

Student-Parent Handbook
2025-2026

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.

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

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

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

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Important Information

District Website

www.dollarbay.dbschools.us

Board Policies

Board Policies are available at: https://www.dbschools.us/article/school-board-education

Address

Dollar Bay Schools
48475 Maple Drive
Dollar Bay, MI 49922

Contact Information

Main Office: (906) 482-5800

Fax: 1-989-455-4237

Administration

Superintendent/PreK-5 Principal: Christina Norland: (906) 482-5800 ext. 1130

Middle/High School Principal: Jesse Kentala: (906) 482-5800 ext. 2100

Athletic Director: Sara Moilanen: (906) 482-5800 ext. 3040

Transportation (Lamers) Liaison: Karen Rhoades: (906) 482-5800 ext. 1138

Food Service Director: Jen Salo: (906) 482-5800 ext. 1131

2025-2026 District Calendar

Dollar Bay-Tamarack City Area Schools

September '25

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25

Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	~~17~~	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25

Su	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26

Su	M	Tu	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	~~22~~	~~23~~	24
25	26	27	28	29	30	31

2025-26 School Calendar

8/26-27: Teacher Inservice
8/27: MS/HS Orientation - 6 p.m.
9/2: First Day of School
9/19: Teacher Inservice
10/16: P-T Conferences
10/17: P-T Conferences-Half Day
11/21: Exams-End of 1st Trimester
11/24: First Day of 2nd Trimester
11/26: Teacher Records Day
11/27-28:Thanksgiving Holiday
12/22/24-1/2/25: Winter Break
1/5/25: School Resumes
1/22: Teacher Inservice-Half Day
1/22-23: P-T Conferences-Half Days
2/13: Area-Wide Inservice-No School
2/27: Half-Day
3/5: Exams-End of 2nd Trimester
3/6: Records Day-No School
3/9: First Day of 3rd Trimester
3/23-3/27: Spring Break
3/30: School Resumes
4/3: Good Friday-No School
4/23: P-T MS/HS Conferences
4/24: P-T Conferences-Half Day
5/8: Teacher Inservice-No School
5/21: Elementary Open House - 5:30 p.m.
5/22: Half Day
5/23 Graduation - 10 a.m.
5/25: Memorial Day-No School
6/4: Early Release - 2:10 Dismissal
6/4: Teachers/Staff Full Day (3:30)
6/4 & 6/5: Exams-End of 3rd Trimester
6/5: Last Day of School-Half Day

First & Last Day of School
No School
Parent -Teacher Conferences
Exams - End of Trimester
Half Day

February '26

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	~~27~~	28

March '26

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26

Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30		

May '26

Su	M	Tu	W	Th	F	S
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17	18	19	20	21	~~22~~	23
24	25	26	27	28	29	30
31						

June '26

Su	M	Tu	W	Th	F	S
	1	2	3	4	~~5~~	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2025-2026 Daily Schedule

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

School staff will supervise students on school grounds 40 minutes before the school day begins. The school day ends at 3:30. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure by sending out a Power Announcement through PowerSchool/Bright Arrow 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.

Notice of Non-Discrimination

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

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

Designated Title IX Coordinator
Christina Norland, Superintendent
48475 Maple Drive, PO Box 371
Dollar Bay, MI 49922
906-482-5800 x1130
norlandc@dbschools.us

Designated Section 504 Coordinator
Christina Norland, Superintendent
48475 Maple Drive, PO Box 371
Dollar Bay, MI 49922
906-482-5800 x1130
norlandc@dbschools.us

Designated Civil Rights Coordinator/Employment Compliance Officer
Christina Norland, Superintendent
48475 Maple Drive, PO Box 371
Dollar Bay, MI 49922
906-482-5800 x1130
norlandc@dbschools.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available in the school board policy manual found at https://www.dbschools.us/article/school-board-education.

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

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

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

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

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

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the parent/guardian must report that absence to the attendance phone line: 906-482-5800 x2.

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

The following attendance codes will be used in Powerschool and are described as the following:

- **A - Excused Absence: Guardian has contacted the school within 48 hours of absence**
- **U - Unexcused Absence: Guardian has NOT contacted the school**
- **T - Tardy: Student is tardy to class (marked by teacher)**
- **S - Sanctioned: School-related absences, ie: sports, school functions, college visit**
- **M - Medical: Student/Guardian has provided the school with valid documentation from the provider**
- **ISS - In School Suspension: Student has been suspended and is serving this in the school**
- **OSS - Out of School Suspension: Student has been suspended and is serving this at home**
- **G - Guidance/Office: Student is in the office or with the guidance counselor**
- **EXP - Expulsion: Student has been expelled from school**
- **HB - Home Bound: For students unable to attend school to keep up with their studies at home or in a medical facility, due to a medical condition**
- **VL - Virtual Learning: For students who are 100% virtual**

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

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner) is required after 4 consecutive days of absence for illness;
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

When a student is absent 10% of the school year, has 7 unexcused absences, or has 5 absences in any trimester, the building principal or designee will provide written notice to the student's Parent encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's

Parent have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the Parent requiring the Parent to meet with District personnel to discuss the matter.

