

# Dollar Bay-Tamarack City School



## Student/Parent Handbook 2019-2020

Utilizing our uniquely small size, our mission is to

- Educate students to compete successfully in our changing world,
- Prepare students for lifelong learning, and responsible citizenship,
- Encourage social, emotional, and physical well-being by working cooperatively with organizations, our community, and its families.

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## SCHEDULE

|  |  |  |
|--|--|--|
| <p><u>Daily Bell Schedule:</u><br/>8:25-9:41 1st Period<br/>9:41-9:45 Passing Period<br/>9:45-11:01 2nd Period<br/>11:01-11:05 Passing Period<br/>11:05-12:21 3rd Period<br/>12:21-12:54 Lunch<br/>12:54-2:10 4th Period<br/>2:10-2:14 Passing Period<br/>2:14-3:30 5th Period</p> |  |  |
| <p><u>Half-Day Schedule:</u><br/>8:25-9:05 1st Period<br/>9:09-9:49 2nd Period<br/>9:53-10:33 3rd Period<br/>10:37-11:17 4th Period<br/>11:21-12:00 5th Period</p>   |  | <p><u>Late Start Schedule:</u><br/>10:25-11:17 1st Period<br/>11:21-12:13 2nd Period<br/>12:13-12:43 Lunch<br/>12:47-1:39 3rd Period<br/>1:43-2:35 4th Period<br/>2:39-3:30 5th Period</p> |

SCHOOL CALENDAR, GRID VIEW

TO BE REPLACED WITH 2019-20 CALENDAR, ONCE APPROVED

## SCHOOL CALENDAR, LIST VIEW

TO BE REPLACED WITH 2019-20 CALENDAR, ONCE APPROVED

## ABSENCE and TARDINESS/TRUANCY

Attendance laws require students to be in school all day or have a legitimate excuse. Consistent attendance is directly connected to success in school. Excessive absences will be reported to the Houghton County truancy officer. Also see: ATTENDANCE POLICY

### ATTENDANCE - ABSENCES and TARDIES - ELEMENTARY

Regular attendance at school is vitally important to each student, as it directly affects progress academically and the development of positive work habits and attitudes. There is a direct correlation between student attendance and success or failure, and students are expected to be in attendance on a daily basis. Attendance records are an important part of each student's permanent file. While keeping records of students' attendance is a school function, the primary responsibility of ensuring regular attendance at school is the parent's.

When a student is absent, a parent/guardian should call or email the school in the morning to indicate the reason for the student's absence. Please email [andersonk@dollarbay.k12.mi.us](mailto:andersonk@dollarbay.k12.mi.us) (for 7th-12th) or [bausanod@dollarbay.k12.mi.us](mailto:bausanod@dollarbay.k12.mi.us) (for K-6) or call 482-5800, Option 2, and leave a message on the *attendance* line. In the event of a pre-planned absence, as for a doctor's appointment or family trip, the parent/guardian is expected to contact the school in advance, so teachers and students can plan accordingly. In the event of a prolonged absence due to illness or injury, parents should contact the principal's office and arrangements may be made to have school work completed at home.

#### Persistent Absences

At DB/TC Schools, a maximum of seven excused absences per trimester will be allowed. We have adjusted our attendance requirements to be more in accordance with State of Michigan recommendations. The state legislature defines truancy as missing ten unexcused days in a school year, and chronic absenteeism is defined as missing 10% of the number of days scheduled for the school year, excused or unexcused (this amounts to 18 days for the whole 180-day school year, or 10 days as of the 100th day of school, etc.). Attendance laws require students to be in school all day or have a legitimate excuse for being absent. It is important to establish consistent attendance habits in order to succeed in school and beyond. After a number of absences, contact with the parent/guardian or student will be made by the principal or teacher. After ten unexcused absences, or an excessive number of excused absences, the Houghton County truancy officer may intervene, depending on circumstances. Court action may be taken to resolve the absenteeism issue.

#### Vacations During the School Year

Parents are requested not to take their child out of school for vacations. When a family trip must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

#### Elementary Tardy Policy

Reporting to class on time is extremely important. Your child will receive a tardy if he/she reports to class after 8:25 a.m. but before 9 a.m. Tardies are documented, and excessive tardies will be reported. After seven tardies, a letter may be sent home to the parents notifying them of the school's concern. The parents may be asked to attend a meeting to discuss their child's attendance issue.

### ATTENDANCE POLICY - HIGH SCHOOL

Regular attendance at school is vitally important to each student, as it directly affects his/her progress academically and the development of positive work habits and attitudes. There is a direct correlation between student attendance and success or failure in school. The purpose of attendance requirements is to maintain academic standards for earning credit. Attendance records are an important part of each student's permanent file. While keeping records of student attendance is a school function, the responsibility of ensuring regular attendance at school rests with the parent and the student. Attendance is also a matter governed by state law. The Houghton County Truancy Officer will intervene in cases of excessive absence. There are three types of absences: excused, unexcused, and sanctioned.

#### EXCUSED ABSENCES

Excused absences are those approved by a parent or guardian within a specified timeframe, such as for an illness. **To excuse an absence, the parent/guardian must call the Attendance Line (482-5800, Option 2) within 48 hours of the absence--no exceptions.** PLEASE CALL THE ATTENDANCE LINE TO EXCUSE AN ABSENCE, not the general office line. This allows us to easily maintain an accurate record of excused absences. If you would like office staff to call you back to discuss the absence, please state this on your attendance line message and someone will get back to you.

If no parent/guardian contact is made *prior* to the absence, the student will be issued an unexcused absence. If a student is marked unexcused first or fourth period, the parent/guardian will receive an automated message (Power Announcement/SwiftK12 message) alerting them to the absence. This is a courtesy, to remind parents to call the Attendance Line to excuse the absence. There will be no retroactive excusing of student absences beyond the 48-hour time period. Parents, please remember that students in grades 9



through 12 have the option of being exempt from exams if they have three or fewer excused absences and zero unexcused absences. If your child has this goal, please help him/her achieve it by excusing absences within that 48-hour period. Thank you!

Submitting a doctor's note is strongly recommended in the case of absence due to illness or injury.

In the event of a prolonged absence because of illness, parents should contact the principal's office and arrangements will be made for the student to complete work at home. Extenuating circumstances will be considered for extended illness, serious injury, etc.; these may be classified as doctor-excused absences. In such a case, a doctor's written explanation is required, including the reason for the absence and the expected dates of non-attendance. Appointments (doctor, dentist, eye doctor, orthodontist, etc.) are not eligible for doctor-excused absences. These are only for students who must be kept out of school due to serious illness or injury, as required by a doctor.

In the event of a pre-planned absence, as for a dentist appointment or family trip, the parent/guardian is expected to contact the school in advance, so teachers and students can plan accordingly. A note from the practitioner is requested/recommended upon the student's return to school after an appointment. In the event of pre-planned absences (especially for extended periods of time, as for a family trip), the student is responsible for gathering and completing all missed work. Missed work will be due according to the established timeline (one day to complete work for every day missed). The student is encouraged to make arrangements with teachers prior to the pre-planned absence(s), but must make arrangements for making up work within one day of return. Missed work not submitted according to the established timeline will receive a failing or reduced grade, depending on teacher policy. An excused absence allows the student to make up all work missed during the absence and to receive full credit for that work. It is the student's responsibility to request all assignments and to complete all makeup work within the time equal to the time missed. Parents must report to the school office all cases of communicable illnesses. See "COMMUNICABLE DISEASES" in this handbook for more information.

At DB/TC Schools, a maximum of seven excused absences per trimester are allowed. Truancy is defined as missing 10 unexcused days in a school year, and chronic absenteeism is defined as missing 10% of the number of days scheduled for the school year, excused or unexcused (18 total, or 6 per trimester). Attendance laws require students to be in school all day or have a legitimate excuse for being absent. It is important for students to establish consistent attendance habits in order to succeed in school and beyond. After a number of unexcused absences, contact with the parent/guardian will be made by the principal or teacher. After seven, a letter of concern will be sent. After ten unexcused absences, the Houghton County truancy officer may intervene, depending on circumstances. Court action may be taken to resolve the absenteeism issue.

New policy linking attendance and exams:

Students in 9th through 12th grade who have a "B" or better average in a class and three or fewer excused absences, zero unexcused absences, and two or fewer tardies (three days before the end of the trimester) will be exempt from taking end-of-trimester exams. It is the hope and expectation of DB-TC faculty and administration that this positive incentive will result in students working to be on time and in school as required, as well as working to achieve at a high academic level.

Students who would otherwise be exempt can choose to take exams if they so desire. However, the grade they earn counts as 20% of their final class grade, even if it is lower than their class average.

#### UNEXCUSED ABSENCES

Unexcused absences will be issued for the following reasons:

- The parent/guardian did not excuse the absence.
- The student arrived to class more than ten minutes late or left class for ten minutes or more without a valid pass (a student must be in class a minimum of 66 minutes to be considered present).
- The student left the building due to an appointment, illness, or any reason, without first signing out with permission from office staff.
- The student was in the building but failed to report to class.
- The student left school during lunch period and did not return to school for afternoon classes. (Students are not required to sign out to leave the building during open campus lunch, but at all other times, students must sign out in the office.)

When a student receives an unexcused absence in any class, s/he will be required to serve detention or the student will have her/his final grade in the affected class reduced. The consequence for unexcused absences is the same as for tardies: for every three (3) unexcused absences, a lunch detention must be served in a teacher's classroom. A student assigned detention due to tardiness or unexcused absences must serve the detention. The consequence for not serving detention during the week it is assigned will be a reduction of the student's final grade in the class by 1% for each skipped detention. In the case of an unexcused absence, standard practice is to preclude the making up of missed work. Teachers and administration have the authority to make exceptions for students in special cases.

When an unexcused absence is recorded, an automated message (Power Announcement/SwiftK12 message) will alert the parents/guardians to the absence, as a courtesy to remind them to call the attendance line and excuse the absence.

#### SANCTIONED ABSENCES

Sanctioned absences are granted when a student is not in class because s/he is participating in an authorized school activity or function. A sanctioned absence from class is available only for school-sponsored activities. There is no penalty for sanctioned absences and they are not counted toward the seven allowable absences per trimester.

Students are required to make up work missed due to a sanctioned absence. As for pre-planned absences, it is the student's responsibility to request all assignments and to complete all make-up work within the time equal to the time missed.

In the rare event that a team arrives home past midnight the night before a school day, if the coach informs the office, students may miss first period and will receive a sanctioned absence for that period. Upon returning to school, the student must obtain missed assignments.

High School Seniors are allowed up to three sanctioned days per year for the purpose of college visits. Proof of the college tour(s) must be presented to the office upon the student's return.

Suspensions, whether in or out of school, are treated as sanctioned absences (not counted against the allowable seven absences per trimester).

#### ATTENDANCE REVIEW COMMITTEE

At any time, a student, parent, or staff member may request that an attendance review committee be formed to intervene on a student's behalf. This may occur whenever there is concern that a student's poor attendance is affecting her/his academic performance or there is the possibility of loss of credit. The purpose of the Attendance Review Committee is to review the student absentee record, investigate the absences, and submit a recommendation to the administrator. This committee will include an administrator and counselor, and may include the teacher(s) of the class(es) in question, the local truancy officer, and/or relevant contact people from outside agencies such as Probate Court. A request for an Attendance Review Committee may be made through the main office.

#### TARDY POLICY

In order to benefit from the full period of instruction, and to respect the learning environment created by the teacher, students are expected to be in their scheduled classes on time. A tardy is issued when the student is not present in the room when the bell rings to start class, and up to ten minutes thereafter. Students are allotted two tardies per class per trimester before any disciplinary action is taken.

Consequences for excessive tardiness:

For every three (3) absences, a lunch detention must be served in a teacher's classroom. A student assigned detention due to tardiness or unexcused absences must serve the detention. The consequence for not serving detention *during the week it is assigned* may be a reduction of the student's final grade in the class by 1% for each skipped detention.

#### ACADEMIC PROGRAM - CAREER and TECHNICAL EDUCATION (CTE)

Upon approval by administration, a junior or senior may participate in the CCISD's Career and Technical Education (CTE) program. Each off-campus CTE course will be worth 0.75 credits. A maximum of two unexcused absences will be permitted. After two unexcused absences, the student may be dropped from the program. Every student is expected to fully participate in and pass the class. Transportation is the responsibility of the CTE student. Students enrolling in CTE or other non-traditional courses must complete the [DB-TC Non-Traditional Course Parent-Student Contract](#).

#### ACADEMIC PROGRAM - CLASS RANKING POLICY and HONOR ROLL

The official class ranking of seniors shall be made on the basis of all grades in all trimesters of school in grades 9-12 through the 3rd trimester of the senior year. The average shall be carried out to five decimal places and be rounded to the fourth decimal place. The highest ranking senior shall be the Valedictorian and the second highest ranking senior shall be the Salutatorian. Valedictorian and Salutatorian will be determined at the end of the second trimester. Only a tie to the fourth decimal place shall result in the naming of co-valedictorians or co-salutatorians. Students with a GPA of 3.0 or better on a 4.0 scale at the end of the 3rd trimester of the senior year shall be designated as honor students in the graduation program.

The following value system and method shall be used to convert letter grades to numbers. When the average has been computed using these numbers, the average shall then be divided by three to convert it to a 4.0 scale.

A=12

A-=11

B+=10

B=9

B-=8

C+=7

C=6

C-=5

D+=4

D=3

D-=2

F=0

#### PRINCIPAL'S HONOR ROLL

The principal's honor rolls are posted twice per year in the Daily Mining Gazette. Those students who earn a position on the honor roll two of the three marking periods are eligible for the Principal's Honor Letter (for a B average) or High Honor Letter (for an A average) at the end of the school year.

Principal's A Honor Roll: To earn a position on the principal's A honor roll, a student must achieve an average of at least 11 on a 12-point scale.

Principal's B Honor Roll: To earn a position on the principal's B honor roll, a student must achieve an average of at least 9 on a 12-point scale.

#### ACADEMIC PROGRAM - CREDIT REQUIREMENTS FOR GRADUATION

To be eligible to receive a high school diploma and participate in graduation exercises for Dollar Bay High School, a student must meet the designated requirements.

---27.5 credits are required to graduate. Each traditional, one-trimester course is worth 0.5 credits. Each semester-long CTE course is worth 0.75 credits. All students will be four-year students unless on an approved, planned program or Early College program.

