

DOLLAR BAY TAMARACK CITY AREA SCHOOLS

PARENT/STUDENT HANDBOOK 2007-2008

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FOREWARD

TO THE PARENTS AND STUDENTS OF DOLLAR BAY HIGH SCHOOL:

Dollar Bay High School has existed in this community since 1914. It is one of the smallest high school in the state of Michigan. Togetherness, teamwork, and pride extend to all facets of the school. With the continued cooperation of the student body and community, Dollar Bay High School can continue to be a place where each student can grow both academically and socially to his/her maximum potential. Participation in all school-related events, activities and programs are encouraged and welcomed. Within our educational environment, as in all areas of society, there are guidelines, rules, regulations, responsibilities and ethics that are necessary. It is the purpose of this handbook to outline the guidelines that must be followed in this school district.

Bill Tarbox, Principal
Jan Quarless, PhD, Superintendent

MISSION STATEMENT

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

Utilizing our uniquely small size, our mission is to:

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

DIRECTORY

Board of Education

Rick Nye	President	Hugh Hosafros	Trustee
Dallas Bond	V.P.	Steve LeClaire	Trustee
Julie Dunstan	Secretary	Lawrence Fallon	Trustee
Donna Engman	Treasurer		

Administration

Jan Quarless, PhD,	Superintendent/Athletic Director
Bill Tarbox	Principal

Civil Rights Compliance Officer

Jan Quarless, PhD 482-5800

Staff

Kevin Butler	5th Grade
Kris Callog	K-12 Special Education
Kristine Heinonen	1st Grade
Jamie Hytinen	Kindergarten
Dan Juopperi	Physical Education, Health
Amy Kangas	4th Grade
Kristen Kariainen	2 nd Grade, Camp Nesbitt
Jesse Kentala	English 10,11, Technical Writing, Speech, Counselor
Marissa Kentala	3 rd Grade
Paula McKaig	Band, Music
Sara Moilanen	Life & Earth Science, Biology, Science Applications, Anatomy Physiology
William O'Connor	Computer Education
Steve Patchin	7 - 12 Social Studies, Athletic Director
Mialy Peters	6 th Grade
Mary Rautio	English 7/8/9/12, Psychology, Creative Writing, Student Council
Kim Rogan	Mathematics, Chemistry
Greg Staricha	Shop, Metal Shop, Drafting/CAD, 7/8 Shop
Kim Stevens	Civics, Geography
Matthew Zimmer	Math 8, Physical Science, FST, PDM, Algebra, Physics, B. Math

Support Staff

Karen Anderson	High School/Elementary Secretary
Cindy Goudge	Aide, Playground Supervision
Mike Holzberger	Head Maintenance/Bus Driver
Rae Lamanen	Aide
Katie Laplander	Aide
Brian Nordmark	Custodian/Bus Driver
Fred Ruelle	Bus Driver
Jennifer Strand	Library
Stefanie Wuebben	Playground Supervisor
Kristen Zerbst	Hot Lunch
Karen Ziemnick	Business Office

Coaching Staff

Jesse Kentala-

Sara Moilanen-

Steve Dunstan-

-

Marissa Kentala-

Head Boys Basketball Coach

Head Girls Basketball Coach

JV Boys Basketball Coach

JV Girls Basketball Coach

Cheerleading Coach

GENERAL INFORMATION

INJURY AND ILLNESS

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

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student the week before school is scheduled to start. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the principal's office. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

Any student who wants to change their class schedule must make changes during the first four days of the semester with the consent of the instructor(s), principal, and guidance counselor. Drops will not be permitted unless a viable course for graduation replaces it.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request or phone call by the parent or person whose signature is on file in the school office or parent coming to school in person to request a release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about the plans to transfer their child to another school. Transfer with is authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal's office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the superintendent's office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program. (See appendix)

USE OF MEDICATION

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office.

Medication that is brought to the office will be properly secured.

[] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

[] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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

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

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

Non-prescribed (over the counter) Medications

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

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

PUPIL ACCIDENTS

Regardless of the amount of supervision provided, large numbers of young people engaged in any activity will occasionally result in accidents. Students are to report all injuries to the staff member who is in charge of them when the injuries occur. When such an accident occurs and it is deemed serious, the school authorities will contact the parents concerning medical attention and file an accident report in the office detailing the occurrence. If contact cannot be made with the parents, the doctor of their choosing will give students medical attention. Each student is to complete an emergency procedures card at the beginning of the school year for this purpose. **THE SCHOOL CANNOT ASSUME FINANCIAL RESPONSIBILITY FOR SUCH MEDICAL ASSISTANCE.** A student accident insurance is provided at a very reasonable rate, and forms are distributed at the beginning of each school year

DIRECTORY INFORMATION

In compliance with Family Educational Rights and Privacy Act of 1974 the Dollar Bay-Tamarack City Area Schools adopts this policy relating to the release of directory information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the superintendent's or principal's office.

PAYMENT OF BILLS

Every student is required to pay all bills and fines before exams are taken at the end of each semester and before receiving report cards, grades, and diploma. Failure to pay all financial obligations may result in the school holding report cards, grades, and diploma. Fees may be waived in situations where there is financial hardship, this is the discretion of the superintendent.

STUDENT FUND-RAISING

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 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, so much so that fund-raising will not be allowed to interfere with classes in any manner.

[] Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

[] Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's advisor.

[] Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

[] Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for . . .", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

[] Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

LUNCH

Hot lunch will be served in the lunch room. Students who bring their own lunch are also required to eat in the lunch room. Students are to dispose of their garbage in the receptacles provided. Students will eat in the lunch room unless given permission to eat elsewhere.

Slips for hot lunch are filled out once a month. All students, including those receiving free or reduced price lunches, must sign up for their lunch selections on the monthly sheet. Students will be credited for any lunch not received due to an EXCUSED absence. Forms for free and reduced lunches are available in the Principal and Superintendent's office.

Students may be permitted, at the teachers' option, to consume a snack in between 2nd and 3rd periods of the school day. Empty pop cans and food wrappers should be discarded in the trash cans provided. Students not following the rules for eating in school will be subject to loss of privileges or other disciplinary action.

TORNADO DRILLS

Tornado drills will be conducted as required using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio stations:

WOLV/WCCY, WMPL

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students who wish to bring a guest to school during the normal school day must have prior approval from the principal. Any guest attending activities (dances) must be signed in by a Dollar Bay student. Students may not bring visitors to school without prior written permission from the Principal.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Superintendent. Violation of this may lead to disciplinary action for the student, and "class advisor".

TEXTBOOKS AND SUPPLIES

The school furnishes books and other required supplies to the students. This is done with the expectation that these materials, which represent a substantial financial investment, will be properly cared for.

Reasonable wear is expected; excessive wear is subject to fines. A part of each course requirement is to return books and supplies in an acceptable condition and to pay for materials consumed in personal projects. If these requirements are not met, the grade in the course will be an incomplete, and subject to the rules governing an incomplete. Fines will be imposed for abuse of textbooks.

LOCKERS

Each student who enters junior high will be assigned a locker. You are not to change your locker with another student unless the principal grants permission. Your lockers are to be kept clean. Since lockers are a permanent part of the building, and are the property of the school district, no permanent writing is allowed and minimal decoration is allowed on the inside of the locker. Lockers should always be latched closed when not in use. Money from class sales and other class functions should not be left in hall lockers. The district will not assume responsibility for money or other valuables left in your locker. Any theft from your locker, however, should be reported to the principal's office immediately. Personal items are to be kept in (not on top) the lockers when not in use. All items needed for class or study hall are to be obtained from the locker before the period starts. Except in extreme emergencies, students will not be excused from study hall to go to their lockers. No items shall be kept in a locker, that the use of which would endanger the health, safety or welfare of individuals, or would be in violation of the law.

Lockers are the property of the school district and may be inspected or searched by his or her designee at any time. A law enforcement agency having jurisdiction over the school may assist the school personnel in searching the locker and its contents if assistance is at the request of the school principal or his or her designee and the search is conducted in accordance with school policy.

A lock may be rented from the high school office for a fee of \$5.00 for the school year. Only locks provided by the school are permitted on hall lockers. Locker combinations should not be given to any other person.

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

***DO NOT PUT SCHOOL MATERIALS ON TOP OF LOCKERS!!!!**

COPY MACHINES

Students shall not use any copy machine for personal reasons unless permission has been received and if they have been trained on the machine and they are an office/teacher aide.