When a student has a concerning number of absences or a concerning pattern of nonattendance, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

The state legislature defines truancy as missing ten unexcused days in a school year; 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 ten absences, the Houghton County truancy officer/attendance outreach specialist may intervene, depending on circumstances. Court action may be taken to resolve the absenteeism issue.

Tardiness

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 middle/high school student is not present in the room when the bell rings to start class and up to ten minutes thereafter.

Consequences for excessive tardiness
In middle and high school, for every three tardies in one class (3 total, 6 total, 9 total, etc.), 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 as assigned. The consequence for not serving detention when it is assigned may be after/before-school detention or a day of in-school suspension.

Elementary students arriving after 8:25 am but before 9:00 a.m. are considered tardy. Tardies are documented, and excessive tardies will be reported. After a number of 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.

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

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has 1 day for each day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine

medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Absence Expectations

Students who are absent from school are expected to:

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

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cell Phone Use

Students may use cell phones or other electronic devices while at school, as long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

School rules:

For Middle School students - phones must be in the locker all day.

For High School students - Phones need to be "in the bin" in each class but may be used between classes and at lunch. If a student is caught with a phone in class, the following applies:

- 1st offense - The teacher holds the phone until the end of the day.

- 2nd offense - The teacher brings the phone to the office, and the student may pick it up at the end of the day.
- 3rd -5th offense - The teacher brings the phone to the office, and the parent/guardian may pick it up at the end of the day (before 4 p.m.).
- After the 5th offense, a meeting will be held with the student, parent, and administration to determine a potential consequence.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. 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 may be suspended from school for a minimum of one full day. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Click here to read the elementary student cell phone policy.

Cheating, Plagiarism, and Academic Dishonesty

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

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.

- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed and Open Campus

CLOSED CAMPUS: The Dollar Bay - Tamarack City **elementary and middle school** campuses are closed campuses. All PreK-8th grade students must remain on campus during school hours. Students are prohibited from leaving school campus at lunchtime without a written exemption from a parent/guardian. Furthermore, students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. Additional precautions shall be taken by the school administration appropriate to the age of students, and as need arises.

Closed Campus Exemption Process

1. The student's parent/guardian must notify the principal's office and sign an exemption form which states that the student will be leaving our campus at lunch to eat lunch at home. (Exemption forms can be picked up in the 2nd floor office.)

2. Students may walk home with parent permission. Only the parent/guardian may pick up the student.

3. The student must be picked up and returned at the front doors only.

Any student who fails to abide by these policies will be considered truant and could be subject to disciplinary action.

OPEN CAMPUS: Students in **grades 9-12** 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.

Communicable Diseases

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

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

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

Concussion Protocol

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

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

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

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

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class.

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 thigh (belly shirts showing midriff, low-cut tops showing cleavage, torn jeans bordering on indecent exposure, very short skirts or shorts, etc.).

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

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. 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, which is generally submitted digitally with enrollment/permissions info.
2. Student drivers must park their vehicle in the designated parking lot. Seniors may park in the main lot (second or third row); all other student drivers must use the gravel lot by the elementary.
3. Student drivers must follow DB-TC traffic patterns in the morning and at dismissal.

4. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
5. Students may not drive carelessly or with excessive speed on school grounds and must drive 15 mph or slower on the streets bordering the school..
6. 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.
7. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
8. 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.

Parents and students 16 and older: Review bus safety information for motorists.

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.

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 extracurricular 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. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required. Failure to pay money owed may result in the school withholding report card grades, credit, or diploma. Fees may be waived by administration under special circumstances such as serious financial hardship.

Food Services

Hot lunch and breakfast are served in the cafeteria/lunchroom. For middle/high school students, "second chance breakfast" is also served in the hall between 1st and 2nd period. High school students are encouraged to eat in the lunchroom but may also eat in a classroom with teacher

permission. Students may not be in the elementary area during lunch hour. No one is to eat lunch on any carpeted area. Students may not enter the auditorium during lunch period unless with a supervising adult. Students may not enter/use computer lab(s) during lunch hour. During lunch hour, students may use the gym if supervised 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 (signed agreements and vehicle information must be on file in the office) may drive off campus during lunch hour.