---All high school students are required to meet the following Michigan Merit Curriculum (MMC) requirements:

| <b>Michigan Merit Curriculum<br/>High School Graduation Requirements<br/>(18 credits)</b>   |  |
|---|--|
| <b>ENGLISH LANGUAGE ARTS (ELA) - 4 Credits</b>  |  |
| Proficiency in State Content Standards for ELA (4 credits)  |  |
| <b>MATHEMATICS - 4 Credits</b>  |  |
| Proficiency in State Content Standards for Mathematics (3 credits)  |  |
| Proficiency in district approved 4 <sup>th</sup> mathematics credit options (1 credit)<br>(Student must have a math experience in their final year of high school.)   |  |
| <b>ONLINE LEARNING EXPERIENCE</b>   |  |
| Course, Learning or Integrated Learning Experience  |  |
| <b>PHYSICAL EDUCATION &amp; HEALTH - 1 Credit</b>   |  |
| Proficiency in State Content Standards for Physical Education and Health (1 credit); <i>Or</i><br>Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit)   |  |
| <b>SCIENCE - 3 Credits</b>  |  |
| Proficiency in State Content Standards for Science (3 credits); <i>Or beginning with the class of 2015:</i><br>Proficiency in some State Content Standards for Science (2 credits) and completion of a department approved formal career and technical education program (1 credit)   |  |
| <b>SOCIAL STUDIES - 3 Credits</b>   |  |
| Proficiency in State Content Standards for Social Studies (3 credits)   |  |
| <b>VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit</b>   |  |
| Proficiency in State Content Standards for Visual, Performing and Applied Arts (1 credit)   |  |
| <b>WORLD LANGUAGE - 2 Credits<br/>(Effective beginning with students graduating in 2016)</b>  |  |
| Formal coursework OR an equivalent learning experience in grades K-12 (2 credits); <i>Or</i><br>Formal coursework or an equivalent learning experience in grades (1 credit) and completion of a department approved formal career and technical education program <i>or</i> an additional visual, performing and applied arts credit (1 credit) |  |

---In addition to the above required MMC courses, DB-TC requires one credit of Keyboarding/Word Processing/Business Applications/Computers

---An English and math credit are required in a student's senior year.

---In order to participate in the graduation ceremony, seniors must have completed all high school graduation requirements, unless in the Early College program.

#### GENERAL CREDIT REQUIREMENTS

---All students will carry a minimum of five periods of classes. Junior high school classes are required. Students are assigned to their classes by the principal or counselor.

---Students in grades 9-12 in the traditional program must take a minimum of 2.5 credits each trimester. Unless granted permission from school administration, in CTE, or dual-enrolled, a student must be enrolled in at least 2.5 credits each trimester of the senior year.

---A student who fails a required course must repeat the course and successfully pass the course to earn course credit. Passing grades for required courses, whether for online classes, dual enrollment classes, or in-house classes, do not replace failing grades previously earned for online classes, dual enrollment classes, or in-house classes. They are simply added to the transcript as a fulfillment of the requirement, and the grades of both the failed class and the passed class are factored into the student's GPA.

---Algebra I, a required MMC math course, is offered during the 8th grade year.

---A maximum of twelve online credits may be applied toward the total of 27.5 credits, except in special circumstances. The principal must approve all correspondence, extension, or other courses taken for credit toward graduation requirements in advance. It is the responsibility of the individual student to assume extra costs for these courses.

---A personal curriculum may be available in special cases for some students.

#### ACADEMIC PROGRAM - DUAL ENROLLMENT/POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Interested students should contact the guidance counselor to obtain the necessary information. The state prescribes the amount a school is expected to pay for dual enrollment credits. The school will reimburse for credits up to that designated amount (approximately \$520). Students/Families must pay for textbooks for dual enrollment courses.

#### ACADEMIC PROGRAM - EARLY COLLEGE

Dollar Bay High School's Early College program is a unique five-year program for highly-motivated high school students who are ready to leave the high school environment and participate in the rigor of being a part-time high school and college student. Students have the opportunity to attain both a high school diploma and a two-year associate's degree in five years, with minimal cost to the student/parent. Please discuss Early College with the guidance counselor for more information.

The student/parent is expected to initially pay for textbooks required for any early college course. After the semester is complete, the student/parent may submit the receipt for the textbook(s). Upon the school's receipt of the student's transcripts *showing passing grades* from Gogebic, the school will provide reimbursement.

#### ACADEMIC PROGRAM - GRADING

Students are assigned grades based upon test/quiz results, homework, projects, and classroom participation. Each teacher places a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school year is divided into three trimesters of approximately twelve weeks each. Progress reports are sent home around the fifth or sixth week of the trimester, to be followed by parent-teacher conferences.

Dollar Bay's grading system follows a standard percentage table to determine a student's grade. Each teacher determines the point values which make up the total score in each individual class. The following percent grading system is used:

93-100 = A Excellent

90-92.9 = A-

87-89.9 = B+

83-86.9 = B Above Average

80-82.9 = B-

77-79.9 = C+

73-76.9 = C Average

70-72.9 = C-

67-69.9 = D+

63-66.9 = D Below Average

60-62.9 = D-

Below 59.9 = F Failing

I = Incomplete (work needs to be completed before a grade can be issued)

Incompletes revert to Fs two weeks after the trimester ends regardless of previous grades, unless there are extenuating circumstances and prior approval is given. It is the student's responsibility to make arrangements to complete work.

## ACADEMIC PROGRAM - GRADUATION

27.5 credits are required to graduate. In order to participate in the graduation ceremony, seniors must have completed all high school graduation requirements, unless in the Early College program. Every graduating senior must participate in graduation rehearsal(s) to take part in graduation exercises, unless prior approval is obtained from the principal. Also see: ACADEMIC PROGRAM - CREDIT REQUIREMENTS

## ACADEMIC PROGRAM - GUIDED ACADEMICS

Guided Academics is a class designed to offer time for work completion along with instructional support to those students needing it. Students must be approved by the principal or counselor to take Guided Academics. Students are expected to work daily on school work in Guided Academics; doing so, along with following established attendance guidelines, ensures a passing grade. Students who fail Guided Academics are highly unlikely to be permitted to take it again, based on their not working, or not attending, when the opportunity was provided to them.

## ACADEMIC PROGRAM - INDEPENDENT STUDY

An independent study is a program of individualized instruction taking place outside the regular class schedule, under the supervision of a teacher. Independent studies may be available to students who need or desire to take a class, but are unable to schedule it due to a conflict. Independent studies will not be approved for students who have not demonstrated the ability to work well without direct supervision. The independent study is to be initiated by the student and approved by the teacher. The teacher is responsible for the attendance-taking, instruction, and evaluation of the student in the independent study. All independent studies must be approved and scheduled by the principal. Requirements for the independent study should not differ greatly from those of the regular class.

## ACADEMIC PROGRAM - JUNIOR HIGH RETENTION POLICY

A student enrolled in middle school will be required to pass two trimesters of English and two trimesters of Math/Algebra, and one trimester of Social Studies and one trimester of Science, in order to move on to the next grade level. Students who do not may be required to attend summer school (using an online course to substitute for the failed subject) in order to pass on to the next grade level. In some cases, at-home completion of online coursework may be allowed to substitute for summer school.

The student's abilities and maturity level, along with other relevant information, will be considered when making a decision for or against promotion to the next grade level. A committee of teachers, counselor, and principal may meet at the end of the school year to make this decision.

If the parent/guardian disagrees with the decision of the school, they may appeal the decision to the School Board.

## ACADEMIC PROGRAM - VIRTUAL LEARNING OPTIONS

Virtual Learning Options (VLO) provide students with an alternative to the traditional classroom learning experience. A VLO student may take a full-time online schedule (as a seat-time waiver student with the option of completing work off-campus), or have a blended schedule that includes both traditional classes and online classes (recommended maximum of two online classes). The decision to participate in the VLO seat-time waiver program should be supported by thoughtful planning with parents, counselor, teachers, and school principal. Weekly contact with the school counselor (or class mentor) is required. If the student misses a required contact during a designated period, the student will not have the opportunity to participate in this program within two years. Grades earned through VLO will be labeled accordingly on the student's transcript and will factor into the student's GPA. Students who are interested in the VLO seat-time waiver program must complete and submit an official letter of request to the principal, clearly stating the reason(s), due ten school days prior to the start of a trimester. The principal and/or counselor will meet with the parent(s) and student, and a course of action will be decided upon. A contract signed by student and parent/legal guardian will be required in order to participate in the VLO seat-time waiver program. Limitations may apply, and the student may be refused based on state-approved reasons for denial.

If a student requests to take an online course for credit recovery (s/he failed a traditional class), s/he must pay the cost of the "seat" (\$30) in the virtual/online course prior to the start of the course. (If the credit recovery course is scheduled as one of the student's five scheduled classes, the fee will be waived.) VLO students are required to pass all scheduled online classes, or they may be precluded from taking more VLO classes within two years.

## ACADEMIC PROGRAM - TESTING OUT

High School students may request the option to test out of any high school class. A student who successfully tests out of a course will receive credit toward graduation for the course. The test-out grade will simply be a “pass” and will not be included in the calculation of a student’s grade point average. Students interested in pursuing test-out opportunities must discuss the option with the counselor. To test out, students are expected to produce the same quality work as students who attend the class, and must score a C+ or higher on the test-out exam, as well as any other components used in the course to determine end-of-year proficiency. Examples of such assessments/components include, but are not limited to, exams, portfolios, performance, papers, projects, and presentations.

## ACADEMIC PROGRAM - WORK EXPERIENCE

Upon written request of the parent or guardian, the principal may approve a student who is passing all of his/her courses, to be released for employment. The principal will judge whether work experience will support or hinder the academic progress of the student, and will approve/disapprove accordingly. Work experience permission may be rescinded if the student’s grades drop below passing. Work experience is only available to seniors and juniors, with special permission.

Work experience counts for high school credit, and comes with a grade, based primarily on the employer’s assessment. Since there is no exam for a work experience, attendance must be within school requirements (under 7 absences per trimester) in order for the student to be eligible to receive a passing grade. Grade reports must be submitted to the Guidance Office one week before the end of the trimester. It is the student’s responsibility to bring the grading paperwork (for employer’s assessment) to his/her employer and then, once completed, back to school, before the deadline. Students who wish to participate in Work Experience must complete and submit a [DB-TC Non-Traditional Course Parent-Student Contract](#).

## ACADEMIC PROGRAM – EXAM GUIDELINES

1. All faculty members will give exams (exceptions may be granted by administration, upon request).
2. An exam schedule will be established for each trimester.
3. A trimester exam will be worth 20% of the trimester grade.
4. Students will not be permitted to leave an exam early.
5. Students with an excused absence on exam day will be eligible to take a make-up exam. The student must make these arrangements.
6. Exemptions:
  - High school students (9th-12th) will be exempt from end-of-trimester exams if, the day before exams begin, they have
    - 3 or fewer excused absences
    - 0 unexcused absences and suspensions
    - 2 or fewer tardies
    - a “B” or better average in a class

It is the hope and expectation of DB-TC staff that this positive incentive will result in students working to be on time and in school as required.

7. Students who would otherwise be exempt can choose to take exams if they so desire. However, the grade they earn counts as 20% of their final class grade, even if it is lower than their class average.
8. Students who are required to take an exam and do not do so will fail the trimester class, regardless of prior grades. Except in the case of approved exemptions as explained above, exams are required.

In order to improve attendance of DB-TC High School students by linking a positive incentive to excellent attendance, students who have a “B” or better average in a class and 3 or fewer excused absences, 0 unexcused absences and suspensions, and 2 or fewer tardies (three days before the end of the trimester) will be exempt from taking end-of-trimester exams. It is the hope and expectation of DB-TC faculty and administration that this positive incentive will result in students striving to be on time and in school as required. Because this earned reward is based on time in class (three or fewer days out of class), and is specifically designed to increase the number of days students are present and on time in class, no exceptions can be made for illness, injury, medical condition, appointments, lice, or other reason for absence. Exam exemption is a *reward* for meeting an extremely high standard of attendance and punctuality; it is *not* a right. Taking exams is the norm in DB; it is not a punishment. Students who would otherwise be exempt can choose to take exams if they so desire. However, the grade they earn counts as 20% of their final class grade, even if it is lower than their class average.

## ACCIDENTS

Students are to report all accidents and/or injuries to the supervising staff member when the injuries occur. When such an accident occurs, and it is deemed serious, school authorities will contact the parents, seek medical attention as needed, and file an accident

report in the office detailing the occurrence. If parents cannot be reached, medical care will be provided according to the parents' preferences as indicated on the student's emergency procedures card. The school cannot and will not assume financial responsibility for such medical assistance.

## AGE OF MAJORITY

**Legal Standards:** The Age of Majority Act became effective on January 1, 1972. Persons who have attained age 18 are recognized as adults as a matter of law. MCL 722.51. The purpose of the Age of Majority Act is to establish 18 as the age at which a minor loses the "disabilities and protections" of minority and gains the "legal status" of an adult. *Smilnak v City of Warren*, 136 Mich App 103 (1984). Under the Family Educational Rights and Privacy Act ("FERPA"), a student who has reached age 18 is defined as an "eligible student" and is accorded certain rights and responsibilities by operation of law. 34 CFR 99.3 FERPA states:

Whenever a student has attained eighteen years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. 20 USC 1232g(d); 34 CFR 99.5(a).

Accordingly, the right to consent to disclosure of education records to third parties automatically becomes the right of the 18-year-old student, and not the parent. All other FERPA rights similarly insure to the "eligible student."

Despite FERPA's transfer of "rights" to the "eligible student," a significant "exception" to the prior written consent requirement for "parents of a dependent students as defined in § 152 of the Internal Revenue Code." 34 CFR 99.31(a)(8). In other words, even though the 18-year-old student demands that his/her education records not be sent to the parent/guardian, school officials may disregard this demand if the records will be sent to the person who claims the student as a "dependent" for federal income tax purposes.

Age of Majority Students have the following rights:

--18-year-old students are legally recognized as adults.

--Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.

1. Students 18 years and older may have the same privilege as their parents/guardians related to accessing their student records.
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Students 18 years and older may sign themselves in and out of school and may excuse their own absences. Note: All school attendance standards continue to apply to students regardless of their age.

--Eligible students who wish to assert these rights should register their intent in writing in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

## ARRIVAL-ELEMENTARY

Students who walk to school should plan to arrive at school between 7:45 and 8:20 a.m. to ensure proper supervision. Students are invited to a before-school recess on the playground, or they may eat breakfast in the school cafeteria. Parents who accompany their child(ren) to school are asked to remain outside the elementary hallway in the morning. This helps good-byes to go more smoothly and quickly, and teachers to transition into the school day more efficiently, as well as reducing congestion/crowding. We greatly appreciate your cooperation. If your family schedule necessitates your child arriving to school earlier than 7:45 a.m., please contact the principal's office, and we will help make arrangements.

## AUTOMATED MESSAGES - See POWER ANNOUNCEMENTS

## BUSING/TRANSPORTATION

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their home (unless the family resides out of district in a non-bused area). Students are not allowed to ride a bus other than their assigned bus unless a written (preferred) or phone-call request is received from parents/guardians stating permission to do so. Students are expected to comply with all bus rules and regulations. Unruly students who jeopardize the safety of others or refuse to follow the bus rules may lose their bus riding privileges.

**Bus Rider Rules and Regulations:**

Riding buses to and from school is a privilege, not a right. Full cooperation with bus drivers and other students is expected. Any student that does not follow bus rules or does not cooperate with others will lose the privilege of transportation.

-Be on time at designated bus stops. Buses cannot wait for tardy students.

