

DUNDEE MIDDLE SCHOOL

2024-2025 STUDENT HANDBOOK



"No one Rides, We all Row"

Zak Holstein, Middle School Principal
Laura Sawyer, Middle School Assistant Principal
, Student Services Coordinator

WELCOME

We are glad that you will be part of the middle school this year. We have spent much of the summer anxiously preparing for your arrival.

Students, we are committed to working as hard as we can to help you find success. We will do our best, and we expect that you will work hard at becoming the best that you can be.

Parents, this is a transitional time in your child's life. They are going through many changes. There are times where there will be many questions or unusual behaviors. Remember, we are here to help. It is important that we work together and keep the lines of communication open. We will share with you the good as well as the not so good things that are happening at school. We welcome your thoughts, questions and ideas.

With all of us working together toward a common goal . . . **kids**, this year is bound to be successful for all! Let's have a great year!

MIDDLE SCHOOL DAY

Regular Schedule:

Doors Open: 7:00am for students getting breakfast

School Begins: 7:30am

School Ends: 2:19pm

½ Day Schedule:

Doors Open: 7:00am

School Begins: 7:30am

School Ends: 11:00am

SCHOOL TELEPHONE NUMBERS

Middle School	529-2350 ext. 13002
Principal	529-2350 ext. 13000
Student Services Coordinator	529-2350 ext. 11017
Superintendent	529-2350 ext. 11001
Elementary School	529-2350 ext. 12002
Nurse	529-2350 ext. 11013
Transportation	529-2350 ext. 11011
Athletic Director	529-2350 ext. 11015

DUNDEE MIDDLE SCHOOL MISSION STATEMENT

DCS MISSION—Dundee Community Schools is setting a course for student success. We will challenge and inspire every student, every day, in every class through innovation and dedication – promoting knowledgeable, responsible, and caring citizens.

DMS MISSION – Learning Today for a Successful Tomorrow

DCS VISION – “Students First” – Inspire, Educate, Innovate, Celebrate

DMS VISION—No one rides, we all row.

GOALS:

1. To assist the student in becoming a self-directing individual with competent skills in reading, writing, speaking, listening, and using numbers, reasoning and thinking.
2. To assist the student in developing independent work habits resulting in a sense of pride for the work produced.
3. To assist the student in understanding his/her mental, physical, and emotional growth and development.
4. To assist the student in acquiring the knowledge and attitudes essential in developing a healthy body and in the achievement of lifelong wellness.
5. To provide for the student the opportunity to develop effective citizenship skills.
6. To assist the student in developing respect for our democratic heritage and for all the people, past and present.
7. To assist the student in discovering and developing effective leadership skills.
8. To assist the student in developing creativity and in applying that creativity to learning.
9. To assist the student in developing an appreciation for beauty in art, music, literature and nature.
10. To assist the student in understanding how science, technology and society interrelated and apply this knowledge in making decisions as a responsible citizen.

SCHOOL SPIRIT, LOYALTY AND RESPONSIBILITY

As a middle school student you are now ready to accept more responsibility for yourself and for your school. You show school spirit by taking part in school activities, by being courteous and respectful toward teachers, fellow students, school personnel and visitors and by showing good sportsmanship at all times. You show pride in yourself, your schoolmates, school property and in all phases of your school's program.

As a middle school student you have more freedom and more responsibilities. You have the responsibility for seeing that you have your books and materials for each class, for properly taking care of all books, supplies and equipment supplied by the school and by assuming responsibility for any damage you cause to the school property or equipment.

A Dundee Middle School student shows loyalty by supporting the school and by doing his/her best in the classroom and in extracurricular activities.

NOTICE OF RIGHTS OF CONFIDENTIALITY OF EDUCATION RECORDS

(For parents of students under 18 and for students 18 years or older)

The Dundee Community Schools have compiled records on students for the use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following.

1. Your right to access education records, which include the right to inspect and review them, to request explanation or interpretation of portions you do not fully understand, and to request copies of portions thereof.
2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading. You also have a right to a due process hearing.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies that shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of education records, if and when educational agency has decided that records are no longer needed for the educational and/or administrative purposes they were collected, including your right to be notified at such times as graduation or other forms or termination of enrollment, or when your child reaches age 26.

5. Your right to protest if you think that the administrative procedures of Dundee Community Schools are not in compliance with the law, to:

The Family Educational Rights & Privacy Act Office
United States Department of Education
3330 Independence Avenue, S.W.
Washington, D.C. 20201

PROCEDURES AND PROGRAMS SECTION

SIGNING STUDENT(S) OUT

Only approved and predetermined contacts will be permitted to sign student/students out during the school day. The approved individual must present a drivers license or state issued ID to the middle school office staff.

ADDRESS/TELEPHONE CHANGES

Please inform the middle school office immediately of any change of address and/or telephone number so that all records may be kept up to date. This information is urgently needed in the event of illness or emergency.

SCHOOL CLOSING PROCEDURE

Parents can enroll in the Infinite Campus notification system to be called or emailed on days when school is delayed or canceled. For more information, call the Middle School Office.

ATHLETICS

Athletics offer the middle school student opportunities for the development of individual character and leadership. To be eligible to participate in athletics a student must maintain good grades. If a student has 2 or more Fs during any grade check they are at that point deemed ineligible. A student is not eligible to participate if he/she has failed more than one class the previous semester in grades seven and eight. Dundee middle school provides the following opportunities for seventh and eighth grade students: **Fall:** football, volleyball. **Winter:** basketball, swimming, wrestling. **Spring:** track.

SCHOOL SPONSORED ACTIVITIES

Students at or in the area of school sponsored activities during or outside regular school hours (summer, evening, week-ends, included) on or off campus shall be governed by school district rules, regulations and penalties. In addition to school code violation penalties the student will be denied the privilege of participation and/or attendance at school sponsored activities for a period of time to be determined by the seriousness of the violation and circumstances at the time.

High school students are not allowed to attend middle school dances or activity nights. Middle school students are not allowed to attend high school dances, including the prom. Participation in middle school parties/dances is limited to Dundee Middle School students. The sponsoring group may limit participants to a certain group(s) or organization but students must be enrolled in the middle school at the time of the activity. To be able to participate in school sponsored activities, including dances, students must be in attendance for a minimum of three (3) hours on the day of the event. Once students leave an event, they may not return.

CLASS/ORGANIZATIONS

All classes or organizations must be registered. To become registered, the group must have the permission of the administration, a faculty advisor, and a list of the goals and objectives of the

organization.

CLASS RULES

Each teacher will have classroom rules in addition to the rules found in the Student Code. Students will be informed of the classroom rules at the beginning of the year and copies of these rules will be furnished to parents upon request.

COUNSELING

Counseling services are provided to help students meet their needs academically, socially and emotionally. Students are helped to develop communication and problem solving skills which will enable them to deal more effectively with the variety of relationships, decisions and problems they may face. Our Student Services Coordinator is available to students and parents by contacting the middle school office (734 529 2350, ext. 11017).

FUNDRAISING

Fundraisers are only allowed by an annual approval from the appropriate building administrator. During school hours only approved fundraisers will be permitted to be sold by students. Forms for the approval of a fund raiser are available in each building office. After each fund raiser is approved it will be placed on a district calendar so we can avoid any overlap of sales.

GUESTS

Students from other schools are not permitted to attend our school as a visitor or guest. If a student from another school district would like to examine our school for purposes of attendance here, an appointment can be made with our building office for a discussion and tour.

HALL PASSES

To leave the classroom, a student must have a hall pass from the teacher. Students found loitering in the halls or found in the hall without a hall pass may be subject to disciplinary action.

