



Vicksburg Pathways High School

**Student Handbook
2023-2024**

Student Success and Expectations

- There are 3 things that make VPHS Students successful.
 - **Communication** - VPHS offers a lot of flexibility, we ask that students communicate with us regarding anything which may be stopping them from being successful. Our most successful students are good communicators.
 - **Work Completion** - In order for a student to graduate with their cohort (in 4 years), they will need to master an average of 8-10 modules each week. In order to stay in good academic standing with VPHS, students must master at least 5 modules each week (however, this means that it will take closer to 6 years to graduate).
 - **Attendance** - Students are required to attend the Learning Lab for a **minimum of 5 hours each week**, VPHS recommends that they spend as much time as possible in the lab. Students should plan on spending a **total of 30-35 hours each week** working on schoolwork.
- Students who regularly meet these goals will be successful in VPHS. Students who fail to meet these expectations will most likely fail.
- VPHS is a school in which you get out of it 100% of what you put into it.

Notes

- Students must take notes for every class.
- Guided notes are provided to students for most classes.
- For classes that do not have guided notes, students must take at least one page of notes per tutorial.
- Notes must be handwritten and should not be transmitted or shared in any way.
- Upon completion of a class, students must turn in their notes to a teacher.

Pretest

- Students may take the pretest before they begin a unit but it is not required.
- The pretest allows students to test out of modules within the unit.
- Students may not use any notes, search in anyway, or look anything up when they are taking a pretest.
- Modules that students exempt out of **do not** count toward their weekly module count.

Tutorial

- All questions within a tutorial need to be answered in the students own words and in complete sentences.
- Tutorial questions must be answered before moving on to the mastery test.

Lesson Activities/ Unit Activities/ English Papers

- Lesson Activities and Unit Activities that meet the minimum requirements will count as 1 module.
- English Papers that meet the minimum requirements will count as 2 modules.
- Students may revise and resubmit Lesson Activities & Unit Activities up to 1 time in order to improve their score.

Mastery Test

- A minimum score of 80% is required to pass a mastery test.
- Students can retake a mastery test on their own by going back through the tutorial to review.
- Students have 3 retake attempts before the mastery test is locked. A teacher is needed to unlock the mastery test once it is locked.

Unit Post Test

- In order to take a post test students must:
 - Complete all work in the tutorials.
 - Have completed notes for all modules.
 - Have all mastery tests completed with an 80% or higher.
- A minimum score of 60% is required to pass a Post Test.
- All Pretest, Post Tests and End of Semester tests need to be completed in the lab.
- *If Post Test score is below 50%*
 - Students must go back and review tutorials to improve their notes.
 - A student may ask to take a printed version of the test.
 - No previous answers will be provided
 - When a student has a printed test they must give it back to the teacher when completed or before leaving the lab.
- *If Post Test score is between 50%-59%*
 - To get a maximum score of 60%, a student and teacher can go over a few questions together.

- Students can work on their own to retake the full test if they want to get a score above 60%.
- If the Post Test score is above 60%
 - Students can retake the test on their own 1 time in an attempt to receive a higher score.

End of Semester Test

- In order to take an End of Semester Test students must have completed all unit post-tests with a score of 60% or more.
- Students may take an End of Semester test a total of two times in order to improve their score.
 - If a student does not pass with a 60% or higher, then the highest of the two attempts will be used to calculate their overall grade.
- If a class does not include a Unit Test then students must pass the End of Semester Test with a 60% or higher.

Modules

What counts as a module

- Mastery Test - with 80% or better
- Post Test - with a 60% or better
- A completed End of Semester test
- English Paper (can count as 2 modules based on effort)
- Unit/Course Activities (can count as 1 module based on effort)

What does not count as a module

- Pretests
- Discussions

Expectations

- Students must master a minimum of **5 modules** per week.
 - Weeks run from Monday through Sunday at midnight.
- A pace of **5 modules** per week will put most students on track to graduate in **6 years**.
- A pace of **8 or more modules** per week will put most students on track to graduate in **4 years**.

Academic Integrity

- Enrollment in VPHS allows students to have a large degree of freedom and flexibility in their education. Our expectation is that students will do their schoolwork honestly and ethically. Students should not share their computer or Edmentum login with anyone.
- Should a student be caught or suspected of cheating, VPHS reserves the right to reset a student's progress in a class and have them redo the work correctly.
- Plagiarism of any kind will not be tolerated. If you are unsure of what constitutes Plagiarism, please see Alex Poffenberger and she will help you use sources correctly to avoid plagiarism.
- VPHS reserves the right to exit a student from the school if they are found to have cheated in any way. This includes but is not limited to plagiarism, sharing notes, and searching questions/answers on the internet.

Academic Intervention

- Academic Intervention is a color coded, four-week long warning process clarified below intended to help students stay off of Academic Probation.
- The two criteria, listed below, are used to determine the advancement of the colors associated with the Academic Intervention process.
- Students can only advance one color in any week even if they fail to meet both criteria.
- Criteria for Academic Intervention:
 1. **Attendance:** If a student has **less than five hours in the lab** the previous week their color could be advanced.
 2. **Module Count:** If a student has **less than five modules** mastered in the previous week their color could be advanced.

Week 1

- The first week a student fails to meet either of the two criteria listed above they will be in the yellow.

