

**HANDBOOK  
AND  
DAILY PLANNER  
VANDERCOOK LAKE**



**2009-2010  
<http://vandyschools.org>**

## **WELCOME**

The Administrators and Staff would like to take this opportunity to welcome you to Vandercook Lake Middle/High School. It is our wish that you have a successful, productive and active school year.

The information contained in this handbook has been carefully prepared by administrators, staff, students and board members to help you succeed at Vandercook Lake Middle/High School. This information is in compliance with Board of Education Policies. This handbook, as well as support staff, teachers, counselors, and administrators are all here to assist you with your education. If you have any questions or problems, seek their advice.

Mark Schonhard  
Principal

Les Essex  
Assistant Principal  
Athletic Director

Renee Rudloff  
Assistant Principal  
Middle School Coordinator

## **TRADITIONS**

**SCHOOL NICKNAME - “VANDY” OR “JAYHAWKS”**

**SCHOOL COLORS - “RED AND WHITE”**

**SCHOOL EMBLEM - “THE MIGHTY JAYHAWK”**

### **SCHOOL SONG**

Give a cheer for Vandercook  
It's the best school in the land  
Hail to the colors red and white  
For them we take our stand  
Fight, team, fight, on to victory  
With our teams so bold and strong  
Bringing fame unto our school today  
As we sing this song.  
Fight!!!

**VANDERCOOK LAKE HIGH SCHOOL**  
**CALENDAR**  
**2009-2010 SCHOOL YEAR**

<b>JULY</b>	<b>27-31</b>	<b>Band Camp</b>	
<b>AUGUST</b>	<b>25</b>	<b>High School Tailgate Party</b>	<b>6:30 pm</b>
	<b>25</b>	<b>6<sup>th</sup> Grade Registration</b>	<b>9:00 am-3:00 pm</b>
	<b>26</b>	<b>7<sup>th</sup> Grade Registration</b>	<b>9:00 am-3:00 pm</b>
	<b>27</b>	<b>8<sup>th</sup> Grade Registration</b>	<b>9:00 am-3:00 pm</b>
	<b>28</b>	<b>9<sup>th</sup>-10<sup>th</sup> Grade Registration</b>	<b>9:00 am-3:00 pm</b>
	<b>31</b>	<b>11<sup>th</sup>-12<sup>th</sup> Grade Registration</b>	<b>9:00 am-3:00 pm</b>
<b>SEPTEMBER</b>	<b>7</b>	<b>LABOR DAY – NO SCHOOL</b>	
	<b>8</b>	<b>Staff Only</b>	
		<b>Open House</b>	<b>7:30-9:00 pm</b>
	<b>9</b>	<b>School Starts - Full Day – NO DELAYED START</b>	
	<b>15</b>	<b>MS Tailgate Party</b>	<b>6:30 pm</b>
	<b>21</b>	<b>Academic Awards Ceremony</b>	<b>7:00 pm</b>
<b>OCTOBER</b>	<b>5</b>	<b>School Pictures</b>	
	<b>9</b>	<b>Homecoming (Hanover-Horton)</b>	
		<b>Mid Term Progress Report</b>	
	<b>19</b>	<b>Middle School/High School Fall Concert</b>	<b>7:00 p.m.</b>
<b>NOVEMBER</b>	<b>6</b>	<b>End Marking Period</b>	
	<b>11</b>	<b>Parent-Teacher Conferences</b>	<b>6:00-8:00 p.m.</b>
	<b>12</b>	<b>Parent-Teacher Conferences</b>	<b>3:30-7:00 p.m.</b>
	<b>13</b>	<b>½ Day-School dismissed at</b>	<b>11:00 a.m.</b>
	<b>20</b>	<b>Downtown Christmas Parade</b>	<b>6:00 p.m.</b>
		<b>School picture Re-Takes</b>	
	<b>26-27</b>	<b>Thanksgiving Break</b>	
<b>DECEMBER</b>	<b>4</b>	<b>Mid Term Progress Report</b>	
	<b>10</b>	<b>Winter Band/Choir Concert</b>	<b>JCC 7:00 p.m.</b>
	<b>21</b>	<b>Jan. 1 Winter Break</b>	

**CALENDAR 2009-10 CONTINUED**

<b>JANUARY, 2010</b>	<b>4</b>	<b>School resumes</b>	
	<b>18</b>	<b>MLK Day - No School</b>	
	<b>19</b>	<b>Exams</b>	
	<b>20</b>	<b>Exams –No Delayed Start</b>	
	<b>21</b>	<b>Exams ½ Day –Dismissal 11:00 am</b>	
	<b>22</b>	<b>Exams ½ Day Dismissal 11:00 am Students Only</b>	
	<b>22</b>	<b>End of First Semester</b>	
	<b>25</b>	<b>Second Semester Begins</b>	
<b>FEBRUARY</b>	<b>12</b>	<b>Mid-Winter Break Begins – ½- Day Dismissal 11:00 am</b>	
	<b>15</b>	<b>No School – Mid Winter Break</b>	
	<b>19</b>	<b>Mid Term Progress Reports</b>	
	<b>22-26</b>	<b>Winterfest Week</b>	
	<b>26</b>	<b>Winterfest Dance</b>	
<b>MARCH</b>	<b>3</b>	<b>High School Orientation (8<sup>th</sup> grade)</b>	<b>5:30 pm</b>
	<b>3</b>	<b>Parent Teacher Conferences</b>	<b>6:00 - 8:00 pm</b>
	<b>4</b>	<b>Parent Teacher Conferences</b>	<b>3:30 – 7:00 pm</b>
	<b>5</b>	<b>½ Day of School Students and Staff – Dismissal 11:00 a.m.</b>	
	<b>23</b>	<b>Blood Drive</b>	
	<b>26</b>	<b>End of Marking Period</b>	
	<b>30</b>	<b>Exhibition Night</b>	<b>6:30 pm</b>
<b>APRIL</b>	<b>2</b>	<b>Good Friday – No School</b>	
	<b>5-9</b>	<b>Spring Break</b>	
	<b>23</b>	<b>Athletic Cash Bash</b>	
	<b>29</b>	<b>Lions Club</b>	<b>5:00 -9:00 pm</b>
<b>MAY</b>	<b>6</b>	<b>Scholar Athlete Banquet</b>	
	<b>7</b>	<b>Mid Term Progress Report</b>	
	<b>8</b>	<b>Prom</b>	<b>8:00-11:00</b>
	<b>10</b>	<b>5<sup>th</sup> Grade Orientation</b>	<b>8:30-10:00 am</b>
	<b>11</b>	<b>5<sup>th</sup> Grade Parent Orientation</b>	<b>6:15 p.m</b>
	<b>25</b>	<b>Spring Band/Choir Concert</b>	<b>7:00 p.m</b>
	<b>31</b>	<b>MEMORIAL DAY – No School</b>	
<b>JUNE</b>	<b>1</b>	<b>MS Awards 6<sup>th</sup> – 7<sup>th</sup> Grade</b>	<b>1:30 pm</b>
		<b>8<sup>th</sup> Grade</b>	<b>6:30 pm</b>
	<b>2</b>	<b>Senior Awards Ceremony</b>	<b>6:30 pm</b>
	<b>6</b>	<b>Baccalaureate MS Gym</b>	<b>3:00 pm</b>
	<b>7</b>	<b>Graduation Potter Center</b>	<b>8:00 pm</b>
	<b>10</b>	<b>Exams</b>	
	<b>11</b>	<b>Exams</b>	
	<b>14</b>	<b>Exams ½ Day School dismissed</b>	<b>11:00 am</b>
	<b>15</b>	<b>Exams ½ Day School dismissed</b>	<b>11:00 am</b>
	<b>16</b>	<b>Teacher Work Day</b>	