LOCKERS/LOCKS

The locker is loaned by the school to the student and locks must be used that are provided by the school. Students are to use their assigned lockers only and are to keep their combinations confidential. Lockers will not be changed except for unusual circumstances. Students are expected to keep their lockers neat and clean. No open containers of food or liquid allowed in lockers. The school is not responsible for lost or stolen items. Students are responsible for the upkeep and maintenance of lockers while in their use.

LOST AND FOUND

Students looking for lost items should check the stage area in the cafeteria.

LUNCH POLICIES:

1. When dismissed from your class you are to go directly to the cafeteria.
2. Students who wish to go outside, after eating, weather permitting, must follow the directions of the supervisors.
3. All students are to remain seated while eating.
4. Students are to put waste in waste containers and tables and the floor should remain clean. If you have a spill, please inform a supervising teacher.
5. Only water is allowed in the classroom and only unopened containers are to leave the lunchroom.
6. Students are to walk at all times.
7. Students are expected to follow school rules and to mind the instructions given by the lunch supervisors.
8. Students are to eat only their lunch and to not share or purchase lunch for others.

BREAKFAST PROCEDURES

A breakfast program will be provided for all middle school students who are interested. Breakfast will be served at 7:10 am in the MIDDLE SCHOOL CAFETERIA. Students will be expected to follow the same rules as we have established for lunch with the following additions:

1. Middle school students wanting to eat breakfast must enter through the canopy doors. These doors will open at 7:00 am.
2. All food must be eaten in the cafeteria.
3. Please throw away any trash and leave the area clean when you leave.
4. There is a bell that rings at 7:25 am. That bell should be your signal to head for your first hour class.
5. Reminder-all school rules are in effect. LET'S BE RESPONSIBLE AND RESPECTFUL!

STUDENT ASSISTANCE TEAM (SAT) AND RESPONSE TO INTERVENTION (RTI)

We have a tiered program at DMS to help students grow academically, socially, and emotionally. This multi-tiered system of support helps determine the right amount of support each student needs. To determine students' academic needs, a SAT team meets regularly to discuss student growth. If your child is recommended by teachers, they will notify you of the process beforehand. If you feel your child is struggling and needs help, you may request a meeting with the teachers and SAT team.

STUDENT CONDUCT BEFORE AND/OR AFTER SCHOOL

Under state law, students are under the jurisdiction of the school during the period from home to return home, on or off school grounds. Students are to conduct themselves in such a way as to bring credit to themselves and to the school. Any activity that infringes on the rights of property owners, pedestrians, or motorists, or that could be or is a distraction to classes within the building, or is a possible safety hazard is not permitted. Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document. Example: Fighting, profanity, disrespect, etc., "playing in the street," loitering.

TELEPHONE

Use of the telephone is granted only through the permission of a middle school staff person. Generally, students cannot use the telephone during class time. We prefer that students do not interrupt their parents during the day for such matters as forgotten lunches, misplaced homework assignments, etc. School personnel will be responsible for calling if a child is sick or injured.

ATTENDANCE SECTION

ABSENCES

When a student is absent from school for any reason, the child, when returning to the building, must report to the middle school office with a note signed or phone call by the parent/guardian stating the reason for the absence. If the absence is because of a doctor's appointment, a signed note by the doctor will be excused. Funerals of relatives or close friends and court required appearances will also be excused.

PRE-EXCUSED ABSENCES

A pre-excused form should be completed by the student planning a trip. The student must have each of his/her teachers sign the form indicating their approval or disapproval but the final decision is the parents. Notifying teachers in advance allows the teacher to give some of the assignments to the student. The student is responsible for making up all of the work missed. The same number of days of absence will be permitted to complete the missed work. You may receive an individual student's progress by calling the middle school office for an appointment (734 529 2350).

ATTENDANCE

On a student's return after an absence, the absence will be either excused or unexcused primarily based on the written or verbal statement of the student's parent. Students who are present in school but not able to participate in a class because of doctor's orders (verified) will be assigned appropriate make-up work by the teacher. The student will not be considered absent from class.

EXCUSED ABSENCE

When a student's absence is excused, the student is provided an opportunity to make up missed work when requested by the student. The student may also ask for and receive assistance from the teacher. Work missed must be made up within a reasonable amount of time as established by the teacher. In order for a student to receive an excused absence, the following conditions must be met: (1) the parent has prior knowledge of and has given permission for the absence, and (2) the written or verbal request is received by the school before the close of school on the day of the student's return to classes. Students are encouraged to bring in a doctor's note which verifies their absence. Where applicable, students will have five (5) days to produce a doctor's note.

UNEXCUSED ABSENCE

When a student's absence is unexcused, the student will be provided an opportunity to make up missed work. The completed work will be graded accordingly.

The following are examples of absences which will be unexcused; they are not inclusive, but serve only as a guide: shopping, hunting (if not part of family vacation), auto repair or purchase, missing the school bus, ill pets, oversleeping, visiting relatives or friends, washing cars, cleaning the house, birthdays, needed at home or personal (without acceptable explanation), and/or athletic physicals.

Extended absence under the care of a doctor should be reported to the school as soon as possible, and a request should be made by the parents for the student to be placed in the Homebound Program. A student in this program is not considered absent from school.

A student who is ill for even one (1) period should report to the office. If this is not done, the absence will be unexcused. *Excessive absences of students under the age of 18 will result in an attendance report being filed with the appropriate authorities. Excessive absences of students may result in a hearing before the Board of Education. The Board will then take whatever action it considers appropriate.*

TARDINESS

A teacher will define a student as being tardy if the student is not physically present in the classroom or seated in his/her assigned seat when the class starts. Repeated tardiness may result in disciplinary action.

TRUANCY

Truancy is considered to be absent without school or parent permission prior to the absence. Dundee Middle School will follow the Monroe County Truancy Protocol, working with families to improve attendance. If attendance does not improve and the truancy process continues, truant families will be reported to the the Monroe County Prosecutor's Office.

ACADEMIC ACHIEVEMENT SECTION

PARENT PORTAL

PARENT PORTAL is an online computer operated program that enables parents and students to retrieve current grades on all assignments and tests. This tool allows parents to follow the progress of their child throughout the school year. Contact the Middle School office 734 529 2350, ext 13002.

HOMEWORK

In a transitional building, like Dundee Middle School, all programs gradually become more involved and demanding by older groups of children. This transitional theme is an inherent part of the Middle School's homework philosophy.

MAKE-UP RESPONSIBILITY

Students who miss school for acceptable reasons are given an excused absence which allows them to make up any work that they have missed during their absence. It is the responsibility of the student to find what work needs to be made up for each class as well as when the work is due. It is also the student's responsibility to arrange a time to make up any tests that may have been missed. Students are allowed equal number of calendar days to make up work as they were absent.

REPORT CARDS AND GRADES

Report cards are issued at the end of each 9 week marking period. There are two types of report cards at DMS:

Traditional

In grades 6, 7, and 8, report cards contain the grade for each class, the attendance for the marking period, and comments from the teacher regarding behavior. Grades range from A for excellent to F for failing.

Standards-Based Grading

In grade 5, report cards contain multiple grades for each class, broken down by standard and student understanding of that standard, the attendance for the marking period, and comments from the teacher regarding behavior. Grades range from 1 for minimal understanding to 4 for advanced understanding.

In an effort to become a paperless school, we will only be printing report cards and progress reports upon request. Report Cards are available for viewing in Parent Portal. They can be printed from home.

PROMOTION REQUIREMENTS

Parents of students who are in danger of being retained will be notified at the end of the second trimester. A parent may request that his son/daughter be considered for retention at any time. During the month of May, a committee for each grade level composed of the teachers of the core subjects (English, math, science, social studies) will meet to review the status of each student on the tentative retention list. The committee may make a recommendation to the principal regarding each student's placement should the student fail 50% or more semester grades during the year. Under certain isolated conditions a student's position may be reviewed by the administration.

