th Evening Conferences, grades 7-12 October 15 th ½ day for grades 7-12 / BHS/MMS Afternoon & evening conferences, grades 7-12
- October 16th ½ day for Staff/Students, BHS/MMS
- October 30th ½ day All Students; End of 1 st Marking Period
- November 3rd Election Day, No school for students
- November 11 th Evening Conferences, Elementary/Owen
- November 12th ½ day for grades K-6 / Elementary/Owen Afternoon & evening conferences grades K-6
- November 13th ½ day for Staff/Students, Elementary/Owen
- November 25-27th No School, Thanksgiving Break Dec. 21 – Jan. 1, 2027 No School, Winter Break
- January 4 th Classes Resume
- January 18th No School, Martin Luther King, Jr. Day
- January 20th -21 st HS Exams
- January 22nd ½ day All Students, HS Exams End of 1st Semester
- February 9 th ½ day for All Students
- February 10th Count Day
- February 15 th No School, Mid-Winter Break
- March 4th ½ day All Students, District Afternoon & Evening Conferences

March 5th ½ day Staff & Students

- March 26 - April 2 nd No School, Spring Break
- April 5th Classes Resume
- April 9th End of 3 rd Marking Period
- April 23rd ½ day for All Students
- May 4th ½ day for All Students
- May 31st No School, Memorial Day
- June 9-10 th Full Day All Students, HS Exams
- June 11th Half day All Student, HS Exams; **Last Day of School**

Daily Schedule

Edgemont, Rawsonville, Savage, Tyler Elementary School Day (Grades K-4)

(School Doors Open at 9:00 am)

Full Day: 9:14 am – 4:04 pm

Half Day: 9:14 am – 12:31 am

Owen Intermediate School Day(Grades 5-6)

(School Doors Open at 7:55 am)

Full Day: 8:14 am – 3:04 pm

Half Day: 8:14 am – 11:31 am

VBPS Early Childhood Center

Early Childhood Program (ECP) and ASD Program

Mondays through Fridays

8:20 a.m. - 11:10 a.m. Session

12:30 p.m. - 3:20 p.m. Session

Great Start Readiness Program (GSRP)

Mondays through Thursdays

8:20 a.m. - 3:20 p.m.

Tuition Program

Mondays through Fridays

6:30 a.m. - 6:00 p.m.

School staff will supervise students on school grounds [15] minutes before the school day begins and [15] minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: **Parent Square, Local News and Social Media.**

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex (including gender identity, or expression, sexual orientation), pregnancy, childbirth, (or a related condition), age, height, weight, marital or family status, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected, basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
John Leroy, Director of Human Resources
555 W. Columbia
Belleville, MI 48111
734-697-9123
jleroy@vanburenschools.net

Second Title IX Coordinator
Julien Frazier, Director of Student Services
555 W. Columbia
Belleville, MI 48111
734-697-9123
jfrazier@vanburenschools.net

Designated 504 Coordinator
Julien Frazier, Director of Student Services
555 W. Columbia
Belleville, MI 48111
734-697-9123
jfrazier@vanburenschools.net

Designated Civil Rights Coordinator/Employment Compliance Officer
John Leroy, Director of Human Resources
555 W. Columbia
Belleville, MI 48111
734-697-9123
jleroy@vanburenschools.net

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at **Van Buren Public Schools Website: https://www.vanburenschools.net/** or at **Board Policies: available at: https://meetings.boardbook.org/Public/Organization/2346**

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206. The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3115A8 attached to this handbook as Appendix A.

Section I: District-Wide Policies and Procedures

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the building office.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

Compulsory Attendance, Absenteeism, and Truancy

A. Required Attendance- Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

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

C. Exceptions- A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

D. Excused Absences (Policy 5301 (D))

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- Student's illness/medical reason;
- Medical appointments (including but not limited to medical, counseling, dental or optometry);
- Student's observance of a religious holiday;
- Death in the student's family;
- Other emergency beyond the control of the student or the student's family;
- Mandated court appearance (written documentation from court required);
- Placement by Juvenile Court in detention, shelter care, foster care or residential placement;
- Extraordinary educational opportunities as determined and pre-approved by district administrators;
- Absences related to parent/guardian's military service; and
- Homelessness

Excessive Absenteeism and Truancy:

When a student has 10 unexcused absences in any term or semester, the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

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

When a student is/has a:

- "Chronically absent" means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 7 or 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they occurred at a different school.
- "Disciplinary absence" means absences that result from school or district disciplinary action and are neither unexcused nor excused absences.
- "Excused absence" means the following:
    - A student's first 5 absences from school are considered excused when documentation of the reason for the absence has been submitted and approved to a designated staff person.
    - A student's 6th and subsequent absence(s) from school are considered excused only for the following reasons when documentation has been submitted and approved:
        - Student's illness/medical reason
        - Medical appointments (including but not limited to medical, counseling, dental or optometry)
        - Student's observance of a religious holiday
        - Death in the student's family
        - Other emergency beyond the control of the student or the student's family
        - Mandated court appearance (written documentation from court required)
        - Placement by Juvenile Court in detention, shelter care, foster care or residential placement
        - Extraordinary educational opportunities as determined and pre-approved by district administrators.
        - Absences related to parent/guardian's military service.