# Graduation Requirements of Class of 2010

**REQUIRED NUMBER OF CREDITS: 57**

**REQUIRED SEMESTERS:**

- ✓ A minimum of eight (8) semesters of enrollment in grades 9, 10, 11 and 12 is required for a diploma.
- ✓ Students must be enrolled for a full day of classes, both semesters, grades 9-12, unless approved by a building administrator.

**REQUIRED COURSES:**

**English 8 credits**

English 9	2 Credit
English 10	2 Credit
English 11	2 Credit
English 12	2 Credit

**Social Studies 8 credits**

Geography	2 Credit
US History	2 Credit
Civics/Economics	2 Credit
World Studies/Psychology	2 Credit

**Mathematics 6 credits**

Algebra or Core Math	2 Credit
Geometry or Core	2 Credit
Algebra II or Core	2 Credit

**Science 6 credits**

Earth Science	1 Credit
Health	1 Credit
Adv. Physical Science	2 Credit
Biology	2 Credit

**Physical Education (2 Credit)—including Physical Education 9**  
**Business Services & Technology (BST)/Computer Applications I (2 Credit)**  
**Personal Finance (1 Credit)**  
**Career Prep (1 Credit)**

# Graduation Requirements for Class of 2011-2013

**REQUIRED NUMBER OF CREDITS FOR CLASS OF 2011: 55**  
**2012: 53**  
**2013: 52**

## REQUIRED SEMESTERS:

- ✓ A minimum of eight (8) semesters of enrollment in grades 9, 10, 11 and 12 is required for a diploma.
- ✓ Students must be enrolled for a full day of classes, both semesters, grades 9-12, unless approved by a building administrator.

## REQUIRED COURSES:

### English 8 credits

English 9	2 Credit
English 10	2 Credit
English 11	2 Credit
English 12	2 Credit

### Social Studies 6 credits

World History with Geography	2 Credit
US History with Geography	2 Credit
Civics/Economics	2 Credit

### Mathematics 8 credits

Algebra (offered in 8th Grade for HS credit)	2 Credit
Geometry	2 Credit
Algebra II	2 Credit
Senior Year Math Related Course	2 Credit

### Science 6 credits

Advanced Physical Science	2 Credits
Biology	2 Credits
Chemistry or Physics	2 Credit

**Health (1 Credit) - offered in 8th Grade for HS credit**

**Physical Education (2 Credit)—including Physical Education 9**

**Business Services & Technology (BST)/Computer Applications I (2 Credit)**

**Personal Finance (1 Credit)**

**Career Prep (1 Credit)**

**Online Learning Experience (minimum 20 hours over grades 9-12)**

## GRADUATION REQUIREMENTS

### REPORT CARDS:

Report cards will be issued twice each semester at the conclusion of each nine (9) week period. Achievement in each subject area, attendance and tardiness will be recorded. Regular attendance and achievement are closely related. Progress reports will be available at 4-5 weeks.

Explanation of Marks:	A=Superior	B=Good	C=Average
	D=Unsatisfactory	F=Failing	W=Withdrawn
			I=Incomplete

**SEMESTER EXAMS:** Are given to students at the conclusion of first and second semester. All students must be in attendance during the entire testing block or will fail exam (No Exam make-ups for unexcused absences). Seniors with an A- or better average or no more than one excused absence in class may elect to not take the final exam second semester. High school students taking final exams that have exemplary attendance with two or fewer excused absences and zero unexcused absences per semester will be rewarded with an additional 10% points on their semester final exam grade.

**PARENT TEACHER CONFERENCES:** Conferences are held each semester. We encourage all parents to attend these conferences.

## GRADING SCALE

**Regular and specific feedback on learning progress is essential. Grades are not meant as rewards or punishments. To report student progress in an objective manner, tasks are assigned points. The points are then tabulated and compared to the total points to obtain a percentage.**

### SCALE

<u>A</u>	<u>92.5-100%</u>	<u>C</u>	<u>72.5-76.4%</u>
<u>A-</u>	<u>89.5-92.4%</u>	<u>C-</u>	<u>69.5-72.4%</u>
<u>B+</u>	<u>86.5-89.4%</u>	<u>D+</u>	<u>66.5-69.4%</u>
<u>B</u>	<u>82.5-86.4%</u>	<u>D</u>	<u>62.5-66.4%</u>
<u>B-</u>	<u>79.5-82.4%</u>	<u>D-</u>	<u>59.5-62.4%</u>
<u>C+</u>	<u>76.5-79.4%</u>	<u>F</u>	<u>0- 59.4%</u>

## **ATTENDANCE POLICY**

The state's compulsory attendance law recognizes an educational value in regular attendance at school. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students. Interaction between students and staff and involvement in the total school environment are critical components of the learning process and are generally dependent on the student's presence in school and in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

To encourage our students to attend school, based on input from a committee of faculty, parents, students, and administrators, the school board adopts the following policy:

### **1. Reporting Absences:**

**The following are excused absences provided the parent or guardian calls the office between 7:30 a.m. and 3:00 p.m. the same day of the absence. Also acceptable is a call before 8:00 a.m. the day following the absence or a note signed by the parent or guardian turned into the office upon the student's initial return to school. Failure to notify the school properly will result in an unexcused absence. School may contact the home if absence is not reported to the school.** In cases of suspected abuse, a doctor's verification may be required.