HEALTH SECTION

NURSE

We have a full-time nurse assigned to the district. Her hours may vary from day to day. Students needing to see the nurse must report to the office first. Parents will be notified of any serious problems.

MEDICATION

For medication to be administered by the Nurse, or designated personnel, the parent or guardian should have completed the request for administration of medication and should furnish the school district with a completed physician's authorization and instructions regarding the administration of medication. (This form is available from each office.) This policy includes any over-the-counter drugs, such as Tylenol, cough medicine, etc. The medication must be in the prescription bottle in which it was issued. The bottle

must be clearly labeled with complete instructions for dispensing. Medication provided by the parent or guardian is stored and given to the student in the middle school office. Medication to be taken at school must be delivered by the parent.

EMERGENCY HEALTH CARE

A student who has an accident or becomes ill during the school day must report to the office. Arrangements will be made to call the parents. Students should not leave the building for a health or accident reason without permission from the office. Students having chronic health problems, such as diabetes, should notify the office at the beginning of the school year.

IMMUNIZATIONS

The following minimum immunization standards must be met by all students enrolled in public, private and parochial schools unless a valid medical/religious exemption (waiver) is presented. Every Student must have completed a basic series of at least:

- 4 doses DPT (diphtheria-pertussis-tetanus)
- 3 doses Polio
- 2 dose Measles, rubella, mumps
- 3 doses hepatitis B

Failure to complete these basic immunization requirements in the absence of valid exemptions, requires a student to be excluded from school attendance.

TRANSPORTATION SECTION **STUDENT CONDUCT CODE**

Board Adopted: June 2004

The safety of all is our number one priority. Riding the bus to and from school is a privilege not a right. Students that do not follow the rules as listed may be subject to disciplinary action.

The Board of Education is obligated to do what it determines to be necessary to provide for the safety of all student passengers. Those acts of misconduct that directly or indirectly threaten the welfare of others cannot be permitted. Disregarding the rules of conduct that jeopardize the safety of others may result not only in denial of transportation but also removal from classes up to and including expulsion by the Board of Education.

Students in PRE-K through TWELFTH grade are expected to follow all rules listed in the transportation student conduct code. Students who violate the rules listed in this code will be referred to the transportation director/building principal for disciplinary action. Disciplinary actions under this policy, may include warnings, parental contacts, required parental conferences, denial of transportation and suspension from school.

The parents of PRE-K through Kindergarten students must supply a responsible person to wait with the child at the bus stop for the safety of the child. If no one is waiting when the child is dropped off the child will be brought back to school.

Bus drivers have the responsibility and authority to take or recommend disciplinary action for acts of misconduct that take place prior to boarding the bus, while riding the bus and during a time period after leaving the bus.

Offenses are counted (first, second, third) for each school year separately but the student's entire record will be taken into consideration when Board action is required.

Disciplinary actions and corrective measures are not limited to the following lists, they are to serve only as guidelines for carrying out the conduct philosophy of the Board of Education. Appeals should be directed to the Superintendent of the Dundee Community Schools.

The maximum period for denial of transportation by the Administration is ten (10) days for any one offense. This denial of transportation may be extended beyond ten (10) days by action of the Board of Education.

An effort has been made to have transportation code penalties in agreement with penalties established for students during the regular school day.

BUS OFFENSES

First Offense	Warning
Second Offense	One day bus suspension
Third Offense	Three day bus suspension
Fourth Offense	Up to ten days bus suspension
Fifth Offense	Loss of transportation privileges

GENERAL RULES

Generally, but not always, the first reported offense for violation of the following rules, one through twelve, as stated below, will result in a warning and parent notification. For second and third violations transportation will be denied one to three days and may require a parent conference before reinstatement. Appropriate action will be taken in those situations where students are not transported daily to and from school but are being transported for a field trip, athletic trip, band trip, etc.

To maintain a safe efficient transportation system students are expected:

1. To remain seated at all times after boarding the bus and until getting off the bus. To occupy a particular seat if one is assigned by the driver. To get off the bus only at the stop authorized by the driver. Permission to get off the bus other than at the student's regular stop will be granted (or not granted) only on a written or verbal request by the parent or guardian to the principal or transportation director. For a student to get on the bus in the morning (other than their regular stop) they must present a note from their parent or guardian to the bus driver. If this is more than a one day duration you must have a form "Permission to Ride School Bus" completed by the office. Requests should be made as far in advance as possible. The student will be given a completed request form which they are to present to the driver.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. There must be complete silence when approaching and crossing railroad crossings.
3. To obey the driver's and chaperone's instructions at all times.
4. To be at the designated pick up point at least five minutes prior to expected arrival in the morning. Students are to stay at least ten (10) feet from the road while waiting for the bus to arrive and come to a full and complete stop before attempting to get on the bus. After school you are to go to your bus within the time limits provided. Once on the bus you must stay on the bus until you have reached your bus stop or you have permission from the bus driver to get off the bus. Bus riders are to go directly to the bus after school. In the morning when students arrive at school they are to go directly into the school. At no time are students leaving school property. The driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
5. To stay off the traveled roadway at all times while waiting for a bus.
6. To wait until the bus has come to a complete stop before attempting to get on or off.
7. To enter or leave the bus only at the front door except in case of emergency.
8. To cross the traveled highway (if necessary) after leaving the bus in the following manner: You may not cross the highway for any reason except to reach your residence, until your bus and any other buses have left the area.)
 - a. Make sure the bus is stationary.
 - b. After getting off the bus, take at least ten giant steps (10 feet) in front of the bus, if the bus does not have a front gate. Wait for a proper signal from the driver before crossing. Stop at the traffic side (the front of the bus) and look both ways. Cross only if approaching traffic has

stopped. Walk (not run) across the roadway. Do not stop or return if any item is dropped. Do not pick up mail, etc. at this time.

9. To keep hands, head, etc. (all body parts) inside the bus at all times. Do not throw anything out the window.
10. To report to the driver any damage to the bus that is observed.
11. No littering.
12. No eating or drinking on the bus.
13. According to state law, our buses can only transport students enrolled in Dundee Community Schools. Visitors or guests for a day may not ride the bus to or from school. Arrangements need to be made for transportation when requesting the visitors pass.

SPECIFIC RULES AND PENALTIES

In order to establish consistency between transportation penalties and student conduct code penalties, the transportation penalties have been made to conform to the student conduct code. Any change in student conduct code penalties will automatically change the corresponding penalty in the transportation code. Students will be notified of changes.

The following rules and penalties are listed for your information. An explanation can be found within the Student Conduct Code.

1. Aggressive Behavior toward Other Students
2. Aggressive Misbehavior toward School Personnel
3. Controlled Substances, Drugs, Including Alcohol
 - A. Use and Possession
 - B. Distribution
4. Criminal Acts
5. Dangerous or Inappropriate Objects
6. Disrespect
7. False Fire Alarms and Bomb Threats
8. Fighting
9. Forgery
10. Harassment
11. Instigation - For purpose of disrupting the normal transportation of students, premeditated or not premeditated, up to three (3) days suspension and may include a Board hearing on a recommendation of expulsion. Grades 6 through 12, normal, one (1) day, first offense. Grade 5, normal, warning on the first offense, one (1) day suspension on the second offense.
12. Insubordination
13. Persistent Disobedience
14. Profanity, Obscene Language or Gestures
15. Stealing, Theft
16. Student Conduct Relative to Staff Members during other than regular school and school sponsored activity hours.
17. Tobacco Products, including lighters.
18. Undue Familiarity
19. Vandalism
20. Weapons

ATHLETIC/FIELD TRIP BEHAVIOR

Students being transported by school bus on athletic or field trips are expected to conduct themselves in a way as to avoid the possibility of distracting the driver. (Example: Standing or switching seats while the bus is in motion, loud talking or yelling, throwing things including paper, obscene gestures or comments, interference with driver, teacher or chaperone by remark or actions.)