-Obey the driver. Help the driver to assure safety at all times.

-Do not leave the bus without the driver's consent. No unauthorized stops will be made.

-Observe school expectations. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Nothing is to be tossed or thrown about. Keep your hands to yourself.

-Be courteous; use no profane or vulgar language.

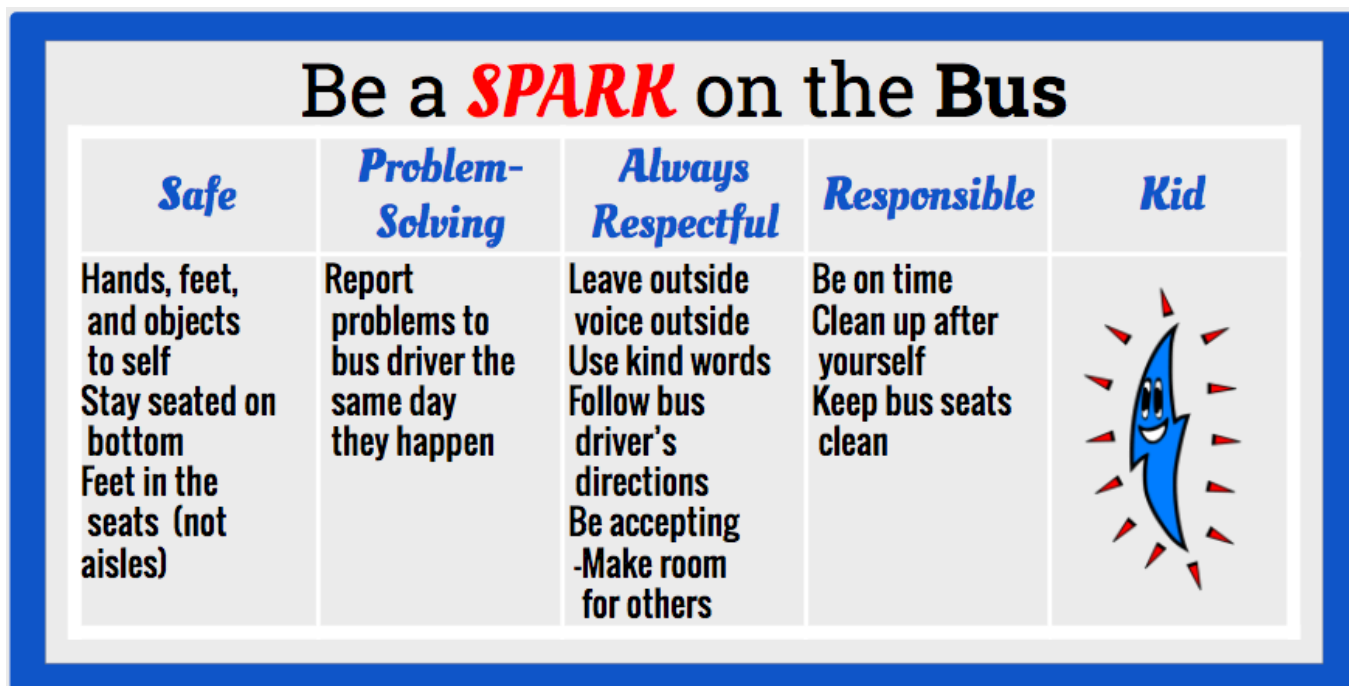
-Remember, school bus transportation is a privilege, not a right.



The disciplinary code will be enforced regarding unacceptable behavior by bus students. The driver is responsible for discipline on the bus. The driver has the right to assign seats when s/he believes it necessary. The driver will report unacceptable behavior to the administration for further disciplinary action. Violation of bus rules will result in disciplinary action which may include being barred from DB-TC buses.

Elementary-aged children who ride the late bus (to Houghton and Hancock) are supervised by a high school student or school staff member, usually on the playground or in the computer lab, until the bus comes for them around 4:20. Parents who wish to provide a snack for their child to eat after school are welcome to do so.

Parents and students 16 and older: Review [bus safety information for motorists](#).



## COMPUTER TECHNOLOGY AND NETWORKS (CELL PHONES, ACCESSING THE INTERNET)

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign or otherwise indicate they have read, understand, and agree to the Electronic Resources Agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the school district's [Acceptable Use of Technology Policy](#) and the requisite student and parent agreement will be distributed on the first day of school, and are available in the principal's office and online.

All students/parents must have agreed to the Electronic Resources/Acceptable Use policy (in start-of-school permission packets) in order to use technology in school. Students choosing to use their cell phone/electronic device before or after school, during lunch hour, or at school functions must abide by the Electronic Resources Policy. Students must connect to the DollarBayStudent network when on school grounds (i.e. students may not use alternate networks to circumvent DB's web filters and access off-limits sites). Classroom cell phone policies must be followed. Students must keep their phone in their locker or place their phone in the bin when entering/at the start of class. Students may use their cell phones before and after school, during lunch hour, and during designated passing periods (not during mid-class breaks or during class, unless the teacher specifically states cell phones are allowed for part of class). If students use their cell phones or electronic devices in violation of school or teacher policy, the device will be confiscated. First offense: Teacher will keep it until the end of the day. Second offense: Principal will keep it until the end of the day, and an office discipline referral will be issued. Third offense: Principal will keep it until a parent/legal guardian comes (during normal school hours) to pick it up and discuss the problem. Fourth offense: Individual consequence (such as confiscation of phone for one month or barring student from having phone in school for the remainder of the school year). If a student refuses to relinquish his/her cell phone/electronic device upon request of a teacher, administrator, sub, or other school employee, it will be considered insubordination, and the student will be suspended from school for a minimum of one full day. Cell phones must be turned in to the supervising teacher/administrator during in-school suspension or detention.

Electronic devices on school property may be searched, if deemed necessary (based on reasonable suspicion of inappropriate/unallowed behavior or content) by administration or law enforcement.



State law prohibits the use of any photo or video device in any restroom, locker room, or other location where students and staff have a reasonable expectation of privacy. A student improperly using any device to take or transmit inappropriate images (of self or others) will face disciplinary action which may include suspension, loss of privileges, or expulsion. Law enforcement may be called to assist in the response.

The school is not responsible for cell phones or other electronic devices lost or stolen at school or school-sponsored events.

Elementary students are strongly discouraged from bringing cell phones to school. K-6 students will not be allowed to use cell phones/devices during the school day, except under special circumstances, by agreement of the parent, teacher, and principal. The school is not responsible for cell phones or other electronic devices broken, lost, or stolen at school or school-sponsored events. Again, elementary students' cell phones should be left at home.

## CLASS ELECTIONS – See STUDENT GOVERNMENT

## CLASS RANKING - See ACADEMIC PROGRAM – CLASS RANKING POLICY and HONOR ROLL

## CLUBS AND ACTIVITIES - SEE NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

## COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take the necessary measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, flu, foot and mouth, Hepatitis, scabies, encephalitis, meningitis, pinworm, conjunctivitis/pink eye, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines, and as recommended by medical personnel.

DB-TC Schools are required by the Health Department to report any occurrence of a communicable disease.

## CONSTITUTIONAL RIGHTS OF EMPLOYEES, STUDENTS, OR CITIZENS

It is the policy of the Dollar Bay-Tamarack City Area Schools and its Board of Education that no citizen should be deprived of his/her constitutional rights. In the event that any student or employee of the district, or citizen claims that his/her constitutional rights have been violated by any agent or employee of the district, that individual shall enjoy the right to appeal to the Board of Education of the district.

The Board of Education reserves the final authority and power to review, modify, and/or reverse any action taken by its employee, representatives, and/or agents which are alleged to constitute a deprivation of anyone's constitutional rights. No employee, agent, or representative is authorized or empowered to take any action in violation of the constitutional rights of any employee, student, or other citizen.

This policy can only be amended by the Board of Education through official action and shall supersede contrary contracts, job descriptions, or policies that may exist now or in the future.

## COPY MACHINES

A student shall not use any copy machines for personal reasons unless permission has been granted by school personnel and the student has been trained on the use of the machine. A fee of 10 cents per page may be assessed.

## CREDIT REQUIREMENTS – See ACADEMIC PROGRAM - CREDIT REQUIREMENTS

## CUSTODY

Custodial parents are encouraged to inform school officials of any concerns or situations related to their child(ren). Release of a child to a non-custodial parent can be prohibited only when an official court document is on file stating the child may not be released to the non-custodial parent. Unless otherwise stated in the official documents, non-custodial parents have the right to attend IEPs, parent-teacher conferences, to receive report cards, newsletters, etc. Please be sure to request such information and ensure that the office has accurate mailing addresses.

## DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Dollar Bay-Tamarack City Area Schools maintains a policy related to the release of directory information.

The Board designates as student "directory information": a student's name; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; school photographs or videos of students participating in school activities, events, or programs.

The general practice of DB-TC Schools is to obtain parent permission before sharing student-specific information with other entities. If parents have specific limitations or requests in regard to directory information being shared, they must submit these in writing to the school office within ten days of receiving start-of-school packets/permissions/handbooks.

## DISMISSAL - ELEMENTARY

Students are dismissed at 3:30 p.m. Those who ride the bus are expected to line up and board in an orderly fashion. Parents waiting for their children are asked to remain outside the elementary hallway at dismissal, either outside the school or in the gym foyer area. This reduces congestion/crowding and makes dismissal easier for teachers and students.

Changes to dismissal or busing plans must be made prior to 2 p.m., and preferably by a note sent in with the child in the morning.

## DOORS LOCKED

In accordance with school safety recommendations, all of the school's doors will be locked after students arrive in the morning.

There is an intercom at the main entrance (Door #1) by the gymnasium that you may use to buzz in and announce yourself for entrance into the school. Karen Ham will respond to your request by the intercom and camera that is in her office. If she is away from her desk, you are asked to call 482-5800, x1132 (for Danielle Bausano), for entrance. Please be patient. The safety of our children comes first!

## DRESS CODE

Students have the right and responsibility to choose their attire and to arrange their personal appearance in a manner which is healthy, safe, inoffensive, and not disruptive to the educational process. Accordingly, students are prohibited from wearing clothing, hats, jewelry, backpacks, or other articles which

- depict profanity, vulgarity, obscenity, or violence
- promote use of tobacco, drugs, or alcohol
- may create a health or safety hazard
- may create a disruption to the educational process or the operation of the school

In addition, the following are not permitted:

- hats, caps, and hoods (except with advance principal permission for sanctioned hat days or special occasions)
- clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid-thigh (belly shirts showing midriff, low-cut tops showing cleavage, torn jeans bordering on indecent exposure, very short skirts or shorts, etc.)

No attempt will be made to dictate fashion styles, as long as they are in keeping with school policies and social norms. It is the responsibility of the student and parent/guardian that the student adhere to the dress code.

Students whose clothing or appearance is deemed inappropriate by school personnel will be required to change. If the student goes home to change and misses more than ten minutes of school as a result, s/he will receive an unexcused absence. Repeated violations will result in further disciplinary action. DB-TC administration will make the final determination of the appropriateness of questionable clothing.

## DRIVER EDUCATION

Driver education classes are taught by Drive America of Hancock, a private company. They can be reached at 906-483-4830 or <http://driveamericallc.zohosites.com/>.

## DRIVING TO SCHOOL - See STUDENT DRIVER GUIDELINES

## DRUG-FREE SCHOOL ZONE

Public Act 174 of 1994 designates the "drug-free zone" surrounding school property as 1,000 feet from the building. Under the amended provisions, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the proscribed 1,000-foot distance zone around school property shall be punished by at least two (2) years in prison and up to two times the term of imprisonment and fine (or both) that would otherwise apply.

The role of the educational program as a prevention tool is important, and continuing efforts to maintain and improve on-going programs shall be made.

The objectives of this policy shall be to:

1. Strive to protect the existing educational environment and the students involved from potential harm or interruption of the educational process.
2. Establish specific regulations and procedures for dealing with students' substance abuse problems.
3. Provide a means of referring students involved in substance abuse for professional counseling and/or medical assistance.
4. Ensure the involvement of parents of students who must be dealt with under this policy.

Since the Western Upper Peninsula Health Department Substance Abuse Division is the only state agency in the area for treatment, the DB-TC Area Schools recognize only this agency for referrals and evaluations. Although other local agencies may be employed by the Western Upper Peninsula Health Department for a second opinion, the DB-TC School District will enforce only recommendations from the Upper Peninsula Health Department.

When an evaluation is required as a result of a violation of school policies governing substance use, the recommendations of the evaluation/assessment must be followed for the student to re-enter school. In the event an individual or family wishes an evaluation from another agency, it must first be approved by the Western Upper Peninsula Health Department, who in turn will make the necessary recommendations to the DB-TC School District. Such evaluation centers outside the Copper Country include Marquette and Ashland, Wisconsin. Names of other evaluation centers may be obtained by calling the Western Upper Peninsula Health Department.

Definitions:

Controlled Substance—for the purpose of this policy, controlled substances shall include alcoholic beverages, prescription drugs, narcotics, or any other mind-altering substances as defined by Michigan law. Look-alike drugs also fall under this policy.

Student Substance Abuse Problem—any student who is found under the influence of a controlled substance on school property or while attending a school related function.

Possession (of a controlled substance)—any student found with a controlled substance on her/his person, in her/his belongings, or in a school locker assigned for her/his use (without a valid doctor's prescription) shall be considered to be in possession.

DUAL ENROLLMENT – See ACADEMIC PROGRAM - DUAL ENROLLMENT

EARLY COLLEGE – See ACADEMIC PROGRAM - EARLY COLLEGE

EARLY DISMISSAL

Except during open-campus lunch hour, no student will be allowed to leave school prior to dismissal time without a written or verbal request by the parent or guardian. No student will be released to a person other than custodial parent/guardian without permission granted by the custodial parent or guardian. Students must sign out in the office. We encourage parents to schedule their child's doctor, dental, and other appointments outside of school hours and schedules. Again, parents must sign students out in the second floor principal's office. Do not go directly to your child's classroom.

EMERGENCY CLOSINGS AND DELAYS - POWER ANNOUNCEMENTS

If the school must be closed or the opening delayed because of inclement weather or other conditions, Karen Ham will send a Power Announcement notifying staff and students' parents. However, sometimes technology does not cooperate, so please listen to your local radio stations and/or TV6 for updates on school closings. Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form on file, completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic, and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Parents/Guardians must fill out this information and provide it to school.

EXAMS – See ACADEMIC PROGRAM – EXAM GUIDELINES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

-The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

-The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

-The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to official of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

-The right to inspect instructional materials.

-The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Dollar Bay-Tamarack City Area School District to comply with the requirements of FERPA. The name/address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. DB students also take part in other trips and opportunities that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without a signed emergency card on file in the office. The teacher has the right to exclude a student from a field trip based on inappropriate behavior.