- A. Illness, home confinement, hospitalization and funerals.
- B. Medical or professional appointments which cannot be scheduled outside the school day must be verified with an appointment card or note from the doctor's office. If possible, this verification should be presented to the office prior to the appointment.

**Students having permission to leave the building during the school day must have a white slip signed by a school official. Sign out and sign in at the office when leaving or returning to school.**

- C. Family related activities which require the presence of the children may be pre-excused by completing a pre-excused absence form at least one week in advance so arrangements can be made for makeup work to be missed. (Parents are reminded that any absence from school may be detrimental to the student's progress. Therefore, parents are encouraged to use this provision for sound and pressing reasons only.)
- D. Funerals involving members of the immediate family should be called into the office as soon as practical.
- E. Approved school sponsored activities.

### **2. Suspensions:**

Suspensions relating to attendance will be treated as **unexcused** and all work is due on the day the student returns.

Suspensions other than those relating to attendance will be considered **excused**. Students are responsible for completing missing assignments.

### **3. Extenuating Circumstances:**

Extenuating circumstances presented by the parent or guardian will be considered by the principal or designee for an excused absence.

#### 4. **Unexcused Absences:**

**Calls must be received** by 3:00 p.m. the day of the absence or by 8:00 a.m. the next day **or the absence is unexcused.** (Also **unexcused**-instead of no phone call, no note received in the office upon the student's return.) Parents will be notified by messaging system for each unexcused absence. Each unauthorized unexcused absence must be made up by a Wednesday morning detention and/or suspension. Parents will be notified of the unauthorized unexcused absence and accompanying Wednesday morning detention and/or suspension. Parents will have five days from the date of notification to contact the office. A satisfactory explanation of the unauthorized unexcused absence will then void the unauthorized unexcused absence and the Wednesday detention and/or suspension.

- A. Skipping school will be considered as an unauthorized unexcused absence.
- B. Students who are truant from class or who leave school during the school day without a white slip or failure to sign out properly will be considered unauthorized unexcused.

#### 5. **Make-Up Work Due to Absence:**

**All work missed due to an absence** must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher to arrange for all work missed the day of return. The teacher will set the time allowed for make up work. If a student has an unexcused absence due to skipping, he/she will not be allowed to make up any tests given during the absence.

#### 6. **Truancy referral:**

Students of compulsory school age who develop acute attendance problems will be referred to the Jackson County Sheriff's Office and/or Juvenile Division of Probate Court for appropriate action.

#### 7. **Attendance Limit:**

Full attendance is vital if our students are to receive maximum educational benefits. Each day in school is important academically and socially and once lost cannot be regained. Students with good attendance generally achieve higher grades and are better able to meet the challenges of our complex society. For these reasons, a student's grade will be reduced by one full letter grade for each unexcused absence he/she accumulates over two (2) in a marking period (9 weeks).

The last Saturday of each quarter the students will have the opportunity to attend "Saturday School" from 8:30a.m. – 11:30a.m. Attending this session will allow students to reduce the number of unexcused absences by one (1).

High school students taking final exams that have exemplary attendance with two or fewer excused absences and zero unexcused absences per semester will be rewarded with an additional 10% points on their semester final exam grade.

Parents whose children accumulate five (5) absences in a marking period; whether excused, unexcused or a combination of both will be contacted by the administration. Parents will be informed that additional absences by their son/daughter may require a hearing with the

attendance committee. The attendance committee will listen to and review the explanation and information offered by the parents or guardians and make recommendation to the administration. Recommendations by the attendance committee could include the assigning of student's to the "youth truancy program", petitioned to family court, a reduction of the students grades, or additional strategies which may help the student's improve his/her attendance. Because of the confidential and sensitive nature of some attendance issues the administration reserves the right to make the final decision. Proper correction to the attendance record will be made in the event it is found the policy was improperly recorded. Any decision may be appealed through the due process procedure.

Student's who lose credit as result of an accumulation of excessive, unexcused absences may require a hearing with the attendance committee. Appeals must be in writing and received by the building principal two weeks before the end of the semester. The student's grade will remain an (F), however, if the course is included in the Michigan Merit Curriculum the students can request to take an exit exam. If the students passes the exit exam or series of exams with a score of 80% or greater, credit will be granted for the class.

8. Perfect Attendance:

Student must be in attendance every day to qualify for perfect attendance. Perfect Attendance includes "0" tardiness.

**TARDY POLICY**

1. Prompt arrival to all classes is an expectation at Vandercook Lake Middle/High School. Students are considered absent after 5 minutes, with the exception of the first period of the day when they are absent after 10 minutes. Students not in the classroom at the designated time will be informed by the classroom teacher that they are tardy. If accompanied by a signed pass from a staff member, late students will not be considered tardy.

2. Consequences for students with excessive tardiness - enforced quarterly
- |                |  |
|----------------|--|
| 1st tardy----- | Warning.   |
| 2nd tardy----- | 15 minute detention.   |
| 3rd tardy----- | 15 minute detention.   |
| 4th tardy----- | 1 hour after school.   |
| 5th tardy----- | 1 hour after school; Liaison officer will notify student and parents.  |
| 6th tardy----- | Wednesday morning detention. Liaison officer will notify student and parents.  |
| 7th tardy----- | Saturday Study Hall.   |
| 8th tardy----- | 1 day In-school suspension. Further tardiness will result in additional suspensions. Parent/guardian will be notified. |

Questions regarding tardiness must be received by the office within five (5) days from the date of written notification. Please call 782-8167.

**Car Problems or oversleeping are not acceptable excuses for tardiness.**

## **GENERAL INFORMATION**

### **ASSEMBLIES:**

Assemblies will be scheduled periodically as part of the total educational program. The Principal/Assistant Principal will determine if the content, theme, and length of each assembly is appropriate for the student body.

Students who do not adhere to proper and courteous behavior in assemblies will be referred to the Principal/Assistant Principal for appropriate disciplinary action. Applause should be in good taste; whistling and booing are not acceptable.