Prices:
Breakfast costs: $2.25 ($0.30 reduced rate) FREE 2025-2026
Lunch costs: $3.25 ($0.40 reduced rate) FREE 2025-2026

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.
MILK: If a student does not take hot lunch but wants a school milk, there is a charge of $0.55 per white or chocolate (dairy) milk and $2.00 for soy or almond milk (if a specialty diet form is on file).

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.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must have completed permissions submitted by the student's parent before being allowed to attend field trips.

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

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

First Aid, Illness, or Injury at School

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

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

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

School personnel cannot and will not distribute **any** medication without proper documentation from the physician.

Head Lice

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

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

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

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

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

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

Jade Babcock
906-482-5800 ext. 1140
babcockj@dbschools.us

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

Home Schooling

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.

Immunizations

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

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

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

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

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

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 or stickers are allowed on locker surfaces. Lockers should always be latched closed when not in use. Money from class sales and other class functions must never 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.

Lost and Found

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

Media Center/Library

Students may use the library and check out materials only when the media specialist or designee is on duty. 6th-12th grade students visiting the library must possess a signed pass from a teacher. All reference materials are to be used in the library. Each borrower is responsible for all materials checked out in the borrower's name. A fine of ten cents per school day per item may be charged for overdue materials up to the replacement value of the book. Books may be renewed for an additional period, providing no other student has requested that book. Students who lose or damage a book or other library materials will be required to pay to cover the damage or loss. Each student is responsible for any fine that accumulates on materials charged to the student. 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. Books should be returned to the media specialist, not placed on the shelves or desk.

Medication

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

- The student's parent must annually submit a written request and consent form as required by the District **before the student will be allowed to take any prescription medication during school hours.**
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.

- All medications must be in the original container.
- School personnel cannot and will not distribute **any** medication without proper documentation from the physician.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parent Involvement in Education

A link to the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

Parties

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

Playground/Recess Rules

All K-5 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 that would prevent them from going outside for recess, please contact the principal's office to discuss options.

Students must follow the SPARK guidelines and rules during recess or while using the playground.

Students who violate these rules may be disciplined.

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

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

a. student names, addresses, and telephone numbers;

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

c. date and place of birth;

d. major field of study;

e. grade level;

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

g. dates of attendance (e.g., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

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

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

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

Address Confidentiality Program

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

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. Permission by the superintendent must be granted for food-related fundraisers.

Technology

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

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle/Bus Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles/buses. In addition, students must comply with the Student Code of Conduct while in school vehicles/buses.

When in school vehicles/buses, the following rules apply:

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

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

School Vehicle Misconduct Consequences

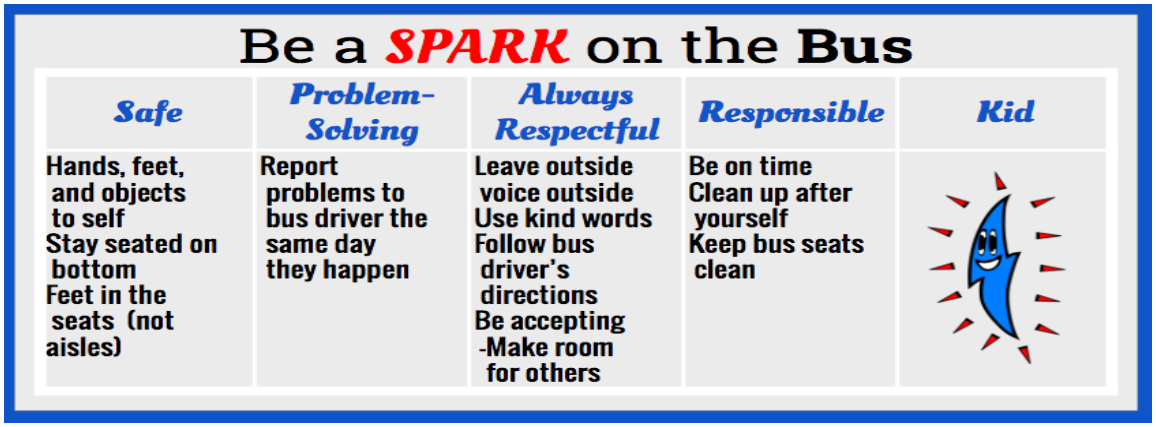
Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

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

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.



Video Surveillance and Photographs

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

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

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

Withdrawal/Transfer From School

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

Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To obtain parent access to PowerSchool, our student data system, go to our school website and select the "Parents" tab, then select "PowerSchool". From there, you can select “Create Account”. If you need help with this, call the office at 482-5800 x2110 to request assistance.