## FIRE/TORNADO/LOCKDOWN DRILLS

Safety drills will be conducted as required, using procedures provided by the State of Michigan. The call for tornadoes and lock downs is a spoken announcement, different from the fire alarm sound. Complete student cooperation and the highest level of respectful, responsible, and safe behavior is required during all safety drills and emergency events. Disciplinary action will be taken if a student exhibits inappropriate or unsafe behavior during a safety drill or emergency situation.

## GRADUATION – See ACADEMIC PROGRAM – GRADUATION

## GUESTS OF STUDENTS

Students who want to host a guest to Dollar Bay-Tamarack City Area Schools must receive permission at least a day in advance from the principal. Visitors are not allowed on exam days or if they are absent from another school in the area while that school is in session. Student guests must be school-aged, not older. Students should not embarrass their guest or themselves by bringing someone unannounced. A student who has (or attempts to have) a guest accompany her/him during the school day without the principal's permission will not be allowed to host guests for the remainder of the year. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct. The administration reserves the right to limit the number of visitors per day or per student. Any guest attending activities (such as dances) must be signed in by a Dollar Bay student.

## GUIDANCE COUNSELING

A certified counselor will administer the guidance and counseling within the school program. The guidance counselor will be of help to students in many educational and vocational needs. The counselor will also administer and review and coordinate standardized tests such as M-STEP, SAT, ACT WorkKeys, Early Literacy and Math Benchmark Assessments, ASVAB, etc.

## HARASSMENT/BULLYING/HAZING

Harassment and/or bullying of students is prohibited, and will not be tolerated. This includes inappropriate conduct by students as well as any other person in the school environment, including employees, board, parents, guests, contractors, vendors, and volunteers, etc. 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 on or off school property.

Harassment is defined as inappropriate conduct repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This includes 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, name-calling, taunting, hazing and other disruptive behaviors.

Cyberbullying at school is illegal according to state law, and will not be tolerated. All bullying is illegal, and is defined as any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following: substantially interfering with educational opportunities, benefits, or programs of one or more pupils, adversely affecting the ability of a pupil to participate in or benefit from the school's educational program or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress, having an actual and substantial detrimental effect on a pupil's physical or mental health, causing substantial disruption in, or substantial interference with, the orderly operation of the school. [ MCL 380.1310b(10)(b)(c) ]

DB/TC Area Schools District ensures confidentiality for an individual who reports an act of bullying.

### Sexual Harassment

Federal and state law prohibits discrimination in employment and in the utilization of education facilities because of sex. Such discrimination includes sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Sexual harassment of employees by supervisors, students, or other employees, or of students by faculty, employees, or other students, is absolutely prohibited. Upon receipt of information that sexual harassment has occurred and after verification of such information, the district shall take prompt corrective action, up to and including dismissal of the employee or expulsion of the student from the district.

## HEAD LICE

Getting head lice isn't a sign of bad personal hygiene or the cleanliness of a home. This itchy infestation most often spreads through close personal contact and by sharing personal belongings. Head lice may be transmitted via items such as hats, brushes, headphones, barrettes, towels, clothing, pillows, etc.

Common signs and symptoms of head lice may include itching and red bumps on the scalp, neck, and shoulders. Some people, particularly if this is their first infestation, don't experience itching. The most common places to find adult lice are behind the child's ears and along the back of the neck. Lice are tiny--about the size of a strawberry seed. Lice eggs (nits) attach to hair shafts. Nits resemble tiny pussy willow buds. Nits can be mistaken for dandruff, but unlike dandruff, they can't be easily brushed out of hair.

If your child experiences a case of head lice, s/he must be treated, and all nits and lice removed by someone at home, before being allowed to return to school. Upon returning to school, your child's hair will be checked by school officials or designees. DB-TC has a "No-Nit" Policy. This means if a nit/egg is found on a child's head/hair, we must send the child home until 100% free of nits and lice. Please notify the school office in the event that your child gets head lice, so that appropriate measures can be taken. If you have any questions or concerns regarding this matter, please do not hesitate to contact the principal's office (482-5800, x2110). Also see:

COMMUNICABLE DISEASES AND PESTS

## HOME SCHOOLING POLICY

DB-TC Schools welcomes home schooling families and will work, on an individual basis, with any previously homeschooled student/s (and family) to ensure academic needs are met in accordance with State of Michigan Standards and the Michigan Merit Curriculum. Class rank will be calculated at the high school level for students who attend(ed) public school from the start of 9th grade through graduation. Because of the differences between home school and public school curricula, students entering in the midst of the high school years may have previously-earned classes/credits recorded as "home school" on official Dollar Bay High School transcripts. Tests and final exams may be given to determine grade level upon entrance to school and/or to determine if credit can be awarded for previously taken subjects and/or if graduation requirements may be waived or modified.

## HONOR ROLL – See ACADEMIC PROGRAM – CLASS RANKING POLICY and HONOR ROLL

### IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the State of Michigan on file. If a student does not have the necessary immunizations or waivers, administration may remove the student or require compliance within a set timeframe. This is in accordance with state law. Any questions about immunizations or waivers may be directed to the principal's office. Recent state legislation requires parents to obtain non-medical (religious and philosophical) waivers at their local county health department. Only waivers that have been certified by the health department will be accepted.

### IN-SCHOOL SUSPENSION or DETENTION

In-school suspension or detention is a disciplinary consequence assigned to students for excessive tardiness or unexcused absences, and as otherwise needed as a consequence for unacceptable behavior.

- Students in in-school suspension or detention are expected to use the time to do school work.
- Students in in-school suspension or detention may not use cell phones or Chromebooks or other electronic devices, except with explicit principal permission under special circumstances.
- Students in in-school suspension or detention may not socialize with other students.
- Students in in-school suspension or detention may not leave for lunch.
- Students must serve in-school suspension or detention for the full amount of time assigned.
- Misbehavior in in-school suspension or detention will not be tolerated. Removal from the in-school suspension/detention room for any reason will result in a two-day out-of-school suspension. After serving the out-of-school suspension, the student will be required to complete the remaining day of in-school suspension before returning to the normal classroom setting, including a full day for the day during which s/he was removed.

### INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Also see: ACCIDENTS AND INJURIES

### INTERNET POLICY

All students who access the internet or have an e-mail account must have a signed Acceptable Use/Electronic Resources Agreement on file at school. Students who violate the terms of the policy are subject to discipline.

### LEAVING SCHOOL GROUNDS - ELEMENTARY

Students in grades K-6 are to stay on school grounds during the whole school day, including recess and lunchtime. Parents who want to make other arrangements for their child must contact the principal's office to discuss the request. Also see: OPEN CAMPUS LUNCH - HIGH SCHOOL

### LIBRARY

Students may use the library only when a supervising adult is present. 7th-12th grade students visiting the library must possess a signed pass from a teacher. All reference materials are to be used in the library. A fine of ten cents per school day will be charged for overdue books, up to the replacement value of the book. Books may be renewed for an additional two-week period, providing no other student has requested that book. Students who have library fines may not check out other library materials until the fines are paid. Students who lose or damage a book or other library materials will be required to pay to cover the damage or loss. A student's behavior while using the library will determine his/her future use of the library. Unnecessary noise or disturbances will result in the suspension of the library privilege. Any book not returned will continue to be the responsibility of the last person to check it out. Do not leave books on the shelves, desk, etc.

### LOCKERS

Every student is assigned a locker. Students may not switch lockers unless the principal grants permission. Lockers are to be kept clean. Since lockers are a permanent part of the building, and are the property of the school district, minimal decoration and no permanent writing is allowed on locker surfaces. Lockers should always be latched closed when not in use. Money from class sales

and other class functions must not be left in lockers. The district will not assume responsibility for money or other valuables left in student lockers. Any theft from a locker, however, must be reported to the principal's office immediately. Backpacks, jackets, and other personal items are to be kept in lockers when not in use. Students are not permitted to bring backpacks with them to class. All items needed for class are to be obtained from the locker before the period starts. No items shall be kept in a locker which might endanger the health, safety, or welfare of individuals, or are in violation of the law or school rules.

Lockers are the property of the school district and may be inspected or searched by school administration at any time. Law enforcement may assist school personnel in searching the locker and its contents if assistance is at the request of school administration and the search is conducted in accordance with school policy.

Expectation of privacy in a locker: A student who uses a locker that is the property of a public school district should have no expectation of privacy for the locker or its contents.

## LUNCH and SNACKS

Hot lunch and breakfast are served in the cafeteria/lunchroom. High school students are encouraged to eat in the lunchroom, but also may eat lunch outside, in the third floor hallway, or in classrooms with teacher permission. Students may not be on the first floor (hallways or rooms) or on/near the ramp area or elementary hallway during lunch hour. No one is to eat lunch on any carpeted area. Students may not enter the auditorium during lunch period. Students may not enter/use computer lab(s) during lunch hour. After eating lunch, students may use the gym, if accompanied by a teacher who has granted permission. Students are to dispose of their garbage in the trash. Failure to do so (i.e. leaving a mess from lunch) will result in a severe limitation of the locations in which lunch may be eaten. Students with driving privileges (whose signed agreements and vehicle information are on file in the office) may drive off campus during lunch hour.

### Prices:

2019-20 Breakfast costs \$1.75, or \$.30 for reduced-price breakfast.

2019-20 Lunch costs \$3.15, or \$.40 for reduced-price lunch.

Forms for free and reduced lunch are available on the website, and in the principal's and superintendent's offices. Anyone who believes there is even a slight chance their family may qualify for free or reduced lunch is strongly encouraged to submit a free and reduced lunch form.

## SNACKS

Teachers set their own policies on when and where students may eat and drink in their classroom(s). Food wrappers and other garbage associated with eating/drinking during school must be disposed of in trash cans. Students violating the rules for eating in school will be subject to loss of privileges or other disciplinary action.

Milk can be purchased by K-3 students.

## MEDICATION

If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, office staff will administer the medication.

The [Medication Request and Consent Form](#) must be filed with the office before the student will be allowed to take any prescription medication during school hours.

No medication, prescription or non-prescription (including aspirin, etc.), may be kept in a student's possession (i.e. pockets, bags, lockers, desks) without permission from the administrator. All such medication must be kept in the office.

The parent/guardian of the student is responsible for informing the school administrator of any change in the student's health or change in medication.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered, or at the end of the school year.

If a student is found using or possessing a medication without parent and school authorization, s/he will be sent to the school office and the parents will be contacted. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

The parents shall have responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for presenting him/herself on time for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.

Asthma Inhalers: Students, with a prescription from a physician and consent from a parent/guardian, and a signed Medication Request and Consent Form, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

## NATIONAL HONOR SOCIETY

The Dollar Bay-Tamarack City Grace Gaffney Chapter of the National Honor Society was formed and chartered in 1976 to recognize students and promote the ideals of scholarship, leadership, character, and service. Students recognized and inducted into the Honor Society represent these characteristics and ideals.

Membership eligibility, by-laws, criteria, and the process forms are available from the National Honor Society advisor. Induction of new members takes place once a year.

By the beginning of 3rd trimester, the National Honor Society advisor will review cumulative GPAs and send letters of invitation to potential candidates. To qualify for an invitation letter, a student must have a cumulative GPA of 3.25 or higher and be in the 10th, 11th, or 12th grade. The cumulative 3.25 or higher GPA qualifies candidates for the scholarship criterion.

Qualified applicants will complete and submit a Student Activity Information Form. This form requests information about extracurricular activities, leadership positions, community activities, work experiences, and recognition and awards. The Student Activity Information Form must be submitted by the due date or it will be considered null and void.

The National Honor Society advisor will review the Student Activity Information Forms and distribute Faculty Input forms to the faculty. This form asks faculty to score each candidate on qualities of leadership, character, and service. In addition, each teacher is asked to share any noteworthy experiences with candidates, positive or negative. The Student Activity Information Form and Faculty Input qualify candidates for the leadership, character and service criteria.

The National Honor Society advisor will call a Faculty Advisory Committee meeting. During this meeting, new members will be selected based on their Student Activity Information forms, Faculty Input Form scores, and any noteworthy conduct shared by faculty.

Candidates will be informed of their selection or non selection as soon as possible.

### Suspension or Revocation of NHS Membership

Members who fail to maintain the NHS standards of leadership, character, service and scholarship can have their membership suspended or revoked. Suspension or revocation of membership can result from a student's GPA falling below the 3.25 standard or from disciplinary action.

## NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Students desiring to form a non-school-sponsored club or hold such an activity must schedule a meeting with the principal to discuss all aspects of the proposal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Non-district-sponsored organizations may not use the name of the school, school logo, or school mascot.

## ONLINE CLASSES – See ACADEMIC PROGRAM - ONLINE CLASSES

## OPEN CAMPUS LUNCH - HIGH SCHOOL

Students in grades 7-12 are permitted to leave the school campus during lunch period. This is a privilege which can and will be revoked based on inappropriate or unsafe behavior or any other abuse of this unique privilege by a student during or around lunch time. Student drivers may drive off-campus for lunch, and are expected to manage time responsibly, allowing more than enough time to return on time for 4th period. Traffic, snow, waiting for the bridge, and other delaying factors will not be considered as reasons to change or eliminate a tardy or unexcused absence for 4th period. If there is any chance a student may not make it back in time for 4th period, s/he is advised to have lunch at school in the cafeteria.

## PASSES

Students leaving or returning to class must possess a pass from a teacher or administrator. Students may not leave class for more than ten minutes. Students are not to be in places other than the destination stated on the pass. Passes to leave a class will be given only for legitimate reasons. Students not following the proper procedures will lose pass privileges.

## PAYMENT OF BILLS

Every student's family is required to pay all outstanding bills. Failure to pay money owed may result in the school withholding report card grades, credit, or diploma, which may impact graduation. Fees may be waived by administration under special circumstances such as serious financial hardship.



## PHYSICAL EDUCATION RULES

All students will be required to wear proper attire for physical education class, as directed by the P.E. teacher. Failing to dress appropriately for P.E. class may result in a lowering of the grade. Depending upon the type of activity, other appropriate attire may be approved by the instructor. All students will be expected to shower after strenuous activities.

### Gym Lockers

- Only locks obtained in school may be used in school. The deposit for each lock is \$5.
- Graduating seniors and others who are no longer using their locks may return their locks and be refunded the deposit.
- A second lock may be provided with another deposit of \$5.
- Students are strongly encouraged to use locks to keep items in the locker room safe. The school is not responsible for lost or stolen items. Locks are provided to prevent the possibility of theft.

## PICTURE DAY

A professional photographer takes individual pictures in the fall. Parents are given the opportunity to purchase picture packages at reasonable prices. In the spring, the photographer returns to take class pictures and group pictures that are also available for purchase at a reasonable price.

## POWER ANNOUNCEMENTS

Automated text, voice, and email messages will be sent to alert families to emergency closings, remind families of upcoming events, ask parents to call to excuse a child's absence, or disseminate other need-to-know information. Starting in Fall 2019, families will be contacted with non-emergency messages by text/SMS and email only. For announcements about school cancellation or other emergency announcements, text, email, and phone calls will be used.

## POWERSCHOOL - GET FREQUENT UPDATES

Being aware of your child's attendance and grades is important! We strongly suggest setting up weekly email updates in PowerSchool, especially for parents of middle and high schoolers. It's quite easy.