### **ATHLETICS:**

Vandercook Lake MS/HS believes that athletics are an integral part of the total educational program. Not everyone can be a member of an athletic team, but everyone can benefit from the programs offered by the athletic department. Our purpose is to provide experiences not otherwise available in the classroom. The belief of the athletic program is based on the following:

1. Athletic participation is a privilege not a right.
2. Sportsmanship is our top priority. Since the community provides the support necessary to operate an athletic program, the student-athletes and coaches should always remember that they are public representatives of the Vandercook Lake Public School District. Members of the athletics program should conduct themselves in a manner that brings respect and admiration to themselves, the school, and the community.
3. Participation is reserved for those athletes who demonstrate the highest level of skill in their respective sports.
4. The program wishes to develop character, improve skill performance, and to represent the school and community in a positive way.

### **AWARDS:**

Various awards are presented in the fall and spring of the year. Athletic Awards are presented at the conclusion of the sport season.

### **BOOKSTORE:**

Paper, pencils, pens, and a variety of other supplies are available before school from the supply/spirit store.

### **BICYCLES:**

Bicycle parking racks are provided for students. It is the responsibility of each rider to lock their bike to the parking rack.

### **SKATEBOARDS:**

Skateboards are prohibited from school grounds.

### **COMMUNICATION AND ELECTRONIC DEVICES:**

The items listed above can be extremely disruptive to the educational process. They could also lead to safety issues, as well as acts of vandalism and theft. Any of these items that are seen or used during the school day, 7:35 a.m.-2:50 p.m., without administrative permission will be confiscated and returned at a later time. Avoid consequences by turning in any of these devices to the office and picking them up after school. There is not a time during the day when communication or electronic devices are appropriate or necessary. Consequences for having communication devices confiscated:

- |                          |                                 |
|--------------------------|---------------------------------|
| 1 <sup>st</sup> offense: | After school one hour detention |
| 2 <sup>nd</sup> offense: | Wednesday a.m. detention        |
| 3 <sup>rd</sup> offense: | In-school suspension            |
| 4 <sup>th</sup> or more: | Out of school suspension        |

### **CLASS ROOM RULES:**

Each teacher will establish rules for his/her classroom to help insure the maximum learning for all students. Students are expected to abide by the rules established by the classroom teacher.

These will include:

1. To refrain from any behavior that interferes with the rights of another student to learn and the teacher to teach.
2. To be in class in assigned seats when the bell rings.
3. To use the passing time for going to lockers, bathroom, grooming, or visiting.
4. To bring to class all necessary materials and assignments.
5. To observe rules of common courtesy in class.
6. To make sure that furniture and equipment is not damaged and the room is kept clean.
7. Open drinks and Food are to stay out of the classrooms and hallways. Energy drinks and other non school purchased drinks are not allowed in school.
8. Use of playing and gaming cards is prohibited.

### **DISPLAY OF AFFECTION:**

Holding hands without any other contact is permissible. Contact other than holding hands may result in detention or suspension.

### **EMERGENCY DRILLS AND SCHOOL CANCELLATIONS:**

#### **A. FIRE DRILLS:**

Fire drill procedures have been established for the safe, orderly routing of students from the building. Procedures will be reviewed by each teacher as to the route to be followed from his or her room. Periodic practice drills will be held at regular intervals during the school year.

#### **B. TORNADO DRILLS:**

Procedures have been established for maintaining students in the building during tornado watches and warnings. The procedures will be practiced and reviewed through the school year when appropriate.

#### **C. LOCKDOWN:**

Procedures have been established for safe, orderly practice of lockdowns. Lockdowns will be practiced and reviewed throughout the school year when appropriate.

#### **D. SCHOOL CANCELLATIONS:**

At times when weather or conditions prohibit school from being in session, announcements will be made over radio stations & television stations.

#### **HALL PASSES:**

No student is to be in the corridors during the time when classes are in session, unless he/she possesses a handbook.

#### **HARASSMENT/BULLYING/HAZING/CYBER BULLYING**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, taunting, hazing and other disruptive behaviors.

## **HEALTH AND EMERGENCIES:**

### **A. ACCIDENTS**

All accidents are to be reported to the office immediately. An accident report form is to be filled out by the supervising teacher. Parents or the nearest relative will be notified by the office immediately.

### **B. HEALTH - ILLNESS**

In cases of illness, students are to be sent to the office so that parents may be notified, if necessary. A health room is available so that students may rest in privacy. Supervision will be provided by the office staff.

### **C. MEDICATION**

All medication must be brought to the office. No medicine shall be permitted other than medicine prescribed by a doctor and meeting the requirements outlined in the medical form which is available in the high school office. Questions relating to medicine in the high school shall be referred to the Principal. Each medication needs to be brought in its original container from the pharmacy. If there is a change in the dosage, a written, signed, and dated letter must be sent to the school.

## **HONOR ROLL**

Each marking period the honor roll will be compiled of students whose grades warrant academic recognition. Honor Roll will be divided: **High Honors: 3.50 to 4.00** and **Honors: 3.00 to 3.49.**

## **INDEPENDENT STUDY**

A junior or senior wishing to take a class as an independent study must first obtain the permission of the instructor and counseling office. The instructor and student will meet to develop a mutually agreed upon curriculum highlighting materials to be used, assignments, due dates and any other expectations deemed necessary for the successful completion of the course. Both parties will sign an agreement detailing the conditions of the independent study class. A copy of the agreement will be submitted to the counseling office and approved by the administration.

## **LIAISON OFFICER**

The Liaison Officer has the authority as a school employee to interview and question students.

The liaison officer will notify parents when students reach any of the following:

- A.) Step 6 from the ICE room.
- B.) Step 5 and 6 tardiness.

## **LOCKERS**

All students will be assigned a hall locker. Each locker has a built-in combination lock. There is no charge for hall lockers. Each student should **safeguard** his combination to prevent entry and taking of books or personal belongings.

Fines will be assessed for mistreatment and damage. Lockers should be kept clean and neat. Periodic inspections will be made of all lockers.

Students are not to keep their belongings in any other locker other than the one to which they have been assigned. Lockers are school property and subject to inspection by school personnel at anytime.

## **LOST AND FOUND**

Numerous items are lost and found each year. Many go unclaimed. Articles that are found should be turned in to the office so that students can claim them. All items will be held for a reasonable time and then given to charity. Students should properly mark personal items, books, and clothing, if possible, so they can be easily identified.

## **SCHOOL ACTIVITIES/DANCES**

Vandercook Lake High School Activities and dances are not public. They are sponsored by a school group for the enrolled members of our school and their personal guests.