The building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. The building principal or designee may impose additional consequences for excessive absenteeism

consistent with the student handbook or published grading procedures. Legal authority: MCL 380.1561 et seq.

Students who are more than sixty (60) minutes late or leave more than sixty (60) minutes early are considered absent for a half (½) day.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences Due to Illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has the equivalent amount of days for each day of absence to complete missed assignments.

Planned Absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone Use

Students may not use Wireless Communications Devices on school grounds during instructional time, except as otherwise provided in this Policy.

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day. [Optional: excluding lunch and passing time.]

"School grounds" 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. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
- required by a student's Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Students may not use Wireless Communications Devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation

of privacy unless medically necessary or required by the student's Section 504 Plan or IEP.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of Wireless Communications Devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy is subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

Owen Intermediate School Cell Phone Policy:

- Cell phones must be kept in student lockers during the school day.
- Cell phones are not allowed in classrooms, the lunchroom, or bathrooms.
- Unauthorized use of cell phones during the school day may result in disciplinary action and/or confiscation of cell phones.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.

- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment, redo the assignment or assessment, and/or will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;

- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

Link to Food Services Information

Mr. Darnell Pace,
Food Service Director
dpace@vanburenschools.net
Phone: (734) 697-0011

Mr. Craig Ash,
District Chef
cash@vanburenschools.net
Phone: (734) 697-0011

Food Account Payments
In order to fund your child's lunch account, please follow the steps below:

1. Login to the ParentConnect Portal with your PIN and Password. Your school secretary can assist you if you need this information.
2. Click on your student's name, and you will see a variety of options on the menu at left.
3. Click on the Cafeteria link in the menu at left
4. Click on the "Online Food Service Payment" at the far right.
5. Enter the amount you would like to add to your student's cafeteria account.
6. Follow the prompts to enter your payment information.

Meal Charge Policy

Below you will find Van Buren Public School's Meal Charge Policy. Van Buren Public Schools understands how important healthy meals and consistent food is to students and learning.

Payment Options for Meals:

- ON-LINE PAYMENTS: All parents are encouraged to sign up for a free account at www.payschools.com. On this site, parents can view a child's cafeteria account balance, deposit money into a child's cafeteria account, view a child's meal history, and see what items a child has purchased. You can get a password and login from your school's secretary.
- ELEMENTARY SCHOOL PAYMENTS: Parents may use the online payment system or submit cash/check payments to the school office, which will be credited to a child's cafeteria account. Please include your child's name on the check's envelope or memo section.
- MIDDLE & HIGH SCHOOL PAYMENTS: Parents may use the online system or students may submit cash/check payments directly to the food service cashier, who will credit their account. Please include your child's name on the check's envelope or memo section.

Meal Charge Policy:

- NO NEGATIVE ACCOUNT BALANCES ALLOWED: Students and adults are not allowed to charge meals to their accounts if it results in a negative cafeteria account balance. Parents are responsible to see that their child has sufficient funds in their cafeteria account or they must send the student to school with lunch.
- EMERGENCY CIRCUMSTANCES: In certain situations, the Food Service Department may assist a student who did not bring a lunch to school and does not have sufficient funds in their cafeteria account, by providing them with a meal. Parents will ultimately be responsible for the cost of those meals and will be contacted by District personnel for reimbursement.
- FREE & REDUCED APPLICATIONS: Parents are encouraged to submit a Free & Reduced Meal Application at any time throughout the school year, especially at the start of each school year. Although lunches are free for all students we still encourage our parents to fill out and submit the application.

Negative Balance Notification:

- Students and staff may be verbally notified by the cashier as they pass through the serving line when their cafeteria account balance is insufficient.
- Every Monday, Wednesday and Friday, a text or Voice Mail notification will be sent to all parents whose children have a negative balance. Please make sure that the District has your current phone number.

Remaining Cafeteria Account Balance upon Exit from the District:

- It is the parent's responsibility to obtain his/her child's lunch balance upon exiting the District. Any positive balance will be refunded. Please submit your request in writing to

Van Buren Public Schools
Food Service Department
501 W. Columbia Ave., Belleville, MI 48111
or
dpace@vanburenschools.net

Please include your name, the name of each student and your mailing address.