USE OF SCHOOL PROPERTY

Rooms or special equipment should be used only with the permission of the person responsible for the room or equipment. Use of machines and other mechanically or electrically operated equipment is possible only with the supervision and permission of the teacher concerned. 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.

VENDING MACHINES

Pop and candy machines are located through out the building. Empty pop cans and candy wrappers should be deposited in the proper receptacle near the pop machines. Abuse of this policy results in the machine being shut off or removed.

LIBRARY

Students may use the library only when a supervising adult is present. Students may leave the study hall to use the library upon presentation of a pass or at the discretion of the study hall teacher. Library visits without a pass from a teacher are limited to five minutes.

Encyclopedia, dictionaries, atlases, or other reference materials are to be used in the library. If needed for overnight use, they must be checked out after school. A fine of \$.10 per school day will be charged for overdue books, up to the replacement value of the book. Books may be renewed for an additional two-week period providing no other student has requested that book. Students who have library fines may not check out other library materials until the fines are paid.

Students who lose or damage a book or other library materials will be required to pay a sufficient amount to cover the damage or loss. A student's behavior while using the library will determine his/her future use of the library. Unnecessary noise or disturbances will result in the suspension of the library privilege.

Any book not returned will continue to be the responsibility of the last person to check it out. Do not leave books on the shelves, desk, etc.

TELEPHONES

While there is a phone in the Superintendent and Principal's office, they are for limited student use, in cases of emergency or when permission has been given. A pay phone has been installed in the lobby of the gymnasium for general student use.

POSSESSION OF ELECTRONIC EQUIPMENT/USING CAMERA CELL PHONES

The school supplies most electronic equipment necessary in school. Students are not to bring radios, electronic devices, pagers, laser pens or other electronic communication device without the permission of the principal. The property will be confiscated. Violations of this rule may also result in disciplinary action with possible suspension or expulsion.

Cell phones are not to be used during school hours. Students must wait until they are outside the building after school to use their cell phones.

Students are not to carry cell phones on their person during the school day.

Any cell phone that is confiscated and is found to have photos in it that have been taken in school during the school day will be subject to disciplinary action including suspension. If a student has their cell phone taken away more than 2 times the student will be prohibited from bringing the cell phone to school.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a five (5) day suspension, loss of privileges, and maybe recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the test/exam and face disciplinary action up to suspension or possible expulsion. He/She also faces possible withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even for the first offense.

GUIDANCE COUNSELING

A certified counselor will supervise the guidance and counseling within the school program. The guidance counselor will be of help to you in many of your educational, vocational needs. The counselor will also administer and review and coordinate standardized tests such as MEAP, MICHIGAN MERIT EXAM, ACT, SAT, PLAN, ASVAB & EXPLORE.

CLASS ELECTIONS

Grades 7-12 will elect class officers, advisor, and student council members. Each class will elect a president (also a member of the student council), a vice-president, secretary and treasurer. The class will select the appropriate number of student council members at the same time. The class will select an advisor. Once an advisor has been chosen for the freshmen class, that advisor will remain with that class throughout high school and the senior year.

STUDENT COUNCIL

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 additional 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 total number of student council members for each class is listed below:

Grade 12	5	members
Grade 11	4	members
Grade 10	3	members
Grade 9	2	members
Grade 8	2	members
Grade 7	2	members
TOTAL	18	members

NATIONAL HONOR SOCIETY

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

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

ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent or a signed emergency card on file in the office. Furthermore, the teacher reserves the right to prohibit a student from taking a field trip based on inappropriate social behavior.

SENIOR TRIP

The senior class trip is an optional part of the educational program at Dollar Bay High School. All members of the senior class may participate in the trip if they do their part to earn the funds required for the trip. Each class will determine with parental consent, its policies for funding the trip. The administration/School Board must approve said policies. The senior trip is subject to School Board approval. Any senior that is suspended from school for any reason for more than 5 days during his/her

senior year will not be permitted to participate in the senior class trip. All money remaining is to be spent in keeping with the wishes of the senior class, subject to School Board approval. A faculty chaperone must accompany the seniors on their trip. If less than 50% of the class participates in the trip, the class will pay the substitute expenses of the faculty chaperone(s). If a second faculty member goes on the trip the class shall pay for the substitute teacher. One of the factors affecting the Board's approval is the conduct of students on previous trips. We are proud of the way students from Dollar Bay High School have conducted themselves while on past senior trips, and we believe this trip is a valuable educational experience. It is important that seniors participating in this experience understand that their behavior reflects not only on them, but also on the school and community they represent.