Week 1	Week 2	Week 3	Week 4
<5 modules and/or < 5 hrs in lab			

Week 2

- The second week in a row that a student fails to meet either of the criteria listed above they will be in the orange.

Week 1	Week 2	Week 3	Week 4
<5 modules and/or < 5 hrs in lab	<5 modules and/or < 5 hrs in lab		

Week 3

- The third week in a row that a student fails to meet either of the criteria listed above they will be in the red.
- When a student is in the red they will have their computer locked.
- To get a computer unlocked, students must speak with their homeroom teacher about VPHS weekly expectations. After this conversation they will have their computer unlocked.

Week 1	Week 2	Week 3	Week 4
<5 modules and/or < 5 hrs in lab	<5 modules and/or < 5 hrs in lab	<5 modules and/or < 5 hrs in lab	

Week 4

- The fourth week in a row that a student fails to meet either of the criteria listed above they will be placed on **Academic Probation**.

Week 1	Week 2	Week 3	Week 4
<5 modules and/or < 5 hrs in lab			

- The Academic Intervention process only resets when a student obtains **5 modules or more** in a week and **5 or more hours in the lab**.
- **Meeting only the weekly attendance criteria will not reset the intervention process.**

Academic Probation

- Students who have had two weeks in the red during Academic Intervention, are placed on Academic Probation.
- Students who are placed on academic probation must complete **8 or more modules** in one week **and** have at least **5 hours in the lab** that week to get off of academic probation. **Both criteria must be met in the same week.**

- Students remain on probation each week that they complete between **5 and 7 modules** and have at least **5 hours in the lab**.
- The first week that a student on academic probation earns **less than 5 modules** or has **less than 5 hours in the lab** they could be dropped as a student at VPHS.
- Students who are in violation of any of the policies in this handbook could be placed on Academic Probation.

Phone Policy - (Effective January 2024)

- Cell phones are not allowed in the Learning Lab.
- Students will be asked to lock up their cell phones as they enter the school.
- Cell phones are locked in a locker, and the student holds onto the key.
- If a student is using their phone during lab time, they will be asked to lock up the phone. If they refuse to do so, they must leave lab for the day.
- If a smartwatch is a distraction in lab, a VPHS staff member may ask them to lock up their watch. If they refuse to do so, they must leave lab for the day.
- Students are allowed to listen to music on their school-issued computers. This includes but is not limited to Spotify, Pandora, and some YouTube.
- If you're expecting a call or an emergency happens, please have your parents/guardians call Shannon Hillard at 269-321-1088.
- Cell phones may be used in the hallway during break time.

Behavior

- VPHS teachers and staff will always treat students with respect. Our expectation is that students will always be respectful to VPHS staff as well as other students.
- If a student is being disruptive or disrespectful in the lab, they will be asked to leave for the day.
- If this behavior continues and becomes a regular occurrence, the student's enrollment with VPHS will be in jeopardy.
- Failure to follow the policies detailed above may result in a student being exited from VPHS.

Dress Code

- VPHS allows students lots of flexibility in how they dress, there is an expectation that they not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others.
- A student will not dress in a manner that is indecent or disruptive of the learning and teaching process.

Technology

- Students should have a signed Technology Agreement on file at VPHS before they receive any school devices.
- Students are expected to complete all their schoolwork on their school issued device.
- Per the Technology agreement, anything that happens to or on a student's computer and school account is their responsibility.
- Students/Guardians take legal and financial responsibility for their school computer equipment. Replacement cost for Chromebooks is \$250, Chargers are \$50, Hot Spots are \$50.

Student Breaks

Break

- There is a 5 minute break at the start of every hour.
- Students may take their break at their desk or they can go sit in the hallway.
- Students may use their phone during breaks.

Hallway

- Students should remain on the third floor of the VAB.
- If students leave the third floor they can not return to the lab until the next day. aka "Leave this floor return no more"
- Students are not allowed in the basement of the VAB
- While waiting for a ride or bus, students should sit in the chairs outside of the VPHS Learning Lab. No one is to hangout on the stairs.

Bathroom

- Students are only allowed to use the bathrooms on the third floor of the VAB.

Smoking/Vaping/Tobacco Possession:

A student will not smoke, use tobacco, or possess any substance containing tobacco, including smoking paraphernalia such as a lighter, and/or the use of electronic "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in any area under the control of the school district, including all activities or events supervised by the school district.

First Violation: Confiscation, up to ten (10) days suspension, possible police involvement.

Second Violation: Confiscation, up to ten (10) days suspension and/or student may be exited from VPHS, possible police involvement.

Alcohol and Drugs:

A student will not possess, use, nor be under the influence, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxication substance, alcohol, or substances purported to be or have the effects of illegal drugs (including over-the-counter drugs). Students shall not possess or use any related paraphernalia on school premises, at school related activities, or within 1000 feet of school premises. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, furnishing, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or furnishing is also prohibited. If caught, the student shall be suspended or expelled and law enforcement officials may be contacted. Sale also includes the furnishing or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the furnishing or sale of over-the-counter medication to another student.

Possession/Use:

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

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

Sales or Furnishing:

Any Sale or Furnishing Violation: Confiscation, up to ten (10) days suspension, and possible exit from VPHS. Police will be involved.