Students being transported by school bus to an athletic or field trip are expected to ride to and from each event on the bus. If a parent/guardian wants to take their child home with them at the end of the event a written note with the parent/guardians' signature, must be provided to the coach/chaperone prior to departure. Students will only be permitted to ride home with a friend's parents if there is an emergency, such as an illness or injury.

There may be situations where athletes/students may be given permission by the coach, teacher or chaperone to eat, drink or chew gum. This permission may also include the use of headphones. (Radios, tape players without headphones are never acceptable on the bus.) If athletes/students are not responsible with these privileges they may be denied and additional penalties may result with a referral to the office. Penalties may range from a warning to denial of extracurricular transportation, and or suspension from school.

BUS RULES / ATHLETIC TRIPS

1. Athletes should stay seated.
2. No sitting backwards.
3. Aisle must stay clear, no feet out in the aisle way.
4. All equipment must be put in or under a seat, out of the aisle way. (Every attempt will be made to store equipment out of the aisle.)
5. No yelling on the bus. However, if our team wins, cheers may be allowed leaving the opponent's town and when they get to Dundee only.
6. All windows must be closed when leaving the bus.
7. Food and pop must be cleaned up after a field trip. The captain and co-captain are responsible to check the bus after the team exits the bus. Bus should be restored to the condition it was before the field trip. Any equipment left on the bus will be available for pick up at the bus lot.
8. Take valuables with you. Drivers are not responsible for any personal items left on the bus.

BUS CONDUCT REPORT

This report is used to inform you of a disciplinary incident involving the student on the school bus. Parents/guardians are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated on the date of issue. The parent/guardian's signature indicates that you have read the report. **THIS SIGNATURE IS REQUIRED BEFORE THE STUDENT WILL BE PERMITTED TO RIDE THE BUS.**

STUDENT CONDUCT CODE SECTION

Revised & Adopted: June 2015

PREAMBLE

A primary responsibility of the schools of Michigan and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. School is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship within the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy rights of citizenship is to respect the laws of the community.

The courts have stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed, or in other ways altered, except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression.

Teachers and administrators also have rights and duties. Teachers are required by law to maintain suitable

environments for learning; administrators are responsible for maintaining and facilitating educational programs.

PHILOSOPHY

Proper student behavior is a primary responsibility of the student. Since parents are also responsible for their child's conduct, the school will keep parents informed of the development or continuation of any unacceptable behavior patterns. Cooperation between parents and school is, therefore, essential to the process of bringing about desired attitude and value changes.

The school is obligated to provide, to the best of its ability, an environment that is conducive to learning; and no individual has a right to detract from this environment. Thus, the purpose of disciplinary action taken by the school may be two-fold. Not only will discipline be used to bring about desired behavior changes; but also, to provide a school atmosphere where a student's right to an education is protected.

BASIS IN LAW

No. 380.1311. The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the Board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with the rules of the State Board, the pupil shall be evaluated immediately by the intermediate school district of which the local school district is constituent in accordance with section 1711.

No. 380.1300. The Board of a district shall make responsible regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.

No. 380.1261. The Board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district.

No. 380.1312. 1. A teacher or superintendent may use reasonable physical force necessary to take possession of a dangerous weapon carried by a pupil. 2. A teacher or superintendent may use reasonable force on the person of a pupil necessary for the purpose of maintaining proper discipline over pupils in attendance at school.

GENERAL AUTHORITY

Because students are compelled to attend school until the age of 16, the Board of Education has the general responsibility to supervise these students under the doctrine of *in loco parentis*, that is "in the place of the parent." Thus, the School District must at times take action to fulfill its responsibility under this doctrine because of student health, safety, or welfare considerations. The conduct code is in effect from the time a student leaves home until he or she has a reasonable amount of time to return home after school. Students who are not present in school when school is in regular session are still subject to the disciplinary codes of the school. This means a student who skips school or who is already suspended may be disciplined for his or her actions during school hours as defined by the conduct code.

ZERO TOLERANCE – Serious Violations in School

Monroe County has adopted a "Zero Tolerance" policy for all county schools. The purpose of a Zero Tolerance Policy is to give police and school personnel a tool to react quickly to serious violations of the law which have arisen within the school setting. Examples of situations where the Zero Tolerance Policy might be used are assault and battery, use of a weapon in the perpetration of an offense, inciting student riots, and/or drug trafficking.

ADMINISTRATIVE CORRECTIVE MEASURES

CONFERENCE

In cases of misconduct, conferences among involved parties: the student, parents/guardians, teachers, and/or any other person deemed necessary, will most often be the initial step.

DETENTION

Detentions are held with a supervisor after school for one hour. A minimum of twenty-four hour's notice will be given so the student can provide for his or her transportation. The teacher recommending the detention will turn a copy into the office and contact the parents. If a detention is issued, parent contact will be made via phone, email or conduct report. Detention time in conflict with extracurricular activities or jobs will not be valid reasons for dismissal or postponement of the established time. Failure to serve a detention will result in further consequences as determined by administration.

SUSPENSION

Suspensions will be used for serious cases of misconduct. They will be for no longer than ten (10) consecutive school days with the exception of indefinite suspensions. Indefinite suspensions will be issued in cases where behavior is such that a conference with the parents is thought necessary and beneficial, or the circumstances and seriousness of the misbehavior warrant a hearing with the Board of Education. The length of suspension in these cases will be either until a conference is held or until a Board hearing is determined to be mandatory, or both.

In each case of suspension, an attempt will be made to contact parents by telephone. Additionally, parents will be notified by a letter that states the reason the student has received the suspension. A copy of this letter will be provided to the student to take to his or her parents at the time he or she is dismissed. Another copy of the letter will be mailed. A third copy of the letter will be filed. Suspensions may be from classes and extracurricular activities or from extracurricular activities only. Students who are suspended from school are not allowed to be on or near school property or attend any after-school activities or contests, both home and away. Examples of school activities that suspended students may not attend or participate in are athletic practices and competitions, club meetings, dances, and/or any other school sponsored activities. The student will be responsible to have all work missed completed at the time they return. They will also be immediately responsible for tests and quizzes upon their return.

Students who are suspected of being handicapped or have been certified handicapped under Michigan Special Education Rules will be afforded all of the rights provided by the special education rules regarding suspension and expulsion.

SNAP SUSPENSION

The student will be removed from class. The teacher will contact administration and the parent as to the reason for the removal.

BOARD OF EDUCATION

In situations where corrective measures appear to be ineffectual, a student may be referred to the Board of Education or a committee of the Board. The purpose of such a conference will be to inform the Board of the situation relating to a particular student, and to provide both parties an opportunity to discuss the matter in a private (or public, if parent's so chose) forum. In situations where extreme behavior problems exist, the administration may recommend action to be taken by the Board of a nature reserved to it by law.

GUIDELINES FOR SPECIFIC ADMINISTRATIVE DISCIPLINARY ACTION

Actions by the administration are not limited to those items listed nor are corrective measures limited to those included in this conduct code. Incidents of misconduct and the administrative actions cited in this document are to serve only as guidelines in carrying out the student conduct philosophy of the Board of Education.

AGGRESSIVE BEHAVIOR TOWARD SCHOOL PERSONNEL OR SCHOOL PROPERTY

Threats of any kind made to and/or physical contact with school personnel or school property constitutes, at a minimum, aggressive behavior. This includes after school and extracurricular activities.