GRADING

Students are assigned grades based upon test 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 work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The school year is divided into four grading periods approximately nine weeks in length. Deficiency notices or progress reports may be sent home between marking periods if the student's grade or performance warrants.

With the implementation of PowerSchool, the grading system follows a standard percentage table to determine a student's grade. Each teacher retains the responsibility to determine how they arrive at the total score. The following percent grading system is used:

93 – 100	A	Excellent
90 - 92.9	A-	
88 – 89.9	B+	
83 – 87.9	B	Above Average
80 – 82.9	B-	
78 – 79.9	C+	
73 – 77.9	C	Average
70 – 72.9	C-	
68 – 69.9	D+	
63 - 67.9	D	Below Average
60 – 62.9	D-	
Below 59.9	E	Failing

I - Incomplete (work needs to be completed before a grade can be given)

Incompletes revert to "E's" at the end of two weeks after the marking period 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.

JUNIOR HIGH RETENTION POLICY

A student enrolled in the seventh or eighth grade will be required to pass at least four of the courses in which he is enrolled to advance to the next grade. Three of these four courses to be passed must come from the academic block of classes (English, math, science, and social studies).

The student's abilities and maturity level, along with as much information as possible concerning the student, will also be considered when making a decision as to whether to promote the student to the next grade. A reviewing committee composed of teachers, the counselor, and the principal will meet at the end of the school year to make this decision.

If the parents disagree with the decision of the school, they may appeal the decision to the School Board.

HOME SCHOOLING POLICY

1. Courses requiring special equipment; i.e., industrial arts, music, science, etc., may not be granted credit or waived from graduation requirements.
2. No grades will be given (shown on transcript). Any credits will be shown on the transcript as "home school".
3. Marking period tests and final exams will be given to determine grade level upon entrance to school or if credit will be awarded or graduation requirements waived (left up to the local district).

GRADUATION REQUIREMENTS-Classes of 2008,2009,2010

22 credits to graduate

*3 credits (6 semesters) - Social Studies

- a. U.S. Government is required (1 semester)
- b. Economics is required (1 semester)
- c. U.S. History required (2 semesters)

*4 credits (4) years of English are required. English 9/10/11/12

*3 credits - Science

- a. Biology required

*3 credits - Mathematics

*1 credit (2 semesters) - Physical Education

Participation in athletics fulfills this requirement

*1 credit (2 semesters) - Computer Technology

*7 credits of electives

MICHIGAN MERIT CURRICULUM (MMC)

New HS Graduation Requirements beginning with the class of 2011

PA 123 and PA 124

4 credits-English Language Arts

4 credits-Mathematics (Algebra I, Geometry, Algebra 2, 1 additional math credit)

3 credits-Science (Biology, Chemistry or Physics, 1 additional science credit)

3 credits-Social Studies (.5 Gov't, .5 Economics, US History & Geography, World History & Geography

1 credit-Health and Physical Education

1 credit-Visual, Performing, Applied Arts

An on-line learning experience

Class of 2016 will be required to have 2 credits of World Languages.

Students in (grades 9-11) must take a minimum of 6 credits each semester. In addition, a minimum of 2.5 credits must be earned during each semester of the senior year.

Every graduating senior must participate in graduation rehearsals to take part in graduation exercises unless prior approval is obtained from the principal.

A maximum of two credits of correspondence work may be applied toward the total of 22 credits. 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 the cost for these courses.

To be considered a sophomore, a student must have earned six or more credits. To be considered a junior, a student must have earned 12 or more credits. To be considered a senior, a student must have earned sixteen or more credits.

*A student must be within .5 credits to graduate. (walk in graduation ceremony)

DUAL ENROLLMENT

In an effort to meet individual students' needs and interests, the Legislature has included a provision in the State School Aid Act of 1994-95, which allows students to attend courses at local colleges or universities, while in attendance at local high schools. This concept is called "dual enrollment".

Local school districts have been directed to assist students in paying a portion of tuition for courses at Michigan public or private colleges or universities, if all conditions are met.

A formula is used to calculate the exact amount of the district's obligation.