1. Activities and dances may last until 11:00 p.m.; after a game on Friday until 11:30 p.m. Prom is an exception.
2. If a student chooses to leave an event before the end of the event they will not be allowed to return.
3. Smoking or the use of drugs or alcohol is prohibited.

## **SCHOOL DANCES/PASSES**

1. **Guest Passes** for high school dances and activities must be obtained in the office and returned to the office by 3:00 p.m. two days before the dance. Guest passes will not be issued for anyone twenty-one years of age or older. Expect the high school office to contact guest student's school to verify their enrollment.
2. Middle School students are not allowed at Senior High dances; nor are Senior High students allowed at Middle School dances.
3. Students must be in school the day of the dance in order to attend the dance.

## **SCHOOL DANCE DRESS CODE**

- A. Dress regulations for extracurricular activities:
  1. All students are to be informed as to the type of dress for any event.
  2. Classifications:
    - a. formal - girls must wear a formal; boys must wear a tuxedo, suit or sport coat
    - b. semiformal - girls should wear a party dress or good dress; boys should wear suits or sport coats, dress slacks, shirts and ties or turtleneck.
    - c. dress-up - girls should wear dresses or skirts, blouses and sweaters, boys should wear sweaters, sport coats, shirts and ties, turtlenecks, dress slacks.
    - d. casual or sports wear – school appropriate clothing.

## **SCHOOL PICTURES**

During the early fall, school pictures will be taken of each student. The school photos are used for the student's permanent records and for the school yearbook. Pictures are to be paid for when they are taken. All students must have pictures taken for ID, library, lunch card, yearbook, and senior class composite picture.

## **SIGNING OUT/IN**

All students must have a white slip obtained from office when leaving the building, including the parking lot except for Career Center. All students must sign in upon return.

## **SIGNS AND POSTERS**

Signs and posters will be permitted in appropriate designated areas of the building after approval of faculty advisor and/or principal/assistant principal. Signs and posters should be signed by the principal/assistant principal.

### **SMOKING AND CHEWING TOBACCO**

In the interest of health and safety, the school wishes to make it clear that it does not approve of students smoking at anytime. Students are not to have cigarettes or chewing tobacco on their person or in their lockers during the time they are in school. Students who violate this rule will be penalized as if they were smoking. Lighters and matches are not allowed in school, they will be confiscated and students may be suspended.

Smoking on the school grounds or in the school building by a student currently enrolled at Vandercook Lake Schools before, during or after the regular school day, at all school events, whether at home or away is expressly forbidden and will be subject to disciplinary action listed under the Uniform Discipline Code.

Any student smoking or chewing tobacco on school grounds will be issued a ticket.

### **SUMMER SCHOOL**

To enroll in summer school, students must complete the registration form signed by a counselor and/or principal prior to enrolling. Vandercook Lake will accept up to 5 credits towards graduation. Credits may be transferred and grade included in GPA.

**OFFICE PHONES ARE FOR SCHOOL BUSINESS ONLY AND CANNOT BE TIED UP FOR PERSONAL USE.** Students are restricted from making calls in the office. In cases of emergency or illness, school officials will make calls.

### **PHYSICAL EDUCATION FEES**

Physical Education fee of \$5.00 for the use of a gym lock throughout school.

### **TRAFFIC IN CORRIDORS**

Students are expected to proceed to and from classes in an orderly manner. Ample time is allowed to students to pass from one class to the next. Always walk in the halls-never run.

### **TRANSFERRING STUDENTS**

A student transferring into the Vandercook Lake school district from another district will have his transcript evaluated and credits equated to our grade point and credit system. We operate on a 4.0 Grade Point Average scale. A student will not be penalized for transferring from a district that has fewer credit requirements than Vandercook Lake.

### **VISITORS**

Student visits should be discouraged. Visitors are to be approved with a permit from the principal's office before being taken to classes. Guest passes will not be issued to local students whose school is in session. Teachers are not to permit visitors without approved permits.

### **WORK PERMITS**

Work permits may be obtained from the high school office. Students may pick up the application for a permit and take it to the employer to be filled out. A permit will then be issued upon presentation of the properly completed application and verified proof of age.

## **SERVICES:**

### **COUNSELORS:**

Counselors are available to all students by self-appointment and teacher referral to assist students with personal and emotional problems and educational planning. Appointments can be made with the office secretary.

Due to the nature of our profession, we safeguard your child's right to counseling services and their right to confidentiality. We do not notify parents when students seek our services. Even if your child has spoken with you, we are ethically bound to refrain from disclosing information without the permission of the child unless we have reason to believe that the child may become involved in self-destructive behavior, may harm someone else, or it involves legal issues.

From time to time, your child may seek our services. We encourage you to maintain an open, warm relationship with your child. We also encourage you to contact us should you have any concerns. Our goal is to work together for the welfare of your children.

Counselors will also be responsible for the administration of all standardized testing, college counseling, scholarships, maintaining student records, job placement and career education. The counselor's office is an information center for vocational and educational planning. Career files, college catalogs, brochures of many kinds are available for study.

### **LIBRARY:**

The library is located across the hall from the main office. The purpose of the library is to offer students necessary research information, reading material to supplement course work, leisure-time reading material, and a location that is conducive to study. The library is open for study each day 7:45 a.m. to 3:30 p.m. Students may use the library during the day by obtaining a pass from a teacher or the librarian. Materials may be checked out for 1 to 3 weeks. If not returned on time, a fine will be assessed. ID cards are used to check materials out. With the exception of student library aides, no student is to be behind the main library circulation desk, nor are students allowed access to the copy machine.

### **HOT LUNCH PROGRAM**

Hot lunches will be provided for students. Money for lunch items can be credited to a student's account in the cafeteria before school and during nutrition break. All cash purchases of lunch will be after those with prepaid lunches have been served. Ala Carte items will be available for purchase after hot lunch is purchased. Milk as well as Ala Carte items will be available for those students with sack lunches.

#### **A. Automated Credit System:**

1. Students will be assigned an identification number and card.
2. Credit will be applied to a student's account with a cash deposit made before school or during nutrition break.
3. Students with free and reduced lunch will be presented with an identification number card as soon as the approved application is on file.

#### **B. Cafeteria:**

There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunch room. We urge all students to use the cafeteria as a place for pleasant relaxation, conversation, and leisurely eating. Students are responsible for returning their own tray to the kitchen window and cleaning their eating area. Students are to eat only in the cafeteria or the adjacent areas earmarked for such purposes. Food and beverages are not permitted outside the cafeteria or other designated eating areas at any time. At no time during the school day is anyone allowed to leave the school building without following proper sign-out procedures. (See Sign-Out Procedures).