CANINE SEARCHES

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff-out and alert staff to the presence of illegal controlled substances and/or drugs, including alcohol and gun powder, in school lockers and in student's vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

METAL DETECTOR SEARCHES

The school may use metal detectors at random, with or without cause, at times to be determined by the School Board or school administration.

SURVEILLANCE CAMERAS

The campus is under camera surveillance. Anyone on campus may be monitored at any time.

ELECTRONIC DEVICES

Electronic devices have become a distraction from the learning process. During school hours, cell phones are to be kept in the off position (for safety reasons) in the students' locker. Cell phones are not to be used during school hours. If a cell phone is seen or used in the building during school hours it will be confiscated by school personnel. The cell phone will be kept in the office until a parent or guardian comes to pick up the phone. Cameras and cell phones that have picture taking capability are not to be used in the locker rooms or bathrooms.

ACADEMIC DISHONESTY

Cheating is defined as copying **or** allowing others to copy one's work and turning it in as their own assignment.

Plagiarism is the stealing of original creations, ideas, or words from a variety of sources, such as books, TV, magazines, journals, databases, artwork, and Internet sources for one's personal and/or scholastic benefit. Plagiarism is the most serious academic offense one can commit. The plagiarist incorporates ideas, statistics, and examples he or she did not research and presents it as if he or she had done so. Plagiarists lift direct quotes or paraphrase ideas and fail to cite the source of information through either footnotes or citation, according to the instructor's preference. Plagiarists also fail to use a works cited or bibliography page; thus, students fail to give proper credit to their sources. Plagiarism includes stealing ideas from other students as well as "recycling" papers from year to year.

CONTROLLED SUBSTANCES AND DRUGS, INCLUDING ALCOHOL

USE AND POSSESSION

Students who are in possession of drug-related paraphernalia or who use, possess, or are under the influence of controlled substances and drugs including alcohol, narcotics, amphetamines, hallucinogens, inhalants, or other dangerous drugs including look-alike drugs such as Mini-thins, appedrine, Ginseng, or any other over-the-counter medications on or near (adjacent to) district property during school hours or at any school sponsored activity either on or off campus,

DISTRIBUTING

Students who share and/or sell alcohol, narcotics, amphetamines, hallucinogens, inhalants, ecstasy, or other dangerous drugs; including look-alike drugs such as Mini-thins, appedrine, Ginseng, or any other over-the-counter medications to other students or persons on or near (adjacent to) district property during

school hours or at any school-sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

PARAPHERNALIA

Students who possess or distribute drug-related paraphernalia such as roach clips, bong, pipes, and other related paraphernalia to other students or persons on or near (adjacent to) school district property during school hours or at any school sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

OVER-THE-COUNTER DRUGS

Misuse, use, and possession, distribution or sale - parent notification, suspension until a parent conference has been held and referral to counselor/outside agency.

CRIMINAL ACTS

Any student who commits a criminal act will be reported to the proper law enforcement agencies. Appropriate action will, additionally, be taken by school authorities. The following activities are among those defined as criminal under the laws of the State of Michigan and are listed here as examples; they are not inclusive, but serve only as a guide. Some examples of criminal acts are as follows: arson; assault; burglary; battery; extortion; blackmail or coercion; having, using, and/or threatening to use firearms or explosives; larceny; malicious mischief; robbery; sale, use, and/or possession of alcoholic beverages or illegal drugs; trespassing; unlawful interference with school authorities; unlawful intimidation of school authorities; and/or vandalism.

Violations of the law that occur at times other than when school is in session or at times when the student is not attending school sponsored activities will be handled by appropriate police and/or legal agencies. Additional disciplinary action may be taken by the Board of Education. Disciplinary action may also be taken by the building principal.

INAPPROPRIATE AND/OR POTENTIALLY DANGEROUS OBJECTS

Any object that is considered inappropriate or potentially dangerous in the school setting will be confiscated immediately by school personnel. Examples of some objects that the school considers inappropriate are as follows: guns, knives, toy guns, rubber knives, matches, lighters, handcuffs, squirt guns, loud toys, laser pens, pepper spray, CD players, MP3 players, and/or handheld electronic games. CD players, MP3 players, and/or handheld electronic devices may be allowed at appropriate times (breakfast, lunch) by the discretion of the building administrator.

DISRESPECT

Disrespect is any behavior that degrades or is intended to degrade another.

EXPLOSIVES

Explosives or possession of, in the nature of firecrackers and including "smoke bombs."

FALSE FIRE ALARMS AND BOMB THREATS

Causing and/or involvement in a false fire alarm and/or making a bomb threat is a serious school offense, as well as a violation of the law. Immediate suspension from classes and extracurricular activities will be given to any student who is thought to have participated in these types of acts pending investigation by police agencies and action by the Board of Education.

BULLYING

Bullying is abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault, manipulation or

coercion and may be directed persistently towards particular victims, perhaps on grounds of race, religion, gender, sexual orientation, or ability.

SEXUAL HARASSMENT

Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Sexual harassment involves a range of behavior from mild annoyances to sexual assault and rape.

INSUBORDINATION

Insubordination is defined as defiance of authority and disobedience toward school employees.

PERSISTENT DISOBEDIENCE

Persistent disobedience is the continual disregard and/or violation of classroom, playground, bus, and/or other school rules.

PHYSICAL ASSAULTS COMMITTED BY STUDENTS AGAINST OTHER STUDENTS

LEVEL 1 – CONFRONTATION – Verbal or physical pushing, shoving, placing hands and/or threats made to another student. Penalty: warning up to a three (3) day suspension.

LEVEL 2 – AGGRESSIVE BEHAVIOR – Physical or verbal, may or may not include inappropriate language or threats. (Neutral party needed for intervention.) Penalty: warning up to a three- (3) day suspension. Continued offenses will result in persistent disobedience and an additional suspension. The police will be notified.

LEVEL 3 – FIGHT – Physical nature, three (3) days of suspension up to ten (10) days. Police will be notified. Grades 9-12, normal, first offense three (3) day suspension. Second offense, five (5) days, third offense, ten (10) day suspension which can be reduced to five (5) days if the student will agree to attend anger management classes. Fourth offense will result in a hearing before the Board of Education. Grades 5-8, first offense, out of school suspension from one (1) to three (3) days, parent notification. Second offense, three (3) to a five (5) day out of school suspension with a parent conference required before readmittance to school. Third offense, suspension of five (5) days up to a total of ten (10) days with an anger management class required. Fourth offense will result in a hearing before the Board of Education.

LEVEL 4 – BATTERY / ASSAULT – This is a fight that may involve premeditation, or a fight that occurs after a direct warning not to fight, or in the case of parties refusing to stop fighting when so directed. Up to a ten (10) day out of school suspension. Police will be notified.

REFERRAL TO OFFICE

Referral to office is the failure to report to the office as instructed by a school employee.

STEALING

Stealing is the taking of another's property without permission.

STUDENT COOPERATION

Students are expected to cooperate honestly and fully with school officials in the investigation of disciplinary matters. This is for the safety and welfare of everyone within the school community. Confidentiality will be maintained by the administration whenever possible.

STUDENT DRESS - Students are expected to dress in a manner that reflects pride in themselves, their classmates, their teachers and takes into consideration the fact they are students and their appearance should be that of students. Their dress must be conducive to the purpose of their being here; education. Any clothing that would distract, provoke, discriminate, or intimidate should not be worn to school. The following list is not allowed: (Penalties will be invoked for those who persist in violation.)

1. Any distracting or immodest clothing, jewelry or make-up is not permitted. This includes clothing with tobacco, alcohol, drug logos, or sexual connotations, or other

inappropriate symbols. Exposure of the midriff, cleavage, bust area, or back is not permitted.