- Go to our school website. Go to "Parents." Go to "PowerSchool."
- If you have an account, just log in with your family's username and password. If you do not yet have an account, click "Create Account" and set it up. If you need help with this, call Karen at 482-5800 x2110.
- Select "Email Notification" on the left menu bar.
- Check your preferred options (we suggest "Summary of Current Grades and Attendance," and "Balance Alert").
- We suggest checking "Apply these settings to all your students" if you have more than one child in DB.
- Click "Submit."

Here's a short tutorial on setting this up: <https://www.youtube.com/watch?v=dSmuB-13kU>

## PROTECTION OF PUPIL RIGHTS AMENDMENT

The PPRA (Protection of Pupil Rights Amendment) governs the school's conduct in regard to surveys, collection and use of information for marketing purposes, and certain physical exams. These include the parent's right to:

-Consent before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

-Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, including military recruiters.

-Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Dollar Bay-Tamarack City Area Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Dollar Bay-Tamarack City Area Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Dollar Bay-Tamarack City Area Schools will also directly notify, such as through email, parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Dollar Bay-Tamarack City Area Schools will make this notification to the parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## RECESS - ELEMENTARY

All K-6 students enjoy two recess periods per day (three, if they take advantage of before-school recess). Parents, please be sure your child is prepared for the day's weather conditions, especially during winter, when warm coats/jackets, snow pants, boots, hats, and gloves/mittens are required. Students who are sent to school unprepared with proper attire must sit in the principal's office or on the steps at recess, depending on conditions. When the temperature is below zero, or when it is raining hard, students stay inside for recess. If a student has a medical or other issue preventing going outside for recess, please contact the principal's office to discuss options.

## RETENTION POLICY FOR 7th and 8th – See ACADEMIC PROGRAM - JUNIOR HIGH RETENTION POLICY

## RETENTION POLICY - ELEMENTARY

It is the goal of the T. R. Davis Elementary School to ensure all students are at academic grade level at the end of each school year. If a student has not demonstrated and mastered grade level standards, that student may be considered for retention. A decision to retain a student will be based on recommendations and input from the child's classroom teacher, parents, and administration.

## SAFETY DRILLS – See FIRE/TORNADO/LOCKDOWN DRILLS

## SCHEDULING AND CLASS ASSIGNMENT

Schedules are provided to each student the week before school is scheduled to start. Schedules are based on the student's (and parents') needs and wants and available class space. Any changes in a student's schedule should be handled in the counselor's or principal's office. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites, or the need to take another course due to MMC requirements.

Any student who wants to change his/her class schedule must make changes during the first three days of the trimester with the consent of the instructor(s), principal, and guidance counselor. A drop will not be permitted unless a viable course for graduation replaces it.

## SEARCH AND SEIZURE

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities with reasonable suspicion of presence of prohibited items may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

A student's failure to permit search and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) and a student's vehicle may be searched whenever a school official has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to legal authorities.

District Dog Searches: The administration may use dogs to search the building or student parking lot for forbidden items.

## SENIOR TRIP

The senior class trip is an optional part of the program at Dollar Bay High School. (The last senior trip is expected to be in Spring/Summer 2021.) All members of the senior class may participate in the trip if they do their part to earn the funds required for the trip. With the input of the senior advisor and parents, each class will determine its policies for funding (including refunding, if any) the trip. The administration/school board must approve said policies. The senior trip is subject to school board approval. Any senior who is suspended from school for any reason for more than five days during his/her senior year will not be permitted to participate in the senior class trip. All money remaining is to be spent in keeping with the wishes of the senior class, subject to school board approval. A faculty chaperone must accompany the seniors on their trip. If less than 50% of the class participates in the trip, the class will pay the substitute expenses of the faculty chaperone(s). If a second faculty member goes on the trip, the class shall pay for the substitute teacher. One of the factors influencing the board's approval is the conduct of students on previous trips. We are proud of the way students from Dollar Bay High School have conducted themselves while on past senior trips, and we believe this trip is a valuable educational experience. It is important that seniors participating in this experience understand that their behavior reflects not only on them, but also on the school and community they represent. Read the [overnight trip permission](#) form for further information about trips and their requirements, which includes the following statement for parents to sign: "I, the parent/guardian, understand the guidelines and expectations of this school trip and expect my child to abide by the rules. I understand that if my child violates the rules, s/he may be sent home *at my expense* (this means the student will be sent home on the first available plane, regardless of time; if a chaperone must accompany, that fare would also be paid by the parent). I understand that if my child damages property or incurs financial penalties due to behavior, destruction, vandalism, etc., I will be responsible for reparations. In the event of a medical emergency, I give consent for staff/chaperone(s) to obtain medical treatment for my child."

## SEXUAL HARASSMENT – See HARASSMENT/BULLYING/HAZING

## SNACKS - See LUNCH AND SNACKS

## SNOW DAYS, EMERGENCY CLOSINGS, AND DELAYS

If the school must be closed or its opening delayed due to inclement weather or other conditions, DB-TC Schools will notify parents by sending out a Power Announcement through Power School stating that school is either closed or delayed. However, there are times when technology does not work properly, so please listen to local radio stations or TV6, as well. Parents and students are responsible for knowing about emergency closings and delays. Please make sure forms regarding early dismissals are completed so children can be assured a safe arrival home or to whichever destination is chosen on days of inclement weather.

## SNAP SUSPENSIONS STATE LAW

### MICHIGAN LAW MCLA 380.1309 (SNAP SUSPENSIONS)

A teacher is authorized to immediately remove and suspend a student from class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

The teacher is required by law to contact the parent/guardian of any student suspended from a class, subject, or activity as soon as possible to arrange a conference to discuss the incident. The teacher can request a meeting with the parents/guardians along with the school counselor and/or principal.

## STUDENT BEHAVIOR, DISCIPLINE, AND CODE OF CONDUCT

### Positive Behavior Interventions and Supports (PBIS)

DB-TC knows that schools can only be successful when they help students to grow academically, socially, and emotionally. In order for this to happen, it is important that we establish a safe environment. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students these expectations/rules. Using the PBIS framework helps us to create a positive, safe environment for all of our students.

In the elementary school, PBIS focuses on the "SPARK" acronym: Safe, Problem-Solving, Always Respectful, Responsible Kids.

In the high school, PBIS is based on the "BOLTS" acronym: Be respectful, Open-minded, Loyal, Trustworthy, Supportive. Behavior expectations are set based on our unique school and its students, and are categorized under these headings.

PBIS is an evidence-based framework for addressing student behavior and discipline which schools have been successfully using for decades. When behavior problems do occur, adults respond in ways that promote the learning of appropriate behaviors and help restore what may have been lost due to the behavior incident and/or work to “make things right” (restorative justice). If parents ever have a concern about their child’s behavior or another child’s behavior, they are asked to contact a teacher or administrator as soon as possible.

| <h1>T.R. Davis Elementary</h1> <h2>Dollar Bay-Tamarack City Area Schools</h2> |  |  |  |   |
|---|--|--|--|---|
|   | Hallways   | Bathrooms  | Lunchroom  | Playground  |
| <b>S</b><br><i>Safe</i>   | Walking feet<br>Walk on the right<br>Hands and feet to self<br>Eyes forward                                      | Wash hands with soap<br>Hands and feet to self<br>Water stays in sink  | Stay seated on bottom<br>Walking feet<br>Hands and feet to self  | Rocks, sticks, sand, and snow stay on the ground<br>Use equipment properly<br>Walk on path quietly<br>Hands and feet to self  |
| <b>P</b><br><i>Problem-Solving</i>  | Stay in safe areas<br>Pick up trash<br>Be accepting<br>-Help others  | Try to fix it before reporting it  | Clean up spills--yours and others'<br>Communicate your needs<br>Raise your hand for help   | Work out disagreements using words<br>Try to fix it before reporting it<br>Choose an appropriate place for activities<br>Agree on game rules<br>Share equipment           |
| <b>A</b><br><i>Always Respectful</i>  | Quiet voice<br>Close lockers gently<br>Be accepting<br>-Share space<br>-Use smiles and kind words<br>-Be patient | Quiet voice<br>Give others privacy<br>Use one paper towel<br>Keep walls, mirrors, and floors clean<br>Be accepting<br>-Let others feel secure (unembarrassed)<br>-Be patient | Quiet voice<br>Use manners (say "please" and "thank you")<br>Wait to be dismissed<br>Follow adult directions<br>Be accepting<br>-Invite someone new to sit by you<br>-Be patient | Leave outside voice outside<br>Use kind words<br>Preserve the school garden<br>Be accepting<br>-Be patient<br>-Let others have space<br>-Welcome others to play           |
| <b>R</b><br><i>Responsible</i>  | Keep personal items in locker<br>Go straight to your destination<br>Hang clothing on hooks                       | Go straight to your destination<br>Use bathroom when allowed<br>Go, flush, wash, leave<br>Flush one time (conserve water)<br>Place garbage in trash                          | Clean your area<br>Place garbage in trash<br>Get supplies before you sit<br>Eat your own food<br>Take only what you need   | Wear appropriate clothing outside<br>Stay within playground area<br>Return items to proper place<br>Pick up forgotten items<br>Line up quickly<br>Follow adult directions |
| <b>K</b><br><i>Kids</i>   | <h1>Be a SPARK!</h1>   |  |  |   |



# Dollar Bay High School

## Dollar Bay-Tamarack City Area Schools

|                           | Classroom   | Public Areas<br>(Restrooms, Hallways, and<br>Common Areas)   | Electronic Devices  | Lunch<br>Hour/Transportation   |
|---------------------------|---|--|---|--|
| <b>B</b><br>Be Respectful | <ul style="list-style-type: none"> <li>Follow classroom procedures</li> <li>Come to class prepared</li> </ul>   | <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Use appropriate volume and language</li> <li>Keep hands to yourself</li> <li>Go, flush, wash, leave (in the bathroom)</li> </ul> | <ul style="list-style-type: none"> <li>Use technology only when allowed</li> <li>Get permission before taking a picture/video of someone</li> <li>Always use school network</li> </ul>  | <ul style="list-style-type: none"> <li>Say please and thank you</li> <li>Use time to eat</li> <li>Use appropriate volume and language</li> <li>Drive cautiously and slowly (15 MPH max)</li> </ul> |
| <b>O</b><br>Open Minded   | <ul style="list-style-type: none"> <li>Help and include one another</li> <li>Be positive in your tone and language</li> </ul>                         | <ul style="list-style-type: none"> <li>Conserve water</li> <li>Enjoy the company of the family around you</li> <li>Make safe choices</li> </ul>  | <ul style="list-style-type: none"> <li>Remember it will exist forever</li> </ul>  | <ul style="list-style-type: none"> <li>Conserve food/resources</li> <li>Park appropriately</li> </ul>  |
| <b>L</b><br>Loyal         | <ul style="list-style-type: none"> <li>Respect the diversity and opinions of your classmates</li> <li>Participate and engage in activities</li> </ul> | <ul style="list-style-type: none"> <li>Report issues to a teacher</li> <li>Wash hands with soap (in the bathroom)</li> <li>Be courteous to others (mind your business)</li> </ul>                        | <ul style="list-style-type: none"> <li>Place devices in classroom bin or leave in locker</li> </ul>   | <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Be courteous to others (mind your business)</li> <li>Watch for students and pedestrians</li> </ul>                         |
| <b>T</b><br>Trustworthy   | <ul style="list-style-type: none"> <li>Be honest</li> <li>Own your behavior</li> <li>Report concerns and issues to teachers or staff</li> </ul>       | <ul style="list-style-type: none"> <li>Limit your time and respect privacy (in the bathroom)</li> <li>Phones are put away</li> <li>Stay to the right in the hallway</li> <li>Be on time</li> </ul>       | <ul style="list-style-type: none"> <li>Be on task</li> <li>Always use school network</li> <li>Use phone/ electronics when allowed</li> <li>Obey the law regarding use of photo/video devices in bathrooms/locker rooms</li> </ul> | <ul style="list-style-type: none"> <li>Make safe choices</li> <li>Eat in appropriate locations</li> <li>Be on time</li> <li>Drive cautiously and slowly (15 MPH max)</li> </ul>                    |
| <b>S</b><br>Supportive    | <ul style="list-style-type: none"> <li>Work collaboratively</li> <li>Be excellent to each other</li> </ul>  | <ul style="list-style-type: none"> <li>Be a good friend</li> <li>Pick up trash</li> </ul>  | <ul style="list-style-type: none"> <li>Keep interactions positive and appropriate</li> </ul>  | <ul style="list-style-type: none"> <li>Help others when needed</li> <li>Be a good friend</li> </ul>  |

A major goal of the educational program at Dollar Bay - Tamarack City Area Schools is to prepare students to become responsible workers and citizens, as they learn to conduct themselves properly and in accordance with established standards.

We believe every person has the right to learn and work in a non-threatening environment. We expect a positive attitude and respectful behavior from everyone. Good things result from

-Treating others as we want to be treated.

-Accepting others' responses and ideas in class with an open mind and polite attention.

-Practicing common courtesy at all times.

-Being cooperative, attentive, and supportive in class and in the halls.

A sincere effort will be made by administrators and faculty members to resolve problems through effective use of school district and community resources in cooperation with the student and his/her parent(s) or guardian. On those occasions where the severity and/or frequency of the offense warrants it, a student will be subject to progressive disciplinary action which may include detention, in-school suspension, out-of-school suspension, or expulsion.

-Lunch-Hour Detention means 12:25-12:50 p.m. in a designated teacher's classroom.

-Before- or After-School Detention means 7:55-8:20 a.m. or 3:35-4:00 p.m. in the principal's office.

-In-School Suspension – Students serving in-school suspension will be separated from the general student body for the entire length of the suspension. However, if behavior or attitude proves to be inappropriate, this privilege may be immediately eliminated for a particular student and may no longer be an option in the future.

-Short-Term Suspension – Exclusion of a student from class or school premises for one class period to three days. This includes all extra-curricular activities that take place after school.

- Suspension – Exclusion of a student from school or school premises for four to ten days. The suspension ends at the specified time or upon the fulfillment of a specific set of conditions. This includes all extra-curricular activities that take place after school.
- Long-Term Suspension – Exclusion of a student from school or school premises for longer than ten days. For long-term suspensions, the length of exclusion from school may be dependent on the results of referral and/or the action of an out-of-school agency: juvenile or other court, parental commitment, or seeking professional assistance for the student. Long-term suspension may be a step prior to expulsion, dependent on results of referrals.
- Expulsion – The permanent exclusion of a student from school or school premises.

Suspension from School: Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. If a snow day or other school cancellation occurs on/within the student's suspension period, day(s) will be added accordingly, so that the assigned number of school days will be missed.