If you already 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.

Academic Awards

Senior Ranking

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. Valedictorian and Salutatorian will be determined at the end of the second trimester. The highest ranking senior shall be the Valedictorian and the second highest ranking senior shall be the Salutatorian. 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	B+=10	C+=7	D+=4	F =0
A-=11	B =9	C =6	D =3	
	B- =8	C- =5	D- =2	

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 (3.67 on a 4.0 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 (3.0 on a 4.0 scale).

Alternative Education Programs

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. (Whenever possible, students must rent textbooks from Amazon, rather than purchasing. When purchasing is the only option, the textbook must be given to DB-TC upon completion of the course.)

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 CTE Parent-Student Contract.

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 independent study should not differ greatly from those of a regular class.

Virtual Learning

Virtual Learning (VL) provides students with an alternative to the traditional classroom learning experience. A VL student may take a full-time online schedule (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 VL program should be supported by thoughtful planning with parents, counselor, teachers, and school principal. Weekly contact with the online coordinator is required. If the student misses a required contact during a designated period, the student and parent will need to meet with both the principal and online coordinator to determine participation eligibility for the upcoming trimester or school year. Grades earned through VL will be labeled accordingly on the student's transcript and will factor into the student's GPA. Students/parents who are interested in the VL program must contact the high school administrator in writing clearly stating the reason(s) a minimum of 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. An Online Course Contract signed by the student and parent/legal guardian will be required in order to participate in the VL 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 may be required to 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.) VL students are required to pass all scheduled online classes, or they may be precluded from taking more VL classes in the future.

Online Platform

All Michigan schools offer students the opportunity to take courses online, when needed. In Dollar Bay, Edmentum courses are taken by high school students who need a specific course credit that cannot fit into their schedule. Dollar Bay teachers do not provide the instruction--the vendor does this, through videos, and usually a lot of reading material. School work is completed using a computer. The drawback is that, due to the lack of personal connection with DB-TC teachers, students often find it difficult to stay (or get) engaged in learning through a fully online platform--a lot of self-motivation and organization are also needed. For this option, an adequate internet connection and a computer/Chromebook with speaker are required.

Work Based Learning

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 work based learning (WBL). The principal will judge whether WBL will support or hinder the academic progress of the student, and will approve/disapprove accordingly. WBL permission may be rescinded if the student does not fulfill the WBL requirements. These requirements include:

- completing the WBL application;
- submitting an educational development plan (EDP);
- participating in all mandatory safety trainings and tutorials;
- submitting weekly time cards and journal entry.

Work based learning is only available to seniors and juniors with administrator permission and counts for high school credit. The WBL Coordinator will communicate with the employer to grade each student with either a Pass or Fail grade. The WBL grade will not factor into GPA and will appear on the student's transcript as a "Pass" or "Fail."

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

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 requirement of 27.5 credits and complete all other graduation requirements unless in the Early College program. 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. A math credit is required in a student's senior year.

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

Career & College Ready
MICHIGAN

Michigan Merit Curriculum

Michigan High School Graduation Requirements (18 credits)

English Language Arts (ELA) — 4 Credits

- Proficiency inStateContentStandardsforELA (4 credits)

Mathematics — 4 Credits

- Proficiency in State Content Standards for Mathematics (3 credits); and
- Proficiency in district-approved 4th Mathematics credit options (1 credit) (Students MUST have a math experience in their final year of high school.)

Online Learning Experience

- Course, Learning, or Integrated Learning Experience.

Personal Finance — ½ Credit (Effective with students entering 8th grade in 2023)

- Proficiency in State Content Standards for Personal Finance

Physical Education & Health — 1 Credit

- Proficiency in State Content Standards for Physical Education and Health (1 credit); or
- Proficiency with State Content Standards for Health (1/2 credit) and district-approved extra-curricular activities involving physical activities (1/2 credit).

Science — 3 Credits

- Proficiency in State Content Standards for Science (3 credits); or
- Proficiency in some State Content Standards for Science (2 credits) and completion of a department-approved formal Career and Technical Education (CTE) program (1 credit).

Social Studies — 3 Credits

- Proficiency in State Content Standards for Social Studies (3 credits).

Visual, Performing, and Applied Arts — 1 Credit

- Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit).

World Language — 2 Credits

- Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
- Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a department-approved formal CTE program; or an additional visual, performing, and applied arts credit (1 credit).