2. Hats, hoods, or dark glasses are not to be worn inside the school.
3. Shirts with open sides or lacking over the shoulder sleeves are not permitted unless they are worn in combination with other clothing that meets dress code requirements. Tank-tops, or bare midriff apparel are not allowed.
4. Skirts/shorts/skorts must be modest and of a length longer than the students' fingertips while arms are relaxed at their side. Slit skirts, boxer shorts, pajama bottoms, spandex, or pants that expose normally covered areas of the body are not allowed.
5. Bare feet are not allowed. Shoes or sandals with heel support must be worn at all times.
6. Ripped clothing may not expose inappropriate areas of the body.
7. Students must wear clothing that covers undergarments.

TECHNOLOGY

The Dundee Community School District's telecommunications network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network no expressed or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of, which are available in school offices, the following are not permitted:

- *Sending or displaying offensive messages or pictures
- *Using obscene language
- *Harassing, insulting or attacking others
- *Damaging computers, computer systems or computer networks or other technologies
- *Violating copyright laws
- *Using another's password
- *Trespassing in another's folders, work, mail or files
- *Intentionally wasting limited resources
- *Employing the network for commercial purposes
- *Any other actions deemed inappropriate by the administration

The following are some examples of items deemed inappropriate by the use policy: Internet games, chat programs, commercial e-mail, online auction sites, streaming audio and video (including Internet radio) for entertainment purposes, and the transfer of files and software to district computers. Changing of the computer configuration including but not limited to desktop appearance, printer setup, screensavers, and task bar configurations. The use of outside media and flash devices including CD's, floppy discs, USB

memory and MP3 players. Anonymous communication and attempts to circumvent district policies. Violations may result in a loss of access as well as other disciplinary, monetary or legal action.

TOBACCO PRODUCTS

Possession of any tobacco product, including cigarettes, cigars, chewing tobacco or tobacco snuff, and any look-a-like cigarettes, cigars, tobacco snuff prohibited on school property or school sponsored activities either on or off campus. This would include students going to and from the school bus regardless of whether they are on school property.

PHYSICAL DISPLAYS OF AFFECTIONS

Physical display of affection is limited to hand holding.

TERRORIST THREATS/ACTS

The Building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following guidelines shall be applied:

1. The Building Principal shall immediately suspend the student until the investigation is complete.
2. The Building Principal shall promptly report the incident to the Superintendent and, if necessary, law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terrorist threats or committing terrorist acts, prior to readmission the Board may require, but is not limited to, one or more of the following:

1. That the student provides competent and credible evidence that the student does not pose a risk of harm to others.
2. That the student participates in a counseling program approved by the Superintendent.
3. That the student makes restitution for damage and expense incurred as a result of the incident.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

DANGEROUS WEAPONS, ARSON AND RAPE

Any item or device on the person or school property that circumstances indicate was brought to school for use as a weapon will be confiscated immediately by school personnel. Police and parents will be notified. School action, up to and including expulsion for use/possession of a weapon, will be based on conditions that exist at the time.

If the weapon falls under the category of a dangerous weapon the following will take place:

The possession or use of any dangerous weapon, the act of arson, and the act of rape are prohibited on District property or at District sponsored activities. A dangerous weapon includes:

1. Firearms
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of and explosive;
 - b. The frame or receiver of any such weapon;
 - c. Any firearm muffler or silencer; or
 - d. Any destructive device, including bombs, rockets, or any other explosive type devices.
2. Dagger
3. Dirk
4. Stiletto
5. Knife with a blade over three inches in length
6. Pocket knife opened by mechanical blade
7. Iron bar

8. Brass knuckles
9. Pellet or air gun

School officials are authorized to confiscate such weapons from students or other persons.

The parents and guardians of students in violation of this policy shall be notified.

Students violating this policy shall be expelled from school permanently, subject to possible reinstatement as described later, unless the student establishes a clear and convincing manner at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

The complete policy is available upon request at the building administrative offices.

DISCIPLINARY GUIDELINES

The following identifies the penalties in place for certain types of misconduct. This list is not inclusive and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.

PROGRESSIVE DISCIPLINE

It is important to note that the disciplinary policies outlined are progressive. Students who repeatedly violate school rules are subject to increased penalties with each offense. Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals may be subject to exclusion from school and/or placement in a credit recovery program.

AGGRESSIVE BEHAVIOR TOWARD SCHOOL PERSONNEL OR SCHOOL PROPERTY

Any student thought to be behaving aggressively toward school personnel or property will receive an immediate suspension from all classes and school activities pending an investigation. The police may be notified. Additional action may also be taken by the Board of Education.

ELECTRONIC DEVICES

Misuse of an electronic device in the school will cause the object to be confiscated and will be returned only to a parent. Pictures that are taken without the person knowing will be dealt with severely. Parents will be called and law enforcement officials involved. Students may be suspended for up to five (5) school days with the possibility of board hearing.

ACADEMIC DISHONESTY

For a first or second offense, the student will be referred to the office and receive a zero on the test or assignment. Parents will be notified.

For a third offense, the student will be referred to the office and fail the trimester.

Again, parents will be notified by a letter. The offenses are cumulative for each trimester in each class.

CONTROLLED SUBSTANCES AND DRUGS, INCLUDING ALCOHOL

The suspension or expulsion of handicapped students shall follow procedures outlined in the district's administrative procedures for handicapped child suspension/expulsion.

First offense - the administration shall:

- (a) notify appropriate law enforcement agencies, if circumstances warrant;
- (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee;
- (c) suspend the student for violation of district rules for ten (10) days, with an expulsion recommendation pending.

If, however, an assessment is completed by an approved third party at the parents/guardians expense, and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension; however, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and expulsion recommendation will stand.

Additionally, the student, as well as each of the student's parents, will be required to attend a drug education program for six weeks. Students that do not attend the recommended drug education program will be subject to further suspension.

Second and/or subsequent offenses - the same procedure as set forth for first offenses will be followed with an additional recommendation being made for expulsion.

EXTRACURRICULAR ACTIVITIES AND SUBSTANCE ABUSE

Students involved in extracurricular activities, including organizations and clubs, may lose the privilege of participation. Additional guidelines, which apply to all student athletes, exist in the Athletic Handbook. Discipline and intervention procedures for extracurricular activities correspond to those found in the District Substance Abuse policy. Guidelines for the controlled substances including alcohol are included in the Student Assistance Program. Copies are available in each school office.

CRIMINAL ACTS

If the act occurs within the school or at a school sponsored event, a minimum of one day suspension, police notification and if the act committed is thought to be violent, the student may additionally be required to attend six (6) weeks of anger management classes as a condition of returning to classes.

INAPPROPRIATE AND/OR POTENTIALLY DANGEROUS OBJECTS

An object which has been confiscated by the school will be returned only to parents. Parents must make arrangements to pick up the confiscated item within one (1) week of it having been seized. After one week the object will be disposed of. A first offense requires a conference with parents. Second offenses will result in a suspension of up to three (3) days contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

DISRESPECT

Irreverent and disrespectful behavior shown toward any other student and/or school personnel, including their authority, will result in suspension. Circumstances will determine the length of suspension which will be from one (1) to three (3) days contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

EXPLOSIVES

Minimum of one (1) day suspension for possession. Use of these devices on the campus will result in immediate suspension from classes and extracurricular activities from three (3) to ten (10) school days contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

Continued possession or use of these devices will result in a Board hearing with a recommendation of expulsion. Explosives in the nature of "caps/snappers," for possession, first offense, warning. For use: suspension up to three (3) days, normal, one (1) day.