Both the parent and student should understand that transportation to and from postsecondary institutions, and supervision of attendance at postsecondary courses will not be a responsibility of the local school district.

WORK RELEASE

Upon written request of the parent or guardian, a twelfth grade student who is passing all of his/her courses, and who is carrying at least five/six courses, may be released for a maximum of one study hall period per day for employment. If, in the judgment of the principal, this will not be detrimental to the academic progress of the student, release time will be granted. The work release may be rescinded if the student's grades drop below passing. This will not limit the assignment of students who are enrolled in on-the-job training programs to one hour per day, nor shall it apply in cases of emergency. Work release is restricted to seniors.

CAREER & TECHNICAL EDUCATION TRANSPORTATION

Transportation is the responsibility of the CTE student. A CTE student provides a written plan for transportation signed by the parent or guardian. The principal before implementation must approve this transportation plan. There is a cap on the number of students that are allowed to participate in the CTE program. A maximum of 2 unexcused absences will be permitted. After 2 unexcused absences the student may be dropped from the program or be required to pay a portion (rate per day) of the cost of the CTE class.

WORKING PERMITS

For jobs outside of school. Persons under 18 years of age are required by law to have permits to work and must not work more than 10 hours a day or a total of 40 school and work hours per week nor after 10:00 p.m. All State of Michigan work laws must be followed. It is the responsibility of the employer to have the evidence on file that the minor is legally employed. Work permits are available in the principal's office.

INDEPENDENT STUDY

An independent study is a program of individualized instruction taking place outside the regular scheduled class time under the supervision of a staff member. Independent studies may be available to those students who desire to take a class, but are unable to schedule it due to a conflict. Independent studies may 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, instruction, and evaluation of the student on the independent study. All independent studies must be approved and scheduled by the principal. Independent studies shall be given only in subjects offered in the secondary curriculum except upon special arrangement. Requirements for the independent study should not differ greatly from those of the regular class.

EXAM GUIDELINES

1. All faculty members will give exams.
2. An exam schedule will be established for each semester.
3. A semester exam will be equal to 20% of the semester grade.
4. Students will not be permitted to leave an exam early.
5. Students with an excused absence will be eligible for a make-up exam.
6. Exempted from exams:
 - a. End of first semester - No students exempt.
 - b. End of the year - seniors with a "B" or better average and no unexcused absences (during that semester) in that class.
7. Student debts and fines must be paid prior to taking semester exams.
8. Students will not be permitted to leave the building during exams. Study Halls will be held during their regularly scheduled times in the exam schedule.

CLASS RANKING POLICY

The official class ranking of seniors shall be made on the basis of all grades in all semesters of attendance in grades 9-12 through the 4th marking period of the senior year. The average shall be carried out to five decimal places and be rounded off to fourth decimal place. The highest ranking senior shall be the Valedictorian and the second highest ranking senior shall be the Salutatorian. Valedictorian and Salutatorian will be determined at the end of the third marking period. Only a tie to the fourth decimal place shall result in the naming of co-valedictorians or co-salutatorians. Students with a GPA of 3.0000 or better on a 4.0000 scale at the end of the 4th marking period 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 4.0000 scale.

A=12	A-=11	B+=10	B=9	B-=8
C+=7	C=6	C-=5	D+=4	D=3
D-=2	E=0			

PRINCIPAL'S HONOR ROLLS

A principal's honor rolls are posted at the end of each marking period. Those students who earn a position on the honor roll four of the four marking periods are eligible for the Principal's Honor Letter at

the end of the school year.

Principal's Honor Roll: To earn a position on the principal's honor roll, a student must achieve an average of at least 11.0000 on a twelve point scale.

STUDENT ACTIVITIES

DRIVER EDUCATION

Driver education classes will no longer be conducted by the Dollar Bay-Tamarack City Area Schools. All Driver Education courses are taught by Drive America of Hancock, a private company. They can be reached at 483-4830

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

Non-district-sponsored organization may not use the name of the school or school mascot.

STUDENT CONDUCT

ABSENCES

Regular attendance at school is vitally important to each student as it directly affects his/her progress academically and the development of positive work habits and attitudes. There is a direct correlation between student attendance and success or failure. *The purpose of attendance requirements is to maintain academic standards for earning credit.* Attendance records are an important part of each student's permanent file. While keeping records of student attendance is a school function, the primary responsibility of insuring regular attendance at school rests with the parent and the student.