Courses vs. Credits

• The Michigan Merit Curriculum reimagines what the diploma represents. With credit based on student proficiency instead of seat time, the diploma represents what the students knows and can do, not the courses that they took. Credits don't have to equate courses; instead courses, CTE programs, work internships, and other learning opportunities can provide pieces of a variety of credits – filling up the credit pipeline.

• The legislation also allows for specific credit requirements and/or content standards to be modified based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements as well as students who need to individualize learning requirements to meet the MMC requirement.

For specific information regarding the MMC law, please refer to the online Michigan Merit Curriculum Frequently Asked Questions.

www.michigan.gov/mde

MICHIGAN Department of Education

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. If taken during the 8th grade year, Algebra I does not affect a student's high school GPA.
- 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.
- All essential and non-essential board-approved courses are available to all DB-TC Area Schools students.

Dropping or Adding a Class

Schedules are provided to each student the week before school is scheduled to start and are based on the student's (and parents') needs and wants as well as 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, the need to pass prerequisites, or the need to take another course due to MMC requirements.

A 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. Class changes will not be allowed beyond five days into the trimester. A drop within the first week will not be permitted unless a viable course for graduation replaces it.

Dual Enrollment

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 school 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. Students/Families must pay for textbooks for dual enrollment courses.
The District will, to the extent possible, offer counseling services to a student and his or her parent(s) before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use

available counseling services from the postsecondary institution. According to the state of Michigan Pupil Accounting Manual:

Total number of eligible courses allowed per year by grade at the time of the first dual enrollment. MCL 388.513(1)(d) and MCL 388.1903(1)(e)

Year at postsecondary	Begins taking courses in grade 9.	Begins taking courses in grade 10.	Begins taking courses in grade 11.	Begins taking courses in grade 12.
1st Year	2	2	4*	6
2nd Year	2	4	6*	-
3rd Year	2	4	-	-
4th Year	4	-	-	-
Total Courses	**10**	**10**	**10**	**6**

*Pupils who first enroll in postsecondary courses in grade 11 may enroll in up to 6 courses, with an overall limit of 10 courses.

Grades

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. Report cards will be issued at least once each trimester.

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-
< 59.9 = F Failing
I = Incomplete (work needs to be completed before a grade can be issued)

Incompletes revert to "F" 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.

Homework/Exams

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

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

Exams:

1. All middle/high school 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 equal to 20% of the trimester grade (if online, then whatever percentage the Edmentum course assigns).
4. Students will not be permitted to leave an exam early.
5. Students will not be permitted to leave the building during exams.
6. Students with an excused absence on exam day will be eligible to take a make-up exam.
7. Exemptions:
   a. End of first trimester - Students in grades 9-12 will be eligible for exemption if they meet the following criteria:
      -three or fewer absences
      -zero unexcused absences
      -three or fewer tardies
   Students eligible for this exemption may choose to take exams if they so desire. However, the grade earned counts as 20% of their final class grade, regardless of grade achieved.
   b. End of second trimester - To be determined.
   c. End of the 3rd trimester - Seniors with a "B" or better average and no unexcused absences (during that trimester) in that class will be exempt.

Students who are required to take an exam and do not do so will fail the class, regardless of prior grades. Exams are required.

Personal Curriculum

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

To request a personal curriculum, please contact the principal or counselor.

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

Placement/Retention

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

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

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

Designated Section 504 Coordinator/SpEd Director
Christina Norland, Superintendent
48475 Maple Drive, PO Box 371
Dollar Bay, MI 49922
906-482-5800 x1130
norlandc@dbschools.us

Summer School

Students who fail to pass the required classes for the year may be asked to attend summer school to make up those credits. Eligible students will be contacted in May with the list of courses needed along with a schedule to sign up for summer classes being offered.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor. 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 principal or counselor. To test out, students must score a C+ or higher on the test-out exam, which will normally mean the online/Edmentum final exam. Students who wish to test out of a class must schedule an appointment with the principal and online coordinator in the month of August.

Work Permits

According to state law, persons under 18 years of age are required to have permits to work for pay. Work permits are printed and available in the MS/HS office.

Section III: Student Clubs, Activities, and Athletics

Extracurricular Activities

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

For the 2025-2026 school year, the District offers the following student clubs, activities, and athletics:

- HS Bowl
- NHS
- Student Council
- SOAR
- MS/HS Marching Band
- MS/HS Band
- Voice of Democracy
- Bioathlon (Science Olympiad)
- Camp Nesbit (6th Grade)
- School Garden
- HS Hockey (Co-op)
- HS Gymnastics (Co-op)
- Investment Club
- SLACK
- Student Leadership Team
- HS Swimming (Co-op)
- HS Skiing (Co-op)
- HS Bowling (Co-op)
- MS/HS Cross Country
- MS/HS Volleyball
- MS/HS Football (Co-op)
- EL/MS/HS Basketball
- HS Softball (Co-op)
- HS Baseball (Co-op)
- MS/HS Track
- HS Golf
- MS/HS Cheerleading
- Travel Club
- Prom Committee

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

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

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

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

For more information, see Policy 5507.