**PARENTS AND STUDENTS ARE ASKED NOT TO BRING IN OR ACCEPT FOOD FROM OUTSIDE RESTAURANTS.**

## **SCHOOL BUS REGULATIONS**

Vandercook Lake Public Schools operate school buses for children living over one mile from the school they attend.

The Board of Education desires to operate them in a safe, economical and efficient manner. This can be achieved best by the fullest cooperation of the pupils who ride, the principals of the school, and drivers of the buses. It is with this aim in view that we recommend the following suggestions to pupils and drivers:

### **PUPIL COOPERATION**

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.
2. Pupils should be on time at the designated bus stops. Buses cannot wait!
3. Pupils should stay off the roadway at all times while waiting for buses.
4. Pupils should cross in front of the bus when crossing a highway; not in back of it.
5. Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
6. Students should keep their hands and heads inside the bus at all times.
7. Moving around or changing seats on buses is forbidden. Students must occupy the seat assigned.
8. Normal classroom conduct (except ordinary conversation) is required while getting on or off and while riding the bus.
9. Any student causing trouble by teasing, pulling hair, shuffling, or using unfit language will be warned and on the third offense suspended from riding.
10. Throwing articles of any kind in a bus is dangerous and it will not be tolerated.
11. Any damage to a bus should be reported to the driver at once.
12. Any student disfiguring or mutilating a bus will be required to pay for the damage and will be denied further use of the buses.
13. Pupils should help to keep buses clean, sanitary and orderly. Eating during regularly scheduled runs is forbidden.
14. Pupils may have to walk as far as a half to one mile to bus stops if necessary. Buses will not travel on unsafe roads or do extensive backtracking.
15. Students failing to observe school bus regulations will be issued a "Notice of Bus Rule Infraction". Students issued this notice are subject to temporary or permanent suspension of bus service.
16. Written permission from both sets of parents is required for a student to ride a different bus home.

## **BUS REGULATIONS FOR HIGH SCHOOL ACTIVITIES**

The following regulations have been compiled in order to make transporting of students to away activities more orderly and to ensure safe passage:

1. Pupils must obey drivers and chaperones as they are in full charge of the bus and pupils.
2. Students should keep their hands and heads inside the bus at all times.
3. Moving around or changing seats after the bus is in operation is prohibited
4. Throwing of articles of any kind on the bus will not be tolerated.
5. Yelling out the windows is prohibited.
6. Normal conversation may be carried on. Singing and school songs may be sung if done in a normal manner.
7. Displays of affection follow school rules.
8. Students planning to ride the spectator bus to athletic contests are to sign their name in the office before school the morning of the contest. A note from the parent to ride the bus must be presented and the fee paid at that time.
9. Students riding on spectator buses must return on the same bus assigned by the office.
10. Students are not allowed to take food or drink on the bus.
11. Bus sponsors are to sit in the rear of the bus as it is much easier to observe student conduct.

### **VEHICLE REGISTRATION AND PARKING:**

All students who drive to school must register their cars in the high school office and park in the designated area assigned.

Parental permission must be on file before approval will be granted. Forms for registration may be obtained in the high school office. Registration emblems must be visible at all times.

There is to be NO parking in the circle. Speed limit on school grounds shall not exceed 10 miles per hour.

### **PARKING LOT RULES:**

1. All students who drive to school must park in the paved area of the **WEST** parking lot. Students are **NOT** to park in the visitors slots. The **SOUTH** parking lot is reserved for faculty and other school employees. Parking of cars is not allowed in back of the high school. This is the area of the tech lab, band room and boiler room.
2. Cars are to be locked.
3. Cars are not to be accessed during the day without office permission.
4. The parking lot is off limits and no one without permission from the office will be allowed on it other than before and after school.
5. Students who find it necessary to leave during a school day get a white slip signed by a school official and the school official must contact parent or guardian.
6. Drivers to and from the Career Center need a permission slip in office.
7. Violations of any of the above rules will result in the loss of driving privileges and their car could be towed from school property.

## **DRESS CODE**

The primary responsibility for appearance and grooming rests with the student and his/her parents. The building administrators reserve the right to send students home if they come inappropriately dressed.

Students should avoid dress and grooming styles that can be hazardous to themselves or to others in school activities such as tech lab, physical education, and art. Grooming and dress which prevent the student from doing his/her best work because of blocked vision or restricted movement (such as sagging pants) should be discouraged as should styles that create or are likely to create disruption or classroom order.

The following items of clothing are inappropriate for an educational setting:

Tops:	Shirts or blouses that create a “bare midriff” Straps may not be less than 2” wide Tops should not have a plunging neckline
Pants:	Low cut pants, Hip Huggers, or excessive rips and tears
Hats:	Hats, hoods, headbands, do-rags, bandannas, and sweat bands
Short shorts/skirts:	Shorts/skirts should reflect the following: Place your hand at your side, fingertips extended. The hem of your clothing must fall between your finger tips and joint.
Pajama Pants/Slippers:	Sleeping attire must stay at home.
Jewelry:	Chains and spikes are not to be worn during the school day. Other jewelry that might threaten students safety as deemed inappropriate by the administration may be confiscated.
Shoes:	Heeleys or shoes with wheels are not allowed in school.

Other apparel deemed inappropriate by the administration may include gym shorts, bicycle shorts and cutoffs of any type. Further, clothing that advertises or promotes alcohol, drugs, or related activities are considered inappropriate. This is contrary to our school policy and state law regarding alcohol and drugs. This means the wearing of beer, “drug” or “alcohol” T-shirts and suggestive or provocative apparel, including, but not limited to, nudity and profanity is not acceptable.

Any student who does not comply with the above dress code will be subject to disciplinary action.

The Board of Education recognizes that the “Dress Code” outlined above does not encompass all items of acceptable student attire or all facets of personal grooming and attire not specifically addressed here will be determined by the school administration.

### **IN SCHOOL SUSPENSIONS**

In school suspension is used in place of out of school suspension whenever possible. Adult supervision is provided. Students work on class subjects. No talking or hall socialization is allowed. Failure to complete in school suspension will result in an out of school suspension.

### **SATURDAY DETENTION/WEDNESDAY MORNING DETENTION**

Saturday and Wednesday detentions have been established as a form of discipline in an attempt to decrease the suspension of students from school due to poor behavior and related attendance problems.