BULLYING

Penalty – up to a five (5) day suspension and a parent conference before the student is allowed to return to school. Additional incidents may result in suspension until a board hearing with a parent conference and involvement from appropriate law enforcement agencies.

SEXUAL HARASSMENT

Penalty – up to a five (5) day suspension and a required parent conference before the student is allowed to return to school. Additional incidents may result in suspension until a board hearing with a parent conference and involvement from appropriate law enforcement agencies.

INSUBORDINATION

Penalty - up to a three (3) day suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

PERSISTENT DISOBEDIENCE

Penalty - suspension of up to three (3) days may be given, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference. Additionally, a referral to a Board of Education hearing may be made if other interventions fail.

PHYSICAL ASSAULTS COMMITTED BY STUDENTS AGAINST OTHER STUDENTS

LEVEL 1 – CONFRONTATION -Penalty: warning up to a three (3) day suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

LEVEL 2 – AGGRESSIVE BEHAVIOR – Penalty: warning up to a three- (3) day suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference. Continued offenses will result in persistent disobedience and an additional suspension. The police will be notified.

LEVEL 3 – FIGHT – Physical nature, three (3) days of suspension up to ten (10) days. Police will be notified. Second offense, three (3) to a five (5) day out of school suspension with a parent conference required before readmittance to school. Third offense, suspension of five (5) days up to a total of ten (10) days with an anger management class required. Fourth offense will result in a hearing before the Board of Education.

LEVEL 4 – BATTERY / ASSAULT – This is a fight that may involve premeditation, or a fight that occurs after a direct warning not to fight, or in the case of parties refusing to stop fighting when so directed. Up to a ten (10) day out of school suspension. Police will be notified.

REFERRAL TO OFFICE

Penalty-warning, detention or one day suspension from school, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

STEALING

First offense, up to three (3) days suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference, restitution, parent notification, possible police involvement.

STUDENT DRESS

First offense-warning and phone call home to retrieve different items to wear. Second offense-detention. Third offense-suspension up to 3 days, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

TOBACCO PRODUCTS

First offense: one (1) day suspension. Second offense: three- (3) day suspension.

Students are required to attend the six (6) week drug education class. A student may miss a class with a

valid excuse one time. This class must be made up. Students that miss two (2) days of class will receive an additional day of suspension (out of school) and will be rescheduled for the next drug education classes. Students that miss any classes in the second session of drug classes will be suspended out of school for five (5) days and must appear at a school board hearing.

PHYSICAL DISPLAYS OF AFFECTION

First offense will be a warning and a call to parents; second offense, the student involved would be issued a detention; third offense, a one (1) day suspension.

RIGHTS, RESPONSIBILITIES, PROCEDURES

FREEDOM OF SPEECH AND ASSEMBLY

1. Students are entitled to verbally express their personal opinions at appropriate times and places as determined by school authorities. In no case shall an opinion be expressed that could reasonably be expected to lead to disruption. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document.

FREEDOM TO PUBLISH

1. Students are entitled to express in writing their opinions at appropriate times and places as determined by the school authorities. In no case shall an opinion be expressed if its purpose is to disrupt or lead to disruption. The disruption of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.
2. Students, who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
3. Libel, obscenity and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the distribution without charge of non-school sponsored student newspapers published by students of the school district. Publication will not be on school property and distribution will only be at times and places designated by school authorities.

SEARCH AND SEIZURE

The school system has the right to search a student or a student's possessions if the search is justified at its inception and is reasonably related in its scope. Under normal circumstances, this means that the school may search a student or a student's possessions if there are reasonable grounds to believe that the student has violated (or has evidence of a violation of) federal, state, or local law or school rule and the search is reasonably related to the objectives of the search given the circumstances.

The school district also maintains lockers and desks for student use. The school system retains the right to make regular and unannounced inspections of all of its property, including lockers and desks used by students.

Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or school authorities may seize the security of others.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore this system

of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Dundee Community Schools. Federal constitutional law does not require a Board level hearing except in cases involving long term suspensions (potentially eleven [11] days or more.)

1. The hallmark of the exercise of disciplinary action shall be reasonableness and fairness.

2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.

3. Suspension of one (1) to eleven (11) days.

- A. An informal meeting with the principal will be held prior to suspension.

1. The student will be presented with oral or written notice of the specific charges, which are the basis for disciplinary action to be taken against him/her and an explanation of the evidence against him/her.

2. The student will have the right to present any relevant information that will support his/her defense.

3. If the school principal suspends the student, the principal will:

- a. Notify the parents as soon as possible of the suspension, the reason for it, and the steps required for the student's return.

- b. Meet with parents, or guardian, and the student to plan the satisfactory return of the student to the school setting, if requested.

- B. Unfavorable decisions in suspensions of (1) to four (4) days may be appealed to the Superintendent.

1. Such appeals shall be made within the period of suspension. During the time of the appeal to the Superintendent, the student will remain out of school. The Superintendent shall affirm or modify the terms of the principal's action within two (2) working days of the appeal. The Superintendent's decision in cases of short-term suspensions (one [1] to four [4] days) shall be final.

2. Only in unfavorable decisions of suspensions of four (4) days or more may appeals be made to the Board of Education, which shall review the decision to determine if competent material and substantial evidence supports the decision.

HEARING PROCEDURES - BOARD OF EDUCATION

The following procedural guidelines will govern the expulsion /suspension process of the Board of Education.

1. Written notice of charges against a student will be supplied to the student and his/her parent or guardian. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.

2. Parents or guardians should be present at the hearing.

3. Legal counsel may represent the student, parent, or guardian.

4. The student shall be given an opportunity to give his/her version of the facts. He/she should be allowed to offer the testimony of other witnesses and other evidence. The witness's name must be reported to the Board of Education a minimum of two (2) school days prior to the hearing. The student shall be allowed to observe all evidence offered against him/her. Only in suspensions of eleven (11) or more days will the student be allowed to question witnesses.

5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.

6. A record shall be kept of the hearing.

7. The Board of Education shall state, within a reasonable time, its findings and its decision as to expulsion/suspension or other penalty it deems appropriate. The student may be suspended during this interim period.

8. The findings of the hearing authority (superintendent or Board of Education) shall be reduced to writing and sent to the student and his/her guardian.

STUDENTS WITH DISABILITIES:

- a. Students suspected of having a disability or who have been identified as having a disability may be suspended up to ten (10) school days without additional due process requirements.
- b. Students with a disability who have been suspended for more than ten (10) school days will be afforded the due process rights required in the Individuals with Disabilities Education Act (IDEA).
- c. Students suspected of having a disability will be evaluated according to the Revised Administrative Rules for Special Education prior to repeated suspensions beyond ten (10) school days.
- d. Students suspected of having a disability or who are identified as having a disability may be placed in a 45-calendar day interim alternative educational setting. The alternative educational setting may be considered in situations where weapons or illegal drugs/controlled substances were involved or where the student's current placement is determined to be dangerous to him or to others.

ATHLETIC SECTION

ATHLETIC CODE TRAINING RULES AND PENALTIES FOR ATHLETES

PHILOSOPHY OF MIDDLE SCHOOL ATHLETICS

Middle school is a time of great transition. Their bodies are involved in unique developmental changes which affect the physical, mental and social aspects. Children begin to pull away from their family and align with their friends. Image is important.

It is a goal of the staff of Dundee Middle School to create a variety of positive experiences for our students. Athletics is an important part of these experiences. We will make every attempt to include as many students as possible in our athletic participation.

Our staff will promote the fundamentals of each sport at all grade levels. We will stress the importance of sportsmanship, skill development and the academic skills necessary to create life-long learners. We can hopefully create a love of sports and a love of the game within each individual.