Disciplinary action may result for failure to conform to rules and regulations adopted by the Board of Education. Disciplinary action, including suspension or expulsion from school, may result from improper school conduct or behavior on school property (including school buses and other transportation) or at school activities. Improper conduct or behavior will include, but will not be limited to, the following:

#### Student Code of Conduct

Dollar Bay-Tamarack City students shall not participate in or use:

a. Activities defined as criminal under the laws of the State of Michigan, including but not limited to the following:

- Alcohol/Drugs – Use, possession, sale or distribution of alcoholic beverages/drug paraphernalia or “look-alike” alcoholic beverages/drugs, or being under the influence of alcoholic beverages/drugs.
- Arson- The intentional setting of fires.
- Assault – Intentional physical contact with or threatened harm to another person without the consent of that person (e.g. striking or threatening a teacher, administrator, school employee, adult, or student)
- Bomb Threats – Calling in or insinuating in any way that the persons or buildings on school property are under threat of explosive devices.
- Burglary – Entering a school building, a school vehicle, or any vehicle on school property without permission and for illegal purposes.
- Caustic Substances – Use or possession.
- Dangerous Weapons – Possession. (A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns, whether loaded or unloaded, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.) Board Policy 5772.
- Extortion – Getting property or favors from another by use of threat.
- False Alarms – Reporting a false alarm of any kind (e.g. fire, bomb, etc.)
- Gambling – Wagering of any kind.
- Harassment of any kind (e.g., sexual, ethnic, gender, etc.) or in any fashion (e.g., physical, verbal, written).
- Hazing – Students may not organize or carry out any hazing.
- Incendiaries – Use or possession of fireworks, smoke bombs, or similar devices.
- Interference – With school activities or intimidation of individuals at school activities.
- Larceny – Stealing the property of another.
- Littering – On school property, including school vehicles.
- Robbery – Stealing from an individual by force or threat of force.
- Toy Weapons – A student shall not possess a toy “look-alike” weapon on school property (including a school vehicle) or at a school-sponsored event.
- Trespassing – Illegal or unauthorized intrusion in school buildings or on school property.
- Unauthorized or unsafe use of a motor vehicle.
- Vandalism, Malicious Mischief – Property damage, including defacing, damaging, or destroying school property or any other person's property on school property, including but not limited to the placing of graffiti.

Other Weapons – Possession of a weapon that is not a firearm or dangerous weapon within the Board of Education's policy concerning Dangerous Weapons/Firearms, Arson, Criminal Sexual Conduct (JFCJ). If a student is in possession of any dangerous paraphernalia or any object (not covered by Policy JFJ) used to inflict harm on another person, he/she shall be guilty of a gross misdemeanor. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

b. Cheating or Plagiarism – Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. In short, to plagiarize is to give the impression that you have created/written what you have actually borrowed from someone else. Whenever you use source materials, you must give credit to the authors, even if you only paraphrase. Laws protect authors and publishers whose materials have been copyrighted. Therefore, the act of plagiarism by any student of Dollar



Bay-Tamarack City Area Schools will be dealt with by the lessening or loss of grade or credit in the class where such an occurrence takes place.

c. Chemical Aerosol Agent – (e.g., pepper gas, mace, etc.) may not be brought onto or possessed on school property or at school events, without express written permission of a school administrator.

d. Computers – Unauthorized or improper use of the school computers (e.g. hardware, software, and all computerized information) is unacceptable.

e. Disorderly Conduct – Behavior considered overly distracting or inappropriate, any behavior that infringes on the rights and/or safety of others at school or a school event (including water balloon activity, skateboarding, unauthorized demonstrations, careless driving, etc.).

f. Fighting – Fighting or provoking a fight.

g. Gang/Cult/Non-Sanctioned Organizations – Students may not wear, possess, or display any items, engage in any communication, or engage in any manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes, symbolizes, or supports membership or recognition of a gang/cult/non-sanctioned organization.

h. Insubordination – Refusal to comply with requests of a school administrator, teacher, employee, chaperone or other adult acting in the role of supervisor.

i. Irregular Attendance and/or Skipping – Unexcused absence from class.

j. Leaving School Grounds – Without permission or without properly signing out.

k. Lighters, Matches or other Fire Starting Devices may not be brought on to school property or to school events, or possessed on school property or at school events.

l. Loitering – Being present in any area other than for the purpose for which the area was intended to be used (e.g., bathrooms, unused offices and rooms, parking lot, etc.)

m. Obscene, Profane, or Lewd Behavior/Language – Suggestive gestures, or obscene or profane language.

n. Passes/Permits/Authorizations – Misuse of passes, permits, or any school-regulated authorizations refers to the act of using, writing, or displaying in writing the name of another person, or falsifying times, dates, grades, addresses or other information on school forms; or being in an unauthorized area without a proper permit or pass.

o. Public Display of Affection – Public display of affection, except holding hands, is not permitted on school property, in school vehicles, or at school activities.

p. Snowball Throwing – No snowball throwing on school property, or onto or at school property.

q. Tobacco Products – Use or possession of tobacco products on school property or at school-sponsored activities.

r. Vapor pens or e-cigarettes of any kind are prohibited on school grounds or at school-sponsored events, and are considered the same type of offense as tobacco products.

s. Unauthorized locks on lockers.

t. Unauthorized possession of school property or the property of another person.

u. Verbal Assault – Verbal assault to persons or gross disrespect of school personnel, chaperones or any other person on school property or at school activities, including, but not limited to, verbal sexual assault, harassment/bullying/hazing, hate speech.

v. Possession of Inappropriate Items – Possession of items that contain inappropriate, obscene, profane, or sexually suggestive language or pictures.

w. Throwing Food – No food throwing is allowed in the cafeteria or any other part of the school building or grounds.

#### Discipline for Violations of the Student Code of Conduct:

This list of improper conduct is not all-inclusive. Students who engage in any unacceptable behavior will be disciplined as appropriate. The discipline assigned to a student for violating the student code of conduct may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other relevant matters. Discipline will range from a conference with the student to a recommendation for expulsion. The administrator may separately or concurrently refer the student or the incident to the appropriate governmental authority.

## STUDENT COUNCIL – See STUDENT GOVERNMENT

## STUDENT DRIVER GUIDELINES

Driving to and from Dollar Bay High School is a privilege that comes with great responsibility. Because of limited school parking and other factors, only students in 11th and 12th grade will be allowed to park on school grounds. A parent/guardian of a student in 10th grade who would like his/her child to drive to school for a justifiable reason may request a meeting with the principal to make this case. The request may be granted or denied, based on the reason(s) given, available space in the parking lot, etc.

The following must be agreed upon by student and parent in order for a student to be permitted to drive at DB-TC Schools.

1. Student drivers must register their vehicle with the school office by completing the [Student Driver Contract](#).

2. Student drivers must park their vehicle in the parking lot behind the T.R. Davis Elementary building. The first row is designated for teachers. All other rows are available for student vehicles. (All parking spaces along and across from the school must be kept free for visitors.)

3. Students must drive 15 mph or slower on the streets bordering the school, and must follow established traffic patterns.

4. Students who drive off campus during lunch period must follow all speed limits and traffic laws. Those reported as driving unsafely or illegally will have driving privileges suspended or revoked.
5. Because the school district is responsible for all areas within its boundaries, student vehicles parked on school grounds may be subject to search at the discretion of the administration if there is any reason to suspect prohibited items or behaviors within.
6. Student drivers who violate school policy and policies listed on this contract may have their driving privileges suspended or revoked. The safety of our children is our first priority.

The Board of Education and the District shall be held harmless from any claims, suits, liabilities, causes of action, or responsibility of any type of accidents, injuries, or death connected with the permission for student transportation, it being specifically understood that the parents and students involved assume total and complete responsibility for all liabilities connected to the permission for student driver transportation.

## STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school and state guidelines. The following general rules will apply to all fund-raisers: Students involved in fund-raisers must respect the academic integrity of school programs and classes. Fund-raising will not be allowed to interfere with classes in any manner.

-Students/Groups must obtain permission from the principal before beginning a fund-raiser.

-Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

-Students must not participate in a fundraising activity for a group in which they are not members without the approval of the advisor.

-Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

-Students must not hold fundraising bake sales (or other sales of food items) which offer food/beverage items that do not meet federal nutrition guidelines during school hours more than two times per week.

## STUDENT GOVERNMENT/CLASS ELECTIONS

Class Officers: Grades 7-12 will elect class officers and student council members. Each class will elect a president (also a member of the student council), vice-president, secretary, and treasurer. The class will select an advisor. Once an advisor has been chosen for the class, that advisor will (generally) remain with that class through the senior year of high school.

Student Council: Each class, grades 7-12, will elect the given number of student council members. The student council represents the student body and serves as a communication vehicle between the student body and administration, where the students can assume as much of the responsibility of organizing their high school activities as they can manage. It is also the forum where problems or questions from either students or the faculty can be presented for discussion and consideration. The class president from each class serves as a student council member. Each class elects student council members, to serve on the student council with the class president. The student council shall have an advisor appointed by the principal.

The number of student council members for each class is as follows:

Grade 12 = 5 members

Grade 11 = 4 members

Grade 10 = 3 members

Grade 9 = 2 members

Grade 8 = 2 members

Grade 7 = 2 members

TOTAL = 18 members

## STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the administration. Violation of this rule may lead to disciplinary action. Also see: STUDENT FUNDRAISING

## STUDENT VALUABLES

Students are discouraged from bringing items of value to school. Items such as jewelry, expensive clothing, electronic devices, etc., are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## SUBSTANCE ABUSE POLICY

Recognizing that abuse of various controlled substances by students has become a serious problem in schools in our nation, the Dollar Bay-Tamarack City Area Schools Board of Education believes that, in the interest of maintaining a sound educational climate,



every effort should be made to prevent problems related to such abuse from occurring in school or at school-related activities. The Board further recognizes that student problems related to substance abuse are both behavioral and medical in nature and as such may require the referral of students involved to persons professionally trained to deal with such problems. The possession or use of behavior-altering substances (including alcoholic beverages and drugs) by students during school hours or in connection with school-sponsored activities or the effects of such substances taken at other times but carrying over to school hours or in connection with school-sponsored activities, is strictly forbidden. Violators will be subject to consequences such as loss of privileges, suspension, therapy in lieu of suspension, or expulsion.

The objectives of this policy shall be to:

1. Strive to protect the existing educational environment and the students involved from potential harm or interruption of the educational process.
2. Establish specific regulations and procedures for dealing with student substance abuse problems.
3. Provide a means of referring students involved in substance abuse for professional counseling and/or medical assistance.
4. Ensure the involvement of parents of students who must be dealt with under this policy.

Since the Western Upper Peninsula Health Department Substance Abuse Division is the only state-certified agency in the area for treatment, the Dollar Bay-Tamarack City Area Schools recognizes only this agency for referrals and evaluations. Although other local agencies may be employed by the Western Upper Peninsula Health Department for a second opinion, the School District will enforce only recommendations from the Upper Peninsula Health Department.

When an evaluation is required as a result of a violation of school policies governing substance use, the recommendations of the evaluation/assessment must be followed for the student to re-enter school. In the event an individual or family wishes an evaluation from another agency, it must first be approved by the Western Upper Peninsula Health Department, who in turn will make the necessary recommendations to the School District. Such evaluation centers outside the Copper Country include Marquette and Ashland, Wisconsin. Names of other evaluation centers may be obtained by calling the Western Upper Peninsula Health Department.

#### Definitions

**Controlled Substance** - For the purposes of this policy, controlled substances shall include alcoholic beverages, prescription drugs, narcotics, or other mind-altering substances as defined by Michigan Law. Look-alike drugs also fall under this policy.

**Student Substance Abuse Problem** - Any student who is found under the influence of a controlled substance on school property or while attending a school related function.

**Possession (of a controlled substance)** - Any student found with a controlled substance on his/her person, in his/her belongings, or in a school locker assigned for his/her use (without a valid doctor's prescription) shall be considered to be in possession.

#### Drug-Free School Zone

Public Act 174 of 1994, amends the Michigan Public Health Code by extending the 500-foot "drug-free zone" surrounding school property to 1,000 feet. Under the amended provisions, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the proscribed 1,000-foot distance zone around school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine (or both) that would otherwise apply.

An individual 18 years or over who possesses cocaine, narcotics, or certain other illicit substances, with the intent to deliver to a minor student within the 1,000-foot drug-free school zone is to be punished by at least two years in prison and up to two times the term of imprisonment and fine (or both) that would otherwise apply.

The role of the educational program as a preventing tool is important and continuing efforts to maintain and improve on-going programs shall be made.

## SUSPENSION and SUSPENSION APPEAL PROCEDURES

Under present school law, the principal is granted the authority to temporarily separate or suspend a student from school. In such actions, the following procedure will be followed whenever possible:

-A student shall be fully informed of the charges brought against him/her, the rationale for the action, and the conditions of the termination.

-Parents shall be notified by phone or personal contact when a student is to be suspended from school (when possible).

-Verbal notification shall be followed (or accompanied) by written communication to the parent(s) or guardian stating the charges, reasons, and conditions of the suspension.

-The superintendent shall be notified of any suspension.

Appeal procedures:

1. The principal's decision, in cases of short-term suspension (less than four days), shall be final. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his/her action within two school days from the date of the conference.

2. Regarding four to ten day suspensions, the parents may appeal such a decision to the superintendent of schools within two school days of hearing the decision. The superintendent shall affirm or modify the decision of the principal within two school days of hearing the appeal. The superintendent's decision shall be final.
3. In reference to long-term suspensions (eleven days or more), the parents may appeal such decisions to the superintendent of schools within five school days from the principal's decision. The superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal. The superintendent's decision shall be final.
4. The superintendent's decision may be appealed to the Board of Education within five school days of such decision.
5. The Board of Education shall schedule a hearing within ten school days and shall notify the parents.
6. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## TARDINESS – See ABSENCE AND TARDINESS

## TELEPHONES

Phones in the superintendent's and principal's office are for limited student use when permission has been granted, or in cases of emergency. Also see: CELL PHONES/POSSESSION OF ELECTRONIC EQUIPMENT

## TESTING OUT OF CLASSES – See ACADEMIC PROGRAM - TESTING OUT

## TEXTBOOKS AND SUPPLIES

The school furnishes books and other required supplies to students. This is done with the expectation that these materials, which represent a substantial financial investment, will be properly cared for and returned. Reasonable wear is expected; excessive wear is subject to fine. If a student loses his/her textbook, he/she will be responsible to pay for its replacement. A requirement of each course is to return books and supplies in an acceptable condition and, in some cases, to pay for materials consumed in personal projects. If these requirements are not met, the grade and credit in the course may be withheld, or, in the case of graduating seniors, the diploma may be withheld. Fines will be imposed for abuse of textbooks.

## TRANSFER OUT OF THE DISTRICT

Parents should notify the principal about their plans to transfer their child to another school. A transfer will be authorized after the arrangements have been made, all school materials have been returned, and all fines and fees have been paid. School records may not be released if the transfer is not properly completed. Parents may contact the principal's office for details. School officials, when transferring student records, are required to transmit disciplinary records, including suspensions and expulsions.