Saturday and Wednesday detentions do not eliminate established Board Policies relating to the Uniform Discipline Code and procedures to be followed for smoking, alcohol, drugs, vandalism and theft on school property. The Student Handbook clearly explains procedures to be used for these offenses.

Examples of misbehavior that could result in the assignment of a Saturday /Wednesday Morning Detention are: Swearing, Lunch Hour Violations, Driving Without Permission, Tardiness, Disruptive Classroom Behavior, Student Driving Policy Violation, Failure to serve detentions.

Examples of misbehavior that will **NOT** result in the assignment of Saturday/Wednesday Morning Detention:

- Smoking on school grounds or any school function.
- Drinking or under the influence of alcohol on school grounds or at any school activity.
- Fighting.
- Possession of alcohol, drugs and/or look alike drugs on school grounds or at any school activity.

Saturday/Wednesday Morning detention is to be used at the discretion of the school administration.

### **GENERAL RULES ON SATURDAY/WEDNESDAY DETENTIONS:**

1. Saturday detention will run from 8:30 a.m. to 11:30 a.m. Wednesday detention will start at 7:45 a.m.
2. No students will be admitted after 8:30 a.m. on Saturday and 7:45 a.m. on Wednesday.
3. Students will not be allowed to use the phone or go to their locker.
4. Talking between students will not be allowed.
5. Students will be expected to bring school work for the entire detention period. If they have nothing to do, they will be assigned written work administered by the person in charge.
6. Students will not be allowed to sleep or bring radios and/or tape players.
7. There will be one five minute break between the first half and second half of the detention. Students will be allowed to go to the rest room at this time.
8. Students may be asked to leave the Wednesday or Saturday detention for violation of any of the rules and/or poor attitude. Any student who is asked to leave will be suspended from school for one day.
9. Any student who is unexcused from a Saturday/Wednesday detention will be suspended.
10. Any student who refuses to serve the assigned Saturday/Wednesday detention or any student whose parent(s) refuses the assigned Saturday/Wednesday detention may select a (1) day suspension from school in lieu of the assigned detention.
11. Saturday/Wednesday detentions must be completed during the current school year.
12. The number of Saturday/Wednesday detentions will be determined by the administration.

Failure to comply with the above rules or failure to comply with the reasonable request of the person in charge will result in automatic suspension from school.

# Respect Code Rubric

A student who earns a **ONE (1) regularly** demonstrates the following characteristics:

- \*Does not need to be reminded about behavior and can be depended upon to follow the classroom rules no matter what others do.
- \*Is ready to begin work with supplies and homework in class.
- \*Uses class time to complete assigned work.
- \*Communicates with teacher and peers in a positive, cooperative manner at the appropriate time.
- \*Contributes to the class by reading, answering questions and/or participating in in class discussions.
- \*Works independently, but knows when and how to seek guidance from the teacher.

A student who earns a **TWO (2)** demonstrates the following characteristics:

- \*Sometimes needs to be reminded about behavior like talking, writing notes, or paying attention.
- \*Is usually prepared for class with supplies and homework.
- \*Usually uses class time to complete assigned work, but may need to be reminded to stay on task.
- \*Is usually courteous and cooperative, but may occasionally get carried away.

A student who earns a **THREE (3)** demonstrates the following characteristics:

- \*May need frequent reminders about proper classroom behavior, including distracting other students, excessive talking, writing notes, failure to stay in the correct seat during class or misuse of school property.
- \*Frequently arrives to class without books, supplies, or homework.
- \*Is inconsistent about using class time to complete assigned work.
- \*Sometimes communicates with teachers and peers in a defiant or negative manner.

A student who earns a **FOUR (4)** demonstrates the following characteristics:

- \*Is often uncooperative and mischievous and needs constant supervision and reminders about classroom rules and expected behaviors.
- \*Rarely comes to class with books, supplies, or homework.
- \*Consistently creates disruptions, drawing attention away from learning activities.
- \*Regularly communicates with teacher and peers in a defiant or negative manner.

## **TEACHER/OFFICE ASSIGNED DETENTIONS**

Failure to report to a detention assigned by a teacher or administrator can result in a double detention, Saturday/Wednesday detention, parental conference or suspension.

## **UNIFORM DISCIPLINE CODE**

In holding with the educational belief that sound discipline in the school setting provides both students and staff with the most conducive atmosphere for learning, the Board of Education of Vandercook Lake Public Schools recognizes the responsibility of both professional personnel and students in maintaining constructive limits and controls.

School attendance is a privilege and an inherent right of all students, bearing with it the full responsibilities of good citizenship and acceptable behavior. It is, however, a privilege that can be jeopardized if poor judgment and poor behavior are portrayed.

Discipline is essential to the learning process and students who cannot effectively function in the school setting in this regard and fail to adhere to what is in the best interest of the educational environment must be disciplined. Specific disciplinary measures will be appropriate to the type of offense, the frequency or number of previous offenses and the degree of seriousness of the offense. These guidelines are listed on the following pages.

## **DISCIPLINARY GUIDELINES**

### **LEVEL I: TYPE OF OFFENSES**

- A. Excessive tardiness (refer to attendance policy)
- B. Truancy (see attendance policy)
- C. Profanity
- D. Refusal to conform to adopted student dress code.
- E. Defiance of authority, insolence, and/or insubordination
- F. Forgery of school passes or excuse
- G. Disorderly Conduct (Speech, conduct and/or behavior that is threatening, obscene, vulgar, indecent or which is disruptive to the orderly educational procedure of the school).

### **ACTION**

- 1. Notification of parents concerning offense and possible action.
- 2. Parental conference, if requested by either the school or a parent.
- 3. Warning, detention, work assignment, and/or possible suspension.
- 4. Other disciplinary measures as deemed necessary by the administration and/or the Board of Education.

**The nature of a situation may involve several levels of discipline being utilized at one time.**

**SECTION 380.1300 of the Michigan School code clearly states that regulations stated in this handbook are applicable to students while in attendance at school or enroute to and from school.**

## **LEVEL II: TYPE OF OFFENSES**

- A. Fighting (depending on aggressor).
- B. Harassment: Includes: Written/Verbal/ Physical/ (Sexual/Intimidation)/Bullying/Hazing
- C. Smoking in or on school grounds (refer to General Information-smoking).
- D. Larceny.
- E. Refusal to abide by the general school rules - regulations.
- F. Matters of Public Safety-Projectile objects-items like stingers, hornets.