National Honor Society

Membership
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.

Student Government/Elections

Class Officers

Grades 6-12 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 6-12, 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
Grades 6-9 = 2 members each
TOTAL = 20 members

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor. If special permission is granted for the parent/guardian to drive the student home, coaches/sponsors will require a signed note for liability purposes.

Section IV: Discipline and Code of Conduct

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

Lunch Detention/After-School Detention

Teachers and administrators may assign students a lunch detention which must be served in a designated teacher's classroom. A student assigned detention must serve the detention when notified on the designated date. The consequence for not serving detention when it is assigned may be a day of in-school suspension. Alternatively, an after- or before-school detention may be assigned in place of lunch detention.

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

In-School Suspension

Detention/In-School Suspension Policies:

- 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.

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

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

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

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

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

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an

opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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

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

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

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

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

Student Code of Conduct

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

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

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;

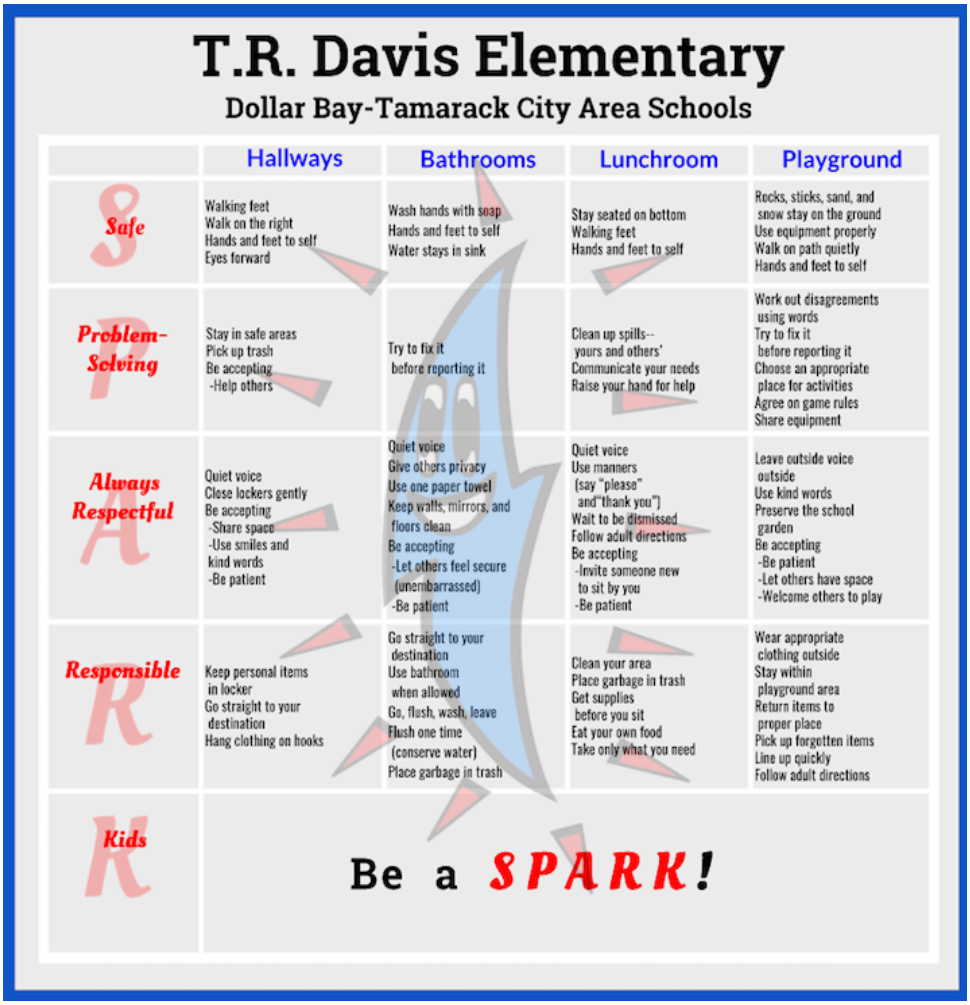
5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