## TRUANCY

Attendance laws require students to be in school all day or have a legitimate excuse. Consistent attendance is directly connected to success in school and at work. Excessive absences will be reported to the Houghton County truant officer. Michigan law makes Family Independence Program (FIP) assistance reliant on students' regular attendance in school. Dollar Bay students are permitted seven absences per trimester. Also see: ABSENCE and TARDINESS

## USE OF SCHOOL PROPERTY

Rooms or special equipment should be used only with the permission of the person responsible for the room or equipment. Use of machines and other mechanically or electrically operated equipment is possible only with the supervision and permission of the teacher in charge. Power tools in the shop are never to be used by students without the direct supervision of the shop teacher. The weight room/equipment is never to be used without the permission of and supervision of the coach or teacher involved.

## VACATIONS DURING THE SCHOOL YEAR – FAMILY TRIPS

All absences due to planned family trips must be pre-arranged by communicating with the student's teachers and office staff. Also see: ABSENCE and TARDINESS/TRUANCY

## VALUABLES

Students are admonished NOT to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. are tempting targets for theft. DB-TC Area Schools cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## VISITORS

Visitors, particularly parents, are welcome at the school. Each visitor must report to the principal's office upon entering the school. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior permission (at least a day in advance) from the principal. Also see: GUESTS OF STUDENTS

## WITHDRAWAL FROM SCHOOL

No student under the age of eighteen will be allowed to withdraw from school without school staff meeting with and obtaining the written consent of his/her parents.

## WORK PERMITS

According to state law, persons under 18 years of age are required to have permits to work for pay. While school is in session, students are permitted a maximum of 48 hours of work and school combined. Students who are 14-15 years old must not work after 9 p.m. and students who are ages 16-17 are not permitted to work after 10:30 p.m. It is the responsibility of the employer to have evidence on file that the minor is legally employed. Work permits are available in the principal's office.

WORK RELEASE - See ACADEMIC PROGRAM - WORK EXPERIENCE

## ATHLETIC HANDBOOK

### Purpose

The purpose of this handbook is to inform student-athletes and their parents/guardians of the Dollar Bay-Tamarack City Area Schools athletic rules and policies. These rules are intended to enhance the quality of the educational experiences available through athletics by providing an athletic program based on proper discipline and positive values.

Being a Dollar Bay athlete carries with it tremendous responsibility. The conduct of athletes at school, practice, and games affects the image of Dollar Bay-Tamarack City Area Schools.

We believe that our athletes are students first, athletes second. Participation in sports is a privilege, not a right. Student-athletes are held to a higher level of accountability than other students. They are more noticeable and “in the public eye.” Student athletes must represent themselves, their team, their coaches, and their school in a positive manner.

All unacceptable behavior that detracts from the athletic program and/or represents the team, school, or individual in a negative manner is subject to penalty.

### Athletic Philosophy

It is the intent of the athletic program to offer students an opportunity to compete and participate in athletics in a safe and organized environment. At the elementary and junior high levels, we encourage participation by all students involved. At the junior varsity and varsity levels, student athletes compete to earn playing time in games in a competitive environment which includes following all rules and policies set forth by the coaching staff. Playing time is a privilege, not a right, at these levels.

### Coach's Responsibility

It is the responsibility of the coaching staff to

- Provide a positive experience to the athletes.
- Make sure all athletes have physicals before the start of practice for the season.
- Submit an accurate roster to the office for purposes of eligibility and distribute rosters to other schools one week before the first game of the season.
- Set guidelines for the teams in regard to participation, practices, responsibilities, dress, and conduct.
- Take inventory of uniforms/equipment at the beginning and end of each season.
- Report results to the Daily Mining Gazette immediately after all home games.

Individual coaches may establish team rules which do not conflict with the Code of Conduct or any other school rules. Coaches are responsible for communicating these rules to student athletes, their parents, and the athletic director. Enforcement of a coach's rules is the responsibility of the coach. The coach will obtain approval for team rules from the principal in advance of the season.

### Michigan High School Athletic Association

The Dollar Bay-Tamarack City Area Schools is a member of the MHSAA. All rules, regulations, and policies of the organization are followed in accordance with the MHSAA handbook.

### Physical Examinations

Every athlete must have a completed and signed *current* physical examination form on file in the high school office prior to participation in any team practice.

### Eligibility Regulations

Academics:

The Michigan High School Athletic Association and the Dollar Bay-Tamarack City Area Schools set the eligibility rules and regulations. Students participating in athletics must be aware of the rules and abide by them to be eligible for participation.

To be eligible for interscholastic athletics in the Dollar Bay-Tamarack City Area Schools, high school students must be passing a minimum of four classes (80%, 2.0 credits). If a student is taking more than 2.5 credits, the student must pass

66% of the full credit load potential. Junior high school students must be passing a minimum of three classes (60%). Eligibility checks will be made throughout the season on Monday (end of day) of each week. Students determined to be ineligible for the week will not participate in any athletic events until the eligibility report is run the following week and the student has improved the failing grade(s) to passing. Eligibility checks will be made after three weeks of the trimester are complete, on the Monday of the fourth week, and every week thereafter.

High School student athletes must have passed four courses and earned at least 2.0 credits during the preceding trimester to be eligible for interscholastic athletics in the current trimester. A student entering 9th grade for the first time may compete without reference to his/her record in the 8th grade. 7th and 8th grade students must have passed three courses in the previous trimester to be eligible for athletics in the current trimester.

Any student athlete deemed ineligible for participation in competition may appeal to the review committee for reinstatement of eligibility. The review committee may waive eligibility requirements for any student if extenuating circumstances exist. If a student wishes to file an appeal, the appeal must be filed in writing with the principal within 48 hours of the student's notification of ineligibility. The review committee will be composed of three people, appointed by the principal, and will consist of the principal and athletic director, and a coach or counselor.

The eligibility status of special education students will be determined on an individual basis, in consultation with the special education teacher and principal.

If the DB-TC athletic handbook is silent on any topic regarding academic eligibility, please refer to the current official MHSAA handbook guidelines.

#### Other Athletic Guidelines:

Student-athletes must attend the second half of the school day in order to participate in practice or in a game that evening. In the event of an absence for doctors' appointments, permission must be received prior to the appointment from the athletic director or principal. If a student receives an unexcused absence for any hour during the day of an athletic contest, the athlete will not be permitted to play in the game that evening. Students must also be in attendance at school the morning following a contest. If athletes are absent first period following a sporting event, the athletic review committee may meet to review the case, and reserves the right to prevent participation in sporting events or practices based on first period absences. (There may be an exception if the bus gets back from a contest later than midnight. Students will be sanctioned for an absence first hour the next morning, if the coach informs the principal's office. Students must get their make-up work for first period that day.)

Students must use transportation provided by the school for all away contests. In special circumstances, parents/guardians may contact the coach for permission to drive their child to or from a contest. Coaches may require that all student athletes ride the bus. If special permission is granted for the parent/guardian to drive the student home, coaches will require a signed note for liability purposes.

No athlete shall wear or use any school-owned equipment or uniform except in games and practices without proper authorization from the coach. Athletes are responsible for any damage/loss to issued equipment/uniforms.

A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a fair market value or cost in excess of \$40. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.

Student athletes should check with their coach or athletic director before participating in any non-school athletic event any time during high school. This regulation is in place to prevent loss of eligibility.

#### **Athletic Code of Conduct**

The code of conduct is the set of rules created to ensure the health and safety of our student athletes and the positive representation of our school. These rules, listed below, have specific penalties, and are referred to the Athletic Director for enforcement.

- Athletes shall not possess, use, or consume alcoholic beverages.

- Athletes shall not possess, distribute or use tobacco in any form, including chewing tobacco.

- Athletes shall not possess, use or consume any illegal or controlled substances/drugs. This rule also prohibits improper or unauthorized use of a legal drug, and/or possession of "drug paraphernalia."

- Athletes shall not remain at a party or gathering where alcohol or drugs are being illegally dispensed and/or consumed. If an athlete attends a party where alcohol or drugs are being illegally dispensed and/or consumed, the student must

leave immediately and safely. To remain in the presence of this illegal activity may constitute a violation of this code of conduct.

-Athletes shall behave in accordance with the DB-TC school expectations and student code of conduct.

-Athletes shall demonstrate appropriate social media behavior.

#### Social Media:

Social media refers to internet-based applications designed to create and share user-generated content. Any form of digital magazines, internet forums, web blogs, podcasts, photographs, videos, ratings, and social bookmarking found on websites or application such as Twitter, Facebook, Instagram, or Tumblr that is open to public viewing is considered to be social media. Violations of this policy are subject to investigation and sanctions outlined in the Dollar Bay School Code of Conduct, and are also subject to review by state and federal law enforcement. Any and all disciplinary measures may apply, depending on the severity of the infraction.

DB-TC student athletes are expected to conduct themselves in a respectable manner as members of their teams and our athletic program. Student athletes are responsible for their social media use. Any malicious use of social media platforms will not be tolerated. Malicious use may include but may not be limited to derogatory language or remarks regarding fellow athletes, game officials, students, coaches, administrators, faculty, and staff of DB-TC Schools or other schools; demeaning statements or threats that endanger the safety of another person; incriminating photos or statements regarding illegal criminal behavior, underage drinking, use of illegal drugs, sexual harassment, or violence.

Any Dollar Bay athlete competing in a cooperative program with another school will follow the athletic handbook rules of that school in conjunction with the Dollar Bay athletic policies. Dollar Bay policies take precedence.

#### **Violation of Rules**

A violation of the athletic code must be reported to the coach, athletic director, and principal. An administrator, coach, school staff person, or anyone wishing to report a violation may do so in writing, which must be signed and submitted to the athletic director and principal. A violation can occur anytime during the calendar year, 12 months, July 1 to June 30. A suspension will carry over to a new school year or new sports season. The athlete must complete the season for which the penalty is issued, or it will continue into the next season in which the student athlete chooses to participate.

In determining the number of offenses an athlete has incurred, all Code of Conduct violations will be numbered together. If an athlete breaks two different rules, the second infraction will be handled as a second offense. For example, if an athlete is caught drinking, and later smoking, the smoking incident will be handled as a second offense.

Consequences may be issued to students who display improper conduct, even if not defined specifically within this athletic handbook. Student athletes must represent themselves, their team, their coaches, and their school in a positive manner.

#### **Penalties due to a violation of the Code of Conduct**

|             |  |
|-------------|--|
| 1st Offense | The penalty for the first violation will be up to 10% of the season (issued by athletic director or determined by athletic review committee), based on the student's history and the severity of the violation           |
| 2nd Offense | The penalty for the second violation within one calendar year of the first violation will be 25% of the season following this second determined violation (added to the first 10%).                                      |
| 3rd Offense | The penalty for a third violation within a twelve month period of the first violation will be suspension from all athletic participation for a twelve-month period from the date the third violation penalty is imposed. |

Students starting the 7th grade year and 9th grade year will begin with zero offenses. They will start junior high and high school with a clean slate.

If a school suspension is served on the date of an athletic event, the student will not be allowed to participate in or attend that event.

### **Appeals Process**

If an athlete or his/her parent questions or otherwise wishes to appeal the decision regarding an Athletic Code of Conduct violation, an appeal may be made to the Athletic Council. The appeal must be made in writing within two days of the decision being communicated. If the athlete or parents wish, they may make another appeal to the board's Athletic Committee. The final appeal will be made to the entire Board of Education.

1<sup>st</sup> decision- Athletic Director or Principal

2<sup>nd</sup>-Athletic Council

3<sup>rd</sup>-Athletic Committee of the School Board

4<sup>th</sup>-Board of Education

#### **Athletic Council:**

The athletic council is composed of the athletic director, principal, a coach, a teacher, and a parent, appointed by the athletic director and principal. The council will allow the athlete/parents to present their case. They will then go into a closed session to discuss and evaluate the information presented to them and vote to uphold or retract the original ruling.

#### **Athletic Committee:**

The athletic committee is composed of the three members of the Board of Education Athletic Committee. The athletic director will present the information pertaining to the incident to the board's athletic committee. Then, the student and/or parents will present their information to the athletic committee. The athletic committee will communicate a decision within two days after the athletic committee meeting. Further appeals will be presented to the entire Board of Education at the next board meeting.

### **Additional Provision**

Student athletes who seek help regarding chemical dependency problems will not be subject to disciplinary action provided that:

-There exists no violation at the time the student seeks help

-In the opinion of the athletic director and principal, the spirit of the policy has not been violated

-No subsequent violation occurs.

## APPENDIX



## DB-TC Acceptable Use of Technology/Electronic Resources Policy

Teachers, staff, and students at DB-TC Area Schools use a variety of electronic resources and access the internet for educational and informational purposes. DB-TC has in place a robust web filter which prevents students from accessing inappropriate material. We also employ a faculty member to monitor student internet activity and alert the principal if students *attempt* to access inappropriate content. Each user of the internet must recognize his/her responsibility in accessing its vast services, sites, systems, and people.

### **Institutional Rights and Responsibilities**

Dollar Bay-Tamarack City Area Schools has the right to allocate resources in accordance with our district policy.

DB-TC Area Schools has the right to establish policies and procedures which govern the use and security of electronic resources. This may include disciplinary restriction of computer access.

DB-TC Area Schools has the right to review files to restore system integrity and ensure the system is being used responsibly.

DB-TC Area Schools has a responsibility to respect the privacy of individuals whenever possible.

Dollar Bay-Tamarack City Area Schools has a responsibility to provide equal access to all users of electronic data.

DB-TC Area Schools has a responsibility to train and support students and staff to effectively use information technology.

### **Individual Rights and Responsibilities**

User access to electronic resources shall not be denied without just cause.

All users have ownership rights over their own intellectual works.

All users have the right to be informed of policies pertaining to the use of electronic resources.

Each user is responsible for refraining from acts that waste time and resources or prevent others from using electronic resources.

Each user is responsible for respecting the privacy rights of other users, respecting the equipment, respecting the diversity of opinions, avoiding abusive language, and complying with legal restrictions regarding the use of information resources as outlined in the Users Agreement and Code of Conduct.

Each user is required to read and understand the policies and procedures required by this school district pertaining to the use of electronic resources.

### **User Agreement and Code of Conduct**

Users of electronic resources are expected to act in a responsible, ethical, and legal manner in accordance with the student code of conduct, policies of network access providers, and state and federal laws. All users of electronic resources in the Dollar Bay-Tamarack City Area Schools will be held responsible for their actions and activity. Unacceptable uses of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include, but are not limited to

1. Using the electronic resources for illegal activity, including violation of copyright or contracts, harassment, or plagiarism.
2. Using the electronic resources of our school district for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the original author's consent.
10. Posting anonymous messages or messages of a derogatory nature.
11. The knowing or inadvertent spread of computer viruses.
12. Attempting to get past DB-TC firewalls/filters or not reporting known ways of breaching firewalls/filters.
13. Deliberately sending, retrieving, or displaying text or graphics which may be construed as obscene or abusive.
14. Engaging in any activity that could be considered cyberbullying. "Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following: substantially interfering with educational opportunities, benefits, or programs of one or more pupils; adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a pupil's physical or mental health; causing substantial disruption in, or substantial interference with, the orderly operation of the school. MCL 380.1310b(10)(b)(c)

## **Chromebooks**

DB-TC students use Chromebooks (web-based laptop computers) extensively. Students whose families have paid for a Chromebook for one-on-one use may take them home for doing homework or family use. All other Chromebooks are school property, and must remain at school. Students may, in some cases, be permitted to *sign out* a Chromebook for completing homework, at a teacher's request.