Additional Food Services Information:

Student Menu Free and Reduced Lunch Application Charging policy

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided

by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Julien Frazier, Student Services Director
555 W. Columbia Ave., Belleville, MI 48111
734-697-9123
jfrazier@vanburenschools.net

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District

administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

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

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Policy or building rules.

Lost and Found

All lost and found items are to be taken to the building office or designated area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for the administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to the medication.
- All medications must be in the original container and delivered to the school by a parent / guardian.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler

or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Playground rules follow the PBIS (Positive Behavioral Interventions and Supports) model and are designed to promote a positive and inclusive environment for all children within the VBPS district. These rules are grounded in clear expectations, positive reinforcement, and consistent consequences.

They encourage behaviors that contribute to a safe, respectful, and cooperative atmosphere. PBIS-based playground rules include using equipment safely, taking turns, practicing good sportsmanship, and using kind language and gestures.

Positive reinforcement, such as praise or small rewards, are used to acknowledge and reinforce desired behaviors. Conversely, consistent consequences are applied when rules are not followed, with an emphasis on teaching and reinforcing positive alternatives.

By adhering to PBIS-based playground rules, VBPS students learn valuable social and behavioral skills that extend beyond the playground, fostering a more positive school and community environment.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by

submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

A. student names, addresses, and telephone numbers;

B. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;

C. date and place of birth;

D. major field of study;

E. grade level;

F. enrollment status (e.g., full-time or part-time);

G. dates of attendance (e.g., 2013-2017);

H. participation in officially recognized activities and sports;

I. weight and height of athletic team members;

J. degrees, honors, and awards received; and

K. the most recent educational agency or institution attended.

The District further designates District-assigned student email addresses as directory information for the limited purpose or: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Confidentiality Program: The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk. Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

The Board designates the following individual to serve as the District's Threat Assessment Coordinator:

Dan Wright, District Safety Coordinator
734-697-9133 extension 2165
dwright@vanburenschools.net
The District's Threat Assessment and Response is found in Policy 5714.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school

vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops. Students should arrive at their assigned stop ten minutes prior to their stop time.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to their assigned seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) on their lap that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

Different Route Requests:

Students may not ride any buses other than the route they are assigned, to and from their assigned location.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

School officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via MiStar / Parent Portal and student academic reports.

To register for MiStar / Parent Portal, contact the building secretary.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not

impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Grades

1. Grading Philosophy: All Van Buren Public Schools grading and reporting will support the learning process and encourage student success. Grades measure a student's mastery of the course content expectations.

2. Purposes for Grading Students' Work

A. Primary Purpose is to communicate achievement to students, parents, and others

B. Secondary Purposes:
- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for available educational opportunities
- Evaluate the effectiveness of curricular, instructional, and assessment practices and programs

3. Homework

A. The purpose of homework is to provide students with an opportunity to practice those skills and concepts that have been taught in class. All homework assignments should meet the following criteria:
- Have a clear academic purpose
- Be appropriate to the age and skill level of the student
- Instill a sense of competence

B. For grading purposes, homework should not:
- Be used for new learning
- Require help to complete
- Be assigned as a punishment

MAKE-UP WORK: If a student is absent from school, he or she will be responsible for making up any assignments missed. Students with absences, including out of school suspensions, will be allowed to make up any class work or tests within a period of time equal to the number of school days absent. Arrangements for make-up work will be at the discretion of the teacher.

POTENTIAL FAILURE: Parents can expect to be contacted if progress has been unsatisfactory. Student progress notices may be sent at any time. Report cards will be issued at least once each marking period. The objective is to quantify and report each student's academic achievement.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact:

Julien Frazier, Student Services Director
555 W. Columbia Ave., Belleville, MI 48111
734-697-9123
jfrazier@vanburenschools.net

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may

consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Julien Frazier, Student Services Director
555 W. Columbia Ave., Belleville, MI 48111
734-697-9123
jfrazier@vanburenschools.net

Summer School

Summer School is expected to take place for the summer. Summer School is determined on student performance which is based on performance of assessments that are given throughout the 2025-26 school year.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

Section III: Student Clubs, Activities, and Athletics

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

The District offers the following student clubs, activities, and athletics:

See the school website for a complete list of clubs and activities offered.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student-athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Section IV: Discipline and Code of Conduct

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

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

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

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

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

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and

witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion

Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

Appendix A: Non-Discrimination, Anti- Harassment, and Non-retaliation

(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities.