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

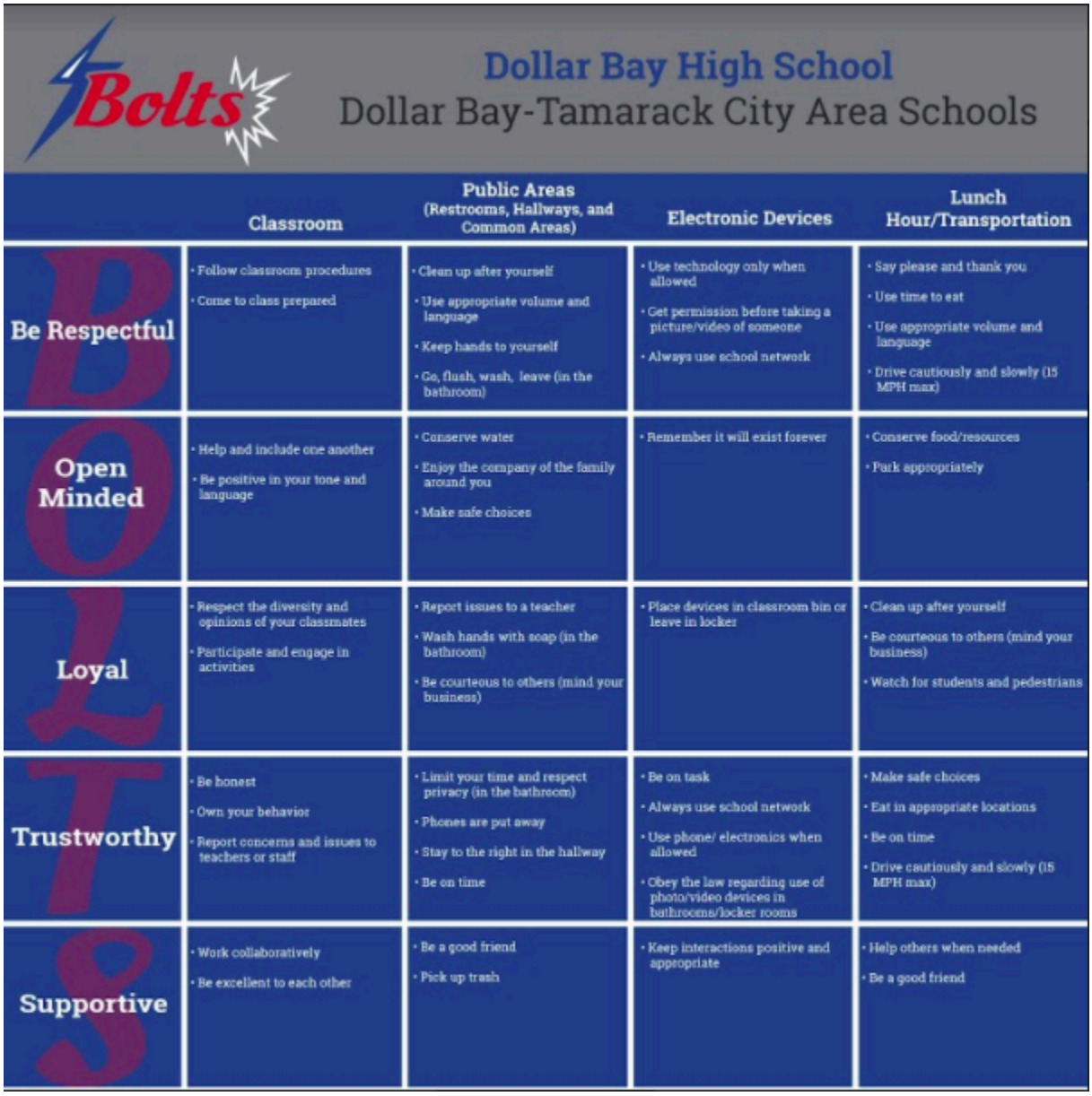
Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in the list below. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed,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

Positive Behavior Interventions and Supports (PBIS)

DB-TC knows that schools can only be successful when they help students to grow **ac**ademically, 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 elementary school, PBIS focuses on the "**SPARK**" acronym: **S**afe, **P**roblem-Solving, **A**lways Respectful, **R**esponsible **K**ids.



In middle and high school, PBIS is based on the "**BOLTS**" acronym: **B**e respectful, **O**pen-minded, **L**oyal, **T**rustworthy, **S**upportive. Behavior expectations are set based on our unique school and its students, and are categorized under these headings.