## **Disciplinary Action**

Discipline will be based on the severity and frequency of the offense.

1. A student/user may be suspended from all DB-TC computer equipment for up to one year.
2. A student/user may be required to make full financial restitution.
3. A student/user may be banned from access to the internet.
4. A student may be suspended from school.
5. A student/user may be denied use of school and library computers.
6. The school may contact local law enforcement to investigate inappropriate use.

## **Electronic Resources Understanding**

- It is understood that Dollar Bay-Tamarack City Schools relies upon technology, electronic devices such as Chromebooks and computers, and the internet, for the education of its students, and that all students are expected to use these resources in school.
- It is understood that parents have the right to bar their child(ren) from the use of electronic resources, and if the parents choose this option, it is their responsibility to communicate this with the school office, and to inform their child(ren) of this decision; it is the child(ren)'s responsibility to follow that choice.
- It is understood that teachers will not direct students to use the school's electronic resources for purposes which do not support the student's learning. It is the student's responsibility to follow the guidance of his/her parents regarding allowable use of electronic resources outside of class work time, and it is the parents' responsibility to communicate this family expectation to the student.

## **Cell Phones**

Students choosing to use their cell phone/electronic device before or after school, during lunch hour, or at school functions must abide by the Electronic Resources Policy. Students must connect to the DollarBayStudent network when on school grounds (i.e. students may not use alternate networks to circumvent DB's web filters and access off-limits sites). Classroom cell phone policies must be followed. Students must keep their phone in their locker or place their phone in the bin when entering/at the start of class. Students may use their cell phones before and after school, during lunch hour, and during designated passing periods (not during mid-class breaks or during class, unless the teacher specifically states cell phones are allowed for part of class). If students use their cell phones or electronic devices in violation of school or teacher policy, the device will be confiscated. First offense: Teacher will keep it until the end of the day. Second offense: Principal will keep it until the end of the day, and an office discipline referral will be issued. Third offense: Principal will keep it until a parent/legal guardian comes (during normal school hours) to pick it up and discuss the problem. Fourth offense: Individual consequence (such as confiscation of phone for one month or barring student from having phone in school for the remainder of the school year). If a student refuses to relinquish his/her cell phone/electronic device upon request of a teacher, administrator, sub, or other school employee, it will be considered insubordination, and the student will be suspended from school for a minimum of one full day.

State law prohibits the use of any photo or video device in any restroom, locker room, or other location where students and staff have a reasonable expectation of privacy. A student improperly using any device to take or transmit inappropriate images (of self or others) will face disciplinary action which may include suspension, loss of privileges, or expulsion. Law enforcement may be called to assist in the response.

Elementary students are strongly discouraged from bringing cell phones to school. K-6 students will not be allowed to use cell phones during the school day, except under special circumstances, by agreement of the parent, teacher, and principal.

Agreement to the Acceptable Use of Technology policy is indicated by acknowledging receipt and understanding thereof in start-of-school student permissions.

## NON-TRADITIONAL COURSE STUDENT-PARENT CONTRACT

### Dollar Bay - Tamarack City Non-Traditional Course Student-Parent Contract



Completed with/by student, parent,  
and counselor or principal

Student Name \_\_\_\_\_

School Year \_\_\_\_\_

This contract is designed to clarify responsibilities of students enrolling in non-traditional coursework at Dollar Bay-Tamarack City Area Schools, such as Peer-to-Peer, Auto-CAD, Online Coursework, CTE, Work Experience, Independent Study, etc. Permission to enroll in non-traditional courses is a privilege.

#### **Please read through the following agreements and initial in the space provided:**

1. \_\_\_\_\_ I understand that daily attendance is taken for this class just as for a traditional class. I understand that it is my responsibility to check in with the assigned teacher/supervisor every day. Not doing so may result in an unexcused absence and possible removal from the course.
2. \_\_\_\_\_ I have read and I understand the Attendance section of the Parent-Student handbook.
3. \_\_\_\_\_ CTE and Dual Enrollment Courses: I understand that my attendance in this course takes precedence over attendance in DB-TC courses (DB absences will be sanctioned, as needed). This means that on half-days or days when DB is not in session or days when special events may be planned in DB, *but my non-traditional class is in session*, I must attend my non-traditional class. (Two unexcused absences may result in being removed from a CTE course.) The only exception is on DB-TC Exam days, and I understand I must communicate with my CTE or Dual Enrollment teacher about DB exams in advance.
4. \_\_\_\_\_ CTE and Dual Enrollment Courses: I have a maximum of 20 minutes to arrive at or return from my non-traditional, off-campus class. Tardiness or absences will not be waived due to my non-traditional class schedule except when more than 20 minutes outside of the DB-TC bell schedule.
5. \_\_\_\_\_ For excusable absences from non-traditional classes, I or a parent/guardian will directly contact the person/teacher in charge of attendance to let them know the reason for my absence, according to their requirements.
6. \_\_\_\_\_ I understand my assigned location for this class is \_\_\_\_\_ and I will report there every day I am present in school or/and every day the class is scheduled.
7. \_\_\_\_\_ I understand that it is my responsibility to submit all completed course enrollment paperwork in a timely manner and adhere to all course tracking requirements (timecard submission, safety training agreements, online peer-to-peer requirements, etc.)
8. \_\_\_\_\_ I can create and maintain a study schedule and complete assigned work without face-to-face interaction with a teacher.
9. \_\_\_\_\_ I will adhere to the school's timelines for completion of course requirements. The district's policies will take precedence in meeting program/course requirements.

10. \_\_\_\_\_ I am aware that all course work and submissions will be retrieved and/or monitored by the lead instructor.
11. \_\_\_\_\_ I will communicate with my mentor/teacher/supervisor on every scheduled day.
12. \_\_\_\_\_ I will not inappropriately use or share information within the course. I will not allow another person to do any of my work (including family). Cheating/Plagiarism is considered a serious academic offense.
13. \_\_\_\_\_ I understand that non-traditional courses will be listed on my transcript. The grade assigned will be part of my record and will be included in my cumulative GPA.
14. \_\_\_\_\_ I will follow all other rules as specified by the district, mentor, online teacher, supervisor, etc.
15. \_\_\_\_\_ Dual Enrollment Courses: My class schedule is as follows (days and exact times):
- \_\_\_\_\_

**Consequences for Violations:**

1st offense: I will be given a verbal warning. Parents will be notified.

2nd offense: I will be given a written warning. Parents will be notified.

3rd offense: A parent meeting will be scheduled to review program placement.

**Severe Misconduct:**

Regardless of whether the offense is a first-time offense, I may be removed from the course and/or program with a grade of "Failing" for severe misconduct, to be reassigned to another class at school.

**Signatures**

\_\_\_\_\_  
Designated School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Supervisor/Teacher/Official

\_\_\_\_\_  
Date

**Student Acknowledgement and Understanding:**

I have read, understand, and acknowledge all the expectations and policies set forth in this document. I agree to abide by the guidelines as stated.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgement and Understanding:**

I give permission for my son/daughter to engage in non-traditional learning. I have read and understand the stated expectations for my child and agree to support the non-traditional learning course expectations. I understand that my participation in my child's education will help determine his/her likelihood of success. Therefore, I will monitor and support my student in his/her studies, including in non-traditional learning. I understand time management and attendance is vital to my child's success. Failure to comply with these expectations may result in dismissal from the program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# School Buses are Like Traffic Signals



## SAFETY TIPS FOR MOTORISTS - WHEN YOU SEE A SCHOOL BUS:

- Slow down and obey all traffic laws and speed limits.
- **Red** overhead (upper) flashing lights, possibly accompanied by an extended stop arm, tell you the school bus is stopped to load or unload children. State law requires you to stop at least 20 feet from the front or rear of a school bus when red lights are flashing and not proceed until the school bus resumes motion or until signaled by the school bus driver to proceed.
- Be alert and ready to stop. Prepare to stop for a school bus when overhead (upper) **yellow** lights are flashing. Red lights will activate following yellow!
- Drive with caution if you see the **yellow** hazard (lower) warning lights flashing on a moving or stopped bus.
- It is illegal to drive past a school bus with its red lights flashing or stop arm extended.

## TWO HOURS BEFORE SCHOOL START TIME AND AFTER DISMISSAL TIME:

- Watch for children walking in the street, especially where there are no sidewalks.
- Watch for children playing and gathering near bus stops.
- Watch for children arriving late for the bus, who may dart into the street without looking for traffic.
- When backing out of a driveway or leaving a garage, watch for children walking or biking to school.

Be aware that DB-TC (Lamers) school bus drivers report vehicles to the state police if the driver passes a stopped school bus with lights flashing. This civil infraction results in a hefty fine and possibly 100 hours of community service.

August 2019

Dear Parents,

A student in your child's class has a serious peanut (and tree nut\*) allergy, a food allergy that claims more lives each year than any other. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food. Therefore, we are putting the following safety guidelines into effect:

- Please do not send any tree nuts, peanuts, peanut butter or foods containing peanuts or peanut butter to be eaten as snacks in the classroom. It is fine to send these products for lunch, which is eaten in the cafeteria.
- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut or tree nut shells (art projects). Please do not send any of these projects into the classroom with your child.
- We may request that all children who ate peanut butter or peanut or tree nut products for lunch clean their hands when they return from the cafeteria. Similarly, if your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick.

We trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food allergy-related issues, please do not hesitate to contact us.

Sincerely,



Christina Norland  
Superintendent-Principal

\*Tree nuts include, but are not limited to, almonds, cashews, hazelnuts, pecans, pistachios, and walnuts.



*Provided by the Food Allergy Initiative, a national non-profit organization dedicated to finding a cure to life-threatening food allergies. For more information, please visit [www.FoodAllergyInitiative.org](http://www.FoodAllergyInitiative.org) or email [Info@FoodAllergyInitiative.org](mailto:Info@FoodAllergyInitiative.org)*

Dear Parents: The purpose of this letter is to inform you of your right to request a Personal Curriculum (PC) for your son or daughter.

A PC is a documented process that modifies certain requirements of the Michigan Merit Curriculum (MMC). The MMC defines a common set of required credits for graduation and provides educators with a common understanding of what students know and should be able to do for credit. Passed by the legislature in January of 2007, the MMC applies to students who were in the 9th grade in the fall of 2007 and following. While we hope that the MMC requirements will improve the quality of education for all Michigan public high school students, we are aware that students have very different learning needs. Some students may benefit by accelerating the curriculum to accommodate their special talents and interests. Other students may have disabilities that require some modifications to keep the MMC meaningful and fair. If you believe your son or daughter would benefit from a Personal Curriculum, you must make a request for consideration of a PC; then a team will be formed to determine what curriculum changes are appropriate. The MMC requirements and allowable PC modifications are printed on the back of this letter.

More detailed descriptions of the Michigan Merit Curriculum and a Personal Curriculum are available at [www.michigan.gov/highschool](http://www.michigan.gov/highschool). We encourage parents to read the online information on personal curricula to learn if a PC would be appropriate for their child. In most, but not all, cases, personal curricula are relevant to students with Individualized Education Plans (IEPs).

-Dollar Bay-Tamarack City Area Schools



## Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

|                      |                    |                    |                    |                     |
|----------------------|--------------------|--------------------|--------------------|---------------------|
| Headache             | Balance Problems   | Sensitive to Noise | Poor Concentration | Not "Feeling Right" |
| Pressure in the Head | Double Vision      | Sluggishness       | Memory Problems    | Feeling Irritable   |
| Nausea/Vomiting      | Blurry Vision      | Haziness           | Confusion          | Slow Reaction Time  |
| Dizziness            | Sensitive to Light | Fogginess          | "Feeling Down"     | Sleep Problems      |
|                      |                    | Grogginess         | Lost Consciousness |                     |

#### WHAT IS A CONCUSSION?

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

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

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY – DON'T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

Concussion Educ. Materials & Acknowledge Form (May 2016)



Dear Parents:

As part of our efforts to meet the needs of all students, we provide several assessments to identify any areas where students may need extra support, and to measure the overall effectiveness of the instruction and supports we provide. The following are screenings and assessments that are used in our school system, and others throughout the CCISD:

**Michigan Statewide Assessments** are given annually to most grades to gauge how well students are mastering state standards. These standards broadly outline what students should know and be able to do in order to be prepared to enter the workplace, career education training, and college. Statewide assessments are administered online and include M-Step Assessments (starting in 3rd grade) and K-2 Benchmark Assessments.

**Hearing/vision screenings** take place on alternating years depending on grade level. Hearing screenings take place every other year between the ages of 5 and 10. Vision screenings occur in grades 1, 3, 5, 7, and 9. For each of these screenings, you will be notified if there are any concerns from the Health Department.

**Acadience (previously known as DIBELS)** is a set of curriculum-based measures for reading that assesses a student's development as a reader. Each assessment is designed for a specific grade level ranging from kindergarten to sixth grade and measures critical reading skills.

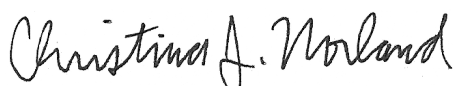
**School Wide Information System (SWIS)** SWIS is a data system that helps us to keep track of any office discipline referrals that are completed throughout the year. By analyzing where, when, by whom, and how often discipline referrals are occurring, we are better able to target problem areas and be proactive in our approach to supporting all students, often re-teaching behavioral expectations in specific locations or times of day/year where we notice spikes in referrals. By using this data system, we can see if our efforts result in student progress.

**Student Risk Screening Scale (SRSS)** is a brief assessment completed by teachers in an effort to screen for social, emotional and behavioral concerns. The assessment is designed to be used in a proactive manner to provide students more support before problems escalate.

**Early Warning Indicators (EWI)** are data points that school staff use to determine which students are at-risk of dropping out or becoming less engaged in school. Attendance, behavior and course proficiency data for all students in grades 6 through 12 are reviewed by school leadership three times per year to identify students who may need more support to stay engaged in school.

**Should any students be identified as needing additional support, our school uses a proactive approach to match supports to a student's need. Parents are informed of any extra assistance the student is receiving, as well as progress made as a result of our efforts. We find that using a combination of parent input, teacher input, and data for problem solving results in the best gains for our students.**

Sincerely,



Mrs. Christina J. Norland  
Superintendent-Principal

## NOTIFICATION ABOUT APPLYING PESTICIDES

If district personnel determine it is necessary to apply pesticides in/around the school, parents will be notified 48 hours before the application. A notice will be posted at the entrance of the school and by emailing parents through PowerSchool. If parents/guardians request it, you/they are entitled to receive the notice by first-class mail postmarked at least three days before the application. Please note that DB-TC Area Schools does not spray pesticides on a regular basis. This is simply a friendly notification.