## **ACTION**

- 1. Notification of parents concerning the offense and possible action.
- 2. Parental conference if warranted.
- 3. Temporary leave\*, detention work assignments, and/or suspension.
- 4. Other disciplinary measures as deemed necessary by the administration and/or Board of Education.

**\*(Temporary leave given for Item (D) if student returns same day on first offense).**

## **LEVEL III: TYPE OF OFFENSES**

- A. Assault.
- B. Socially unaccepted or immoral behavior that is detrimental to the individual and the school.
- C. Destruction, defacement, or mutilation of property.
- D. Use or possession of alcoholic beverage or drug (refer to alcohol and drug policy).
- E. Arson.
- F. Carrying knife or weapon (Dangerous Weapons is defined to mean a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife that opens by a mechanical device, iron bar, or brass knuckles).
- G. Bomb Threat (Making a threat that a bomb has been placed or is about to explode).
- H. Fireworks or Other Explosive Material, Possession and/or Use of (Student(s) using or having in their possession any explosive device which is illegal or dangerous to themselves or to others).

## **ACTION**

- 1. Notification of parents concerning the offense and appropriate action.
- 2. Immediate suspension.
- 3. Required parental conference with all parties concerned.
- 4. Recommended expulsion if facts warrant same.
- 5. Referral to proper authorities at the discretion of administration.
- 6. In cases of vandalism, parents will be held responsible for financial payment and/or restoration of property.
- 7. Other disciplinary measures as deemed necessary by the administration and/or Board of Education

**VANDERCOOK LAKE PUBLIC SCHOOL**  
**HANDBOOK POLICY CONCERNING BEHAVIOR AFFECTING SUBSTANCE AND**  
**IMITATION CONTROLLED SUBSTANCE GRADES 6-12**

It shall be the policy of the Vandercook Lake Schools that positive action will be taken in the handling of incidents relating to the possession, distribution, and/or use of (A) behavior-affecting substances, (B) imitation controlled substances, (C) stimulant concentrates, and/or (D) related materials, which take place, on school property, while enroute to and from school, or relating to any school sanctioned activity.

(A) Performance enhancing substances shall include, but not be limited to: marijuana, LSD, anabolic steroids, glue, alcohol, and barbiturates.

(B) Imitation controlled substances as defined in the PA 347, State of Michigan means a substance that is not a controlled substance or is not a drug for which a prescription is required under federal or state law, which by dosage, unit appearance including color, shape, size, or markings, and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance. However, this subsection does not apply to a drug that is not a controlled substance if it was marketed before the controlled substance that it physically resembles.

(C) Performance enhancing substances shall include but not be limited to anabolic agents including steroids and related compounds.

(D) Stimulant concentrates shall include but not be limited to: “No Doz”, “Vivran”, “Diet Pills”, Ephedrine, caffeine concentrates and similar products.

(E) Related materials shall include, but not be limited to: roach clip, pipes, and cigarette wrapping paper, etc., or other paraphernalia utilized to facilitate the use of behavior-affecting substances or imitation controlled substances.

When a student is suspected of possession of, being under the influence of, or having distributed same, the following procedures will be followed by the administration, if practical:

1. Hold the student involved in isolation
2. Notify the parents involved
3. Notify the police
4. Notify rescue if needed
5. Conduct investigation as necessary
6. Confiscate the material
7. The recording of this incident will become part of the student’s school record (Cumulative CA60).

If the investigation supports that the person is in possession of, using, or selling such behavior-affecting substances, imitation controlled substances, stimulant concentrates, and/or related materials, the following procedure will be followed:

**POSSESSION AND CONSUMPTION**

**FIRST OFFENSE:**

The student shall be suspended from the school program for period of (10) days. Upon written verification that the student has or will receive a screening from an appropriate screening agent, licensed by the Michigan Office of Substance Abuse Services, the suspension may be reduced to a period of (5) days. If a hearing with the Board of Education is requested, such requests must be made to the Superintendent within (5) days of this action.

**SECOND OFFENSE:**

Additional violation of this policy during the same school year, will result in the student being suspended from the Vandercook Lake Public Schools by the Administration. Within ten school days, a recommendation will be presented to the Vandercook Lake Board of Education for expulsion of the student from the Vandercook Lake Schools for up to 180 days.

**DISTRIBUTION**

A violation of this policy due to distribution of behavior affecting substances, imitation controlled substances, stimulate concentrates, and/or related materials will result in the student being suspended from the Vandercook Lake Public Schools by the Administration. Within ten school days a recommendation will be presented to the Vandercook Lake Board of Education for expulsion of the student from the Vandercook Lake Schools for up to 180 days.

**VANDERCOOK LAKE SECONDARY SCHOOLS**  
**STUDENT COMPLIANCE REGARDING SUBSTANCE ABUSE**  
**STUDENT COMPLIANCE WITH THE FEDERAL DRUG FREE**  
**SCHOOLS AND COMMUNITIES ACT POLICY**  
**(BOARD POLICY RESOLUTION #91-925BB)**

The following Policy is developed and implemented to be in compliance with requirements under the Federal Drug-Free Schools and Communities Act Amendments of 1989, Public Act 101-226. Compliance with the policy is mandatory for all students at the Vandercook Lake Public Schools. Its tenets are as follow:

All VLPS students must be made knowledgeable of this fact - **the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to oneself and others.**

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students in school buildings, on school premises, on the way to and from school, or as any part of school activities, at the home school or away, is prohibited. Students who violate this rule are subject to punishment under provisions of the Uniform Discipline Code as recorded in this student handbook. Sanctions for violating this policy include, among other disciplinary action, referral to a law enforcement agency, referral for counseling, suspension and/or possible expulsion from the Vandercook Lake Schools. The curricula for health, science, and social studies present the legal, social, and health consequences of drug and alcohol use. Effective techniques for resisting peer pressure and pressure from other sources to use illicit drugs and alcohol shall continue to be included as part of the drug education program. Students who are in need of drug and/or alcohol counseling will be referred to building principals, counselor and/or social workers for evaluating the problem and subsequent treatment by an appropriate agency.

All parents and/or guardians and students will be provided a copy of this mandatory policy, as well as applicable standards of conduct and disciplinary action required for noncompliance. Adopted by the Board of Education.

**SECTION 380.1300 of the Michigan School code clearly states that regulations stated in this handbook are applicable to students while in attendance at school or enroute to and from school.**