	Classroom	Public Areas (Restrooms, Hallways, and Common Areas)	Electronic Devices	Lunch Hour/Transportation
Be Respectful	• Follow classroom procedures • Come to class prepared	• Clean up after yourself • Use appropriate volume and language • Keep hands to yourself • Go, flush, wash, leave (in the bathroom)	• Use technology only when allowed • Get permission before taking a picture/video of someone • Always use school network	• Say please and thank you • Use time to eat • Use appropriate volume and language • Drive cautiously and slowly (15 MPH max)
Open Minded	• Help and include one another • Be positive in your tone and language	• Conserve water • Enjoy the company of the family around you • Make safe choices	• Remember it will exist forever	• Conserve food/resources • Park appropriately
Loyal	• Respect the diversity and opinions of your classmates • Participate and engage in activities	• Report issues to a teacher • Wash hands with soap (in the bathroom) • Be courteous to others (mind your business)	• Place devices in classroom bin or leave in locker	• Clean up after yourself • Be courteous to others (mind your business) • Watch for students and pedestrians
Trustworthy	• Be honest • Own your behavior • Report concerns and issues to teachers or staff	• Limit your time and respect privacy (in the bathroom) • Phones are put away • Stay to the right in the hallway • Be on time	• Be on task • Always use school network • Use phone/ electronics when allowed • Obey the law regarding use of photo/video devices in bathrooms/locker rooms	• Make safe choices • Eat in appropriate locations • Be on time • Drive cautiously and slowly (15 MPH max)
Supportive	• Work collaboratively • Be excellent to each other	• Be a good friend • Pick up trash	• Keep interactions positive and appropriate	• Help others when needed • Be a good friend

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.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral

Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

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 or the office.
- **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, but will remain in school (generally the office) for the length of the suspension..
- **Short-Term Suspension** – Exclusion of a student from class/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.

Section V: Other Rules and Procedures

Drop-off/Pick-up Procedures

Arrival

Students who walk to school or are dropped off 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.

Dismissal

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 main door of school at dismissal. 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.

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 office. Do not go directly to your child's classroom.

Fire/Tornado/Lockdown Drills

Safety drills will be conducted as required, using procedures provided by the State of Michigan. The call for tornadoes and lockdowns 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.

Locked Doors

In accordance with school safety recommendations, all of the school's doors will be locked. 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. Someone will respond to your request using the intercom with a camera that is in the office. If the door monitors are away from their desks, you are

asked to call 482-5800, Option 1, for admittance. Please be patient. The safety of our children comes first!

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 the office at 482-5800 x2110.
- Select "Email Notification" on the left menu bar.
- Check your preferred options (we suggest "Summary of Current Grades and Attendance").
- 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-_I3kU

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.

Snow Days, Emergency Closings, 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.

Use of School Property

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.

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.

Textbooks/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.

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.

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/Guests

All visitors/guests must sign in upon arrival and out upon departure in the district office. Students who wish to host a guest to Dollar Bay-Tamarack City Area Schools must receive permission at least a day in advance from the principal. Student 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 visitors must not be over 18. 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 pre-approved by administration. Visitors, especially parents, are welcome at the school. If a conference with a member of the staff is desired, the visitor/guest should call in advance to schedule an appointment to ensure a mutually convenient time.

Appendices A-G, H

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

3115A Definitions for 3115 Series
3115B Designation of Coordinators
3115C Supportive Measures
3115D Informal Resolution
3115E Grievance Procedure and Remedies
3115F Complaint Dismissal and Appeals
3115-F-2 Sample Notice of Nondiscrimination
3115H Training Requirements and Policy Notice

Appendix B: Anti-Bullying

Appendix C: Parent Involvement in Education **(Title I/Policy 5401)**

Appendix D: Protection of Pupil Rights

Appendix E: Directory Information **and** Opt Out Form

Appendix F: Acceptable Use Agreement

Appendix G: Concussion

Appendix H: Athletic Code of Conduct

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

Athletic Director: Sara Moilanen, 906-482-5800 ext.3040, moilanens@dbschools.us

Available Sports

- HS Hockey
- HS Bowling
- MS/HS Cross Country
- MS/HS Volleyball
- MS/HS Football
- EL/MS/HS Basketball
- HS Skiing
- HS Softball
- HS Baseball
- MS/HS Track
- HS Golf
- MS/HS Cheerleading
- HS Gymnastics
- HS Swimming

Communication Protocol

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

1. Wait 24 hours before contacting the coach.

2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.

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

Concussion Protocol

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

Athletic Code of Conduct

A student-athlete must:

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

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

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

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

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

6. Maintain academic eligibility as required by the Michigan High School Athletic Association.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

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

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

SEE BELOW FOR ATHLETIC HANDBOOK.

Purpose
The purpose of this athletic 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 or vape products.
-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.
1st decision- Athletic Director or Principal
2nd-Athletic Council
3rd-Athletic Committee of the School Board
4th-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.