A. Employee complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 4104. Employee complaints of Title IX sexual harassment are governed by Policy 3118.

B. Student complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 5202. Student complaints of Title IX sexual harassment are governed by Policy 3118

C. A contractor, volunteer, visitor, employee acting outside the scope of employment, or other non-student who believes he or she has been the subject of, or is otherwise aware of, unlawful discrimination (including harassment) or unlawful retaliation must timely file a good faith complaint alleging unlawful discrimination (including harassment) or unlawful retaliation using Form 4104-F with the Superintendent or, if a complaint is against the Superintendent, with the Board President. A complaint of unlawful discrimination (including harassment) or unlawful retaliation will be promptly and thoroughly investigated. The Superintendent or Board President will forward the complaint to one of the following, as applicable:

1. Title IX Coordinator;
2. Section 504 Coordinator; or
3. Civil Rights Coordinator.

D. Any person may also contact the Office for Civil Rights, U.S. Department of Education (“OCR”), by email at OCR.Cleveland@ed.gov , by telephone at (216) 522-4970, or by fax at (216) 522-2573 regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws for which OCR has jurisdiction.

E. contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status

Appendix B: Anti-Bullying

Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

a. substantially interfering with a student's educational opportunities, benefits, or programs;

b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

c. having an actual and substantial detrimental effect on a student's physical or mental health; or

d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must © 2020 emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board. The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications. The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service

provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Appendix C: Parent Involvement in Education

A. Parent Involvement The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present. Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105. Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4. At the beginning of the school year, the District will notify Parents of students attending Title I schools of the right to request a copy of this Policy. The District will provide a copy of this Policy to a requesting Parent in a timely manner.

Appendix D: Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior; ● critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

"Personal information" means individually identifiable information that includes:

1. student's and parents'/guardians' first and last name;

2. home or other physical address;

3. telephone number; or

4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;

2. military recruitment;

3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or

4. student recognition programs.

B. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

C. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;

2. how to opt their child out of participation in activities as provided for in this Policy;

3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and

5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Appendix E: Directory Information and Opt Out Form

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Van Buren Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you ***do not*** want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 30.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

The District designates the following information as directory information:

A. student names, addresses, and telephone numbers;
B. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
C. date and place of birth;
D. major field of study; grade level;
E. enrollment status (e.g., full-time or part-time);
F. dates of attendance (e.g., 2023-2027);
G. participation in officially recognized activities and sports;
H. weight and height of athletic team members;
I. degrees, honors, and awards received; and
J. the most recent educational agency or institution attended.

The District further designates District-assigned student email addresses as directory information for the limited purpose or: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the

student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.

☐ For School or District auto-dialer systems to communicate School or District information.

☐ To news media outside the School or District.
☐ To the School PTO or District parent organization.

☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.

☐ On official school-related websites or social media accounts.

☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature Date

Appendix F: Acceptable Use Agreement

District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;

b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.

4. Prohibit access by minors to inappropriate matters on the internet.

5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.

8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication. The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parents/guardians.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:

a. use of District technology resources is a privilege that may be revoked at any time;

b. a user has no expectation of privacy when using District technology resources;

c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;

d. District technology resources may not be used to bully, harass, or intimidate others;

e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

f. the District does not guarantee that the District's technology resources will be error free or uninterrupted

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned username and password.

3. A list of what constitutes misuse of District technology resources.

4. A prohibition against:

a. accessing other user accounts or files without authorization;

b. conducting personal business or activities;

c. accessing pornography;

d. communicating inappropriately with students;

e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and

f. accessing or downloading unauthorized software or programs.

5. A requirement that users report any material that is threatening, harassing, or bullying.

6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216. D. Public Access to Technology

D. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.

2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Appendix G: Athletics

Participation in Van Buren Public Schools (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director
Joe Brodie
734-697-9133 Extension 2019
jbrodie@vanburenschools.net

Secretary
Jamie Cichokowski
Phone: (734) 697-0016
jcichowski@vanburenschools.net

Athletic Code of Conduct

Physical Form (2 pages)

All athletes must have a current physical on file in the athletic office before they can try out, practice or compete on any team. Physicals for 2025-26 must be dated on or after 4/15/25.

Pay to Play

Participation Fee Contract
SBA Pay to Participate Fee Instructions

Athletics Offered and Coaches Information

BHS Sports Offered/Coaches Contact Information

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.

3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in Policy 5712.

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.

2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

3. Comply with the law, Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).

5. Not engage in conduct that is unbecoming of student-athletes.

6. Maintain academic eligibility as required by the Michigan High School Athletic Association. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Hall of Fame

APPENDIX H -RETURN TO ACTIVITY & POST-CONCUSSION CONSENT FORM