The following Athletic Code consisting of training rules and penalties for athletes was adopted by the Board of Education on June 9, 1997 and will be revised in April of 1998 and every two years thereafter.

Any penalty which is imposed that is to be continued over into another season must be served in the next sport in which the athlete chooses to participate.

1. Absolutely no use of drugs or possession of drugs of any kind (including alcohol) unless it is a prescription drug and registered in the office.

PENALTY: First offense will be immediate suspension and will miss 50% of that season. If less than 50% of that season remains the penalty will be carried over into the next season. A second offense will result in suspension from athletics for the remainder of the middle school career.

2. The use of possession of tobacco or any tobacco product at any time is prohibited. PENALTY: 25% of the contests, second offense is to be one athletic season.

3. An athlete cannot change sports after the first scheduled game has been played in either sport unless by consent of the coaches involved. In addition, an athlete's participation will be limited to one sport per athletic season.
4. The Athletic Code has set a guideline of ten days (10) of organized practice prior to the athlete's participation in an athletic contest. Conditioning may be counted as a practice.
5. School Attendance: Athletes are expected to be in school at all times. Participation in athletics does not give anyone the right to stay home the day of a contest or the day after the contest unless prior approval has been given by the administration at least one (1) day in advance on a pre-absence request form (special circumstances may apply).
6. Practices: An athlete is expected to attend all practice sessions unless excused in advance by the coach. In order to practice, an athlete must be in attendance one-half day that school day unless excused in advance by the administration.
7. Bus Transportation: All athletes must ride the bus to all away games and return home on the bus. Only if the parents personally request that their son or daughter be allowed to return home with them will permission be granted.
8. Sportsmanship: All athletes are expected to maintain the highest standards of sportsmanship both as contestants and as spectators. When a student is disqualified during a contest for unsportsmanlike conduct, that student shall be withheld by the school for at least the next contest for that team. This is required by the MHSAA.
9. Care of the Equipment: The equipment issued to you as a participant in athletics represents a capital investment of hundreds of dollars annually. The proper care of this equipment is expected and is your responsibility. It is issued for your use only and is not to be used by anyone other than yourself. Using or borrowing equipment issued to others will not be tolerated. You will be held responsible for reimbursing the cost of lost equipment. **No athlete may practice for the next season until all obligations (equipment, money) are met from the previous season.**
10. Appearance of Athletes (Groom and Dress Code):
 - A. When our school athletic teams dress away from home, athletes will be required to be appropriately dressed. Appropriately dressed will be determined by the Athletic Director and Coach of the sport. This rule also applies to our athletes when they appear at a home contest where there is an admission charge.
 - B. No beards will be allowed.
 - C. Hair will be kept neat and well groomed at all times.
 - D. During an athletic event, all parts of the uniform issued must be worn. Headbands and other substitute clothing will not be permitted.
 - E. During outside athletic events, any additional clothing worn during competition must be approved by the Athletic Director.
11. The Athletic Code and Training Rules are minimum standards and any coach may set rules which are more strict. Coaches additional rules must be given to the athletes in writing. A copy of the rules must also be given to the athletic director.
12. Code Revision:
 - A. The Athletic Code will be revised every two years.
 - B. The revision committee will consist of:
 1. Two (2) Board of Education members
 2. Building Principal
 3. Athletic Director
 4. Minimum two (2) representative coaches selected by A.D. If possible, the coaches: 1) one must be on staff 2) represent a boys' as well as a girls' sport.
 5. Two (2) parents, one male and one female.
 - C. After the committee has acted on revision of the Athletic Code and Training Rules, the Board of Education must give final approval for the revision to become official. The code will be printed and included in the student handbook.

MHSAA ELIGIBILITY

The guidelines listed below are minimum standards and must be followed or the athlete may forfeit participation. We encourage all students to be familiar with these guidelines.

1. To be eligible for interscholastic athletics, a student must be enrolled in a junior high/middle school not later than the fourth Friday after Labor Day (first Semester) or the fourth Friday of February (second Semester).
2. No student who is enrolled in the sixth grade or below may compete on the same team with or against seventh and/or eighth graders
3. A seventh grade student who competes in any interscholastic athletic contest must be under fourteen (14) years of age, except that a student whose (14th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.
4. An eighth grade student who competes in any interscholastic athletic contest must be under fifteen (15) years of age, except that a student whose (15th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.
5. No student shall be eligible to represent a junior high/middle school for whom there is not on file in the offices of the superintendent or principal of that school a statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practice and contests.
6. A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a value or cost to exceed \$15.
7. After one representing an MHSAA school in competition in any sport, a junior/middle school student shall not be eligible to represent his or her school if that student: (1) receives money or other valuable considerations from any source for participating in athletics, sports, or games listed in Section B; (2) receives money or other valuable consideration for officiating in interscholastic athletic contests, or (3) signs a professional athletic contract.
8. A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a junior high/middle school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests and a maximum of the remainder of that season in that school year.

WEEKLY ELIGIBILITY

A seventh or eighth grade student to be eligible for weekly competition may not receive more than one F per class. A student who receives two (2) or more F's will receive a warning for the first week. The second week of two (2) or more F's during that season would make that student ineligible to compete in any athletic contests or scrimmages for that week or until grades are improved.

MARKING PERIOD ELIGIBILITY

Seventh Grade - For the first marking period, all seventh grade students are eligible for athletic competition. Participation would be denied if the student could not maintain weekly eligibility.

To be eligible to participate in second marking period athletics a student must not receive more than one F on his report card. Two or more F's would make this student ineligible for the entire second semester.

Eighth Grade - To be eligible to participate in first marking period athletics a student must not receive more than one F on his final report card of the seventh grade year. Two or more F's would make this student ineligible for the first marking period.

If a student receives two or more F's for the first semester, that student will be ineligible for second semester of the eighth grade year.

INJURIES AND INSURANCE

Athletes are to report all injuries immediately to their respective coaches. The coaches in turn will notify the Athletic Director.

It should be understood that the Dundee Community Schools assumes no liability for injuries incurred through your participation in the Dundee Athletic Programs.

INCLEMENT WEATHER – SCHOOL CLOSING POLICY

The middle school may infrequently close due to inclement weather. When school is closed due to the weather, all games or practices which were scheduled for that date will be canceled. If some unusual circumstance existed where we would allow practice, the coach will be responsible for contacting the athletic director to get special permission, and the coach will be responsible for contacting all the athletes. If on the rare occasion a practice is held and an athlete cannot get to practice it shall not be held against that athlete.

HOLIDAY PRACTICE

Practice held over a holiday period shall be on a voluntary basis and not made mandatory.

LENAWEE COUNTY ATHLETIC ASSOCIATION (LCAA):

The purpose of the Association is to create worthwhile competitive athletic relationships among the member schools. Members at present are: Blissfield, Clinton, Dundee, Ida, Hudson and Onsted.

Schools compete in football, basketball, track, and wrestling for boys. Girls' sports include basketball, cheerleading, track, and volleyball.

The Association is governed by a constitution and by-laws and its activities are directed by the athletic directors and principals of the member schools.

SPORTS OFFERED

Fall: Volleyball
 Football

Winter: Basketball
 Swimming
 Wrestling

Spring: Track & Field

SEASON GUIDELINES

FALL

1. The fall season begins the Monday before Labor Day, or the first day of school; whichever comes first.
2. It is the coaches' responsibility to schedule ten (10) days before the first scheduled contest.

WINTER

1. An athlete must choose between basketball and wrestling and will not be able to compete in both, due to safety concerns.
2. Athletes upon permission from the coach may be able to participate in swimming at the end of the basketball season.
3. An athlete cannot change sports after the first scheduled game has been played in any sport until the season is completed, unless consent is given by the coaches involved.