NOTE: In-school suspensions or out-of-school suspensions are not regarded as absences.

In the event of a prolonged absence because of illness, parents should call the principal's office and arrangements will be made to have work completed at home.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

ATTENDANCE POLICY

Students are expected to be in attendance on a daily basis. Your attendance records become part of your permanent records. The following policy applies to all students, regardless of age.

There are three basic types of absences:

1. Excused absences are those approved by your parent or guardian, such as for an illness. To approve an absence, your parent/guardian must either call the school on the day of the absence or the student must bring in a note the morning following the absence. If a note is not received by the office on the first day a student returns the student will be issued an unexcused absence. A note will be accepted the next day and an excused absence admit will be issued. After the second day if a note is not brought in, the absence will be considered unexcused.

In case of an absence obtain a prearranged absence form if you know of an upcoming event that you will be absent for. This form is available in the principal's office, the prearranged absence form allows your teachers to know when you are expected to be absent and allows them to provide assignments to you that will assist you in making up missed content.

An excused absence allows the student to make up all work missed during the absence and to receive full credit for that work. It is the student's responsibility to get all assignments and to make up all work within the time equal to the time missed.

Each marking period, a student is allowed five (5) excused absences in any class. It is your responsibility to request make up work from the teacher and to complete the work in a timely manner.

*On a student's sixth (6) absence, the student will be required to achieve at least a C+ on the final exam to have his/her grade calculated for the semester. If the student does not attain a C+ grade on the exam, the student will receive no credit for the course. On the student's 12th absence from a class in a semester the student will not receive credit in the course (NC).

*Students who accumulate more than a total of twelve (12) absences (absolute maximum of excused or a combination of excused/unexcused) will lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems.

Extenuating circumstances may be taken into consideration for such things as extended illness or injury which would then require a written explanation from the doctor explaining the reasons for the absence and the specific dates that the student could not attend school.

2. Unexcused absences will be issued for the following reasons.

A. Absences not excused by the parent or guardian.

B. Any time you leave the building for appointments or you are feeling ill you must get permission from the office before you leave. If you leave the building during the school day without permission from the office, you will be considered unexcused for that time. This includes leaving school without permission during lunch time and not returning to school for afternoon classes. Having a parent call after you have left the building will not be accepted.

C. If you are in the building but fail to report to class, you will be considered unexcused for that class.

D. If you are more than ten minutes late for a class without a valid pass, it will be counted as an unexcused absence.

E. A student must be in class a minimum of 44 minutes to be considered present.

An unexcused absence means a student will receive an E or 0 for any work done or due during the time of the absence. If an unexcused absence occurs on a day when no work is due or no test given, a daily grade of E or 0 will be given.

Each unexcused absence per marking period from any class will result in your grade being lowered by one point on the twelve point grading scale in that class. There is no way to make up an unexcused absence. Unexcused absences from study halls will result in disciplinary action, such as detention or suspension.

3. Sanctioned absences are those when you are not in a class because you are participating in an authorized school activity or function. A sanctioned absence from class is available only for school sponsored activities. There is no penalty for sanctioned absences and is not counted toward the five (5) allowable absences per marking period.

TARDY POLICY

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room when the bell rings to start class. Students are permitted to have two tardies per marking period before any disciplinary action is taken.

*The first two tardies in a class will be handled by the classroom teacher. On the third, fourth, and fifth tardies the student will receive a noon detention for that day or the next day. Noon detentions will be held by teachers in their classroom on a rotating basis. If a student does not attend an assigned noon detention further disciplinary action will be taken. On the sixth tardy and any subsequent tardies morning detentions and possible suspensions will be handed down.

If a teacher detains a student or is the cause of the student being late for the next class the teacher will issue a pass to that student and no tardy will be noted.

PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or have a legitimate excuse. It is important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absences will be reported to the Houghton County truant officer for any student under the age of 16.

ADMISSION TO CLASS AFTER AN ABSENCE

It is the responsibility of the student to get an admit to class after EVERY absence. When a student is absent they must report to the principal's office upon returning to school with a note from parents explaining why they were absent to get an admit to return to class. Upon returning to class you are to show the admit to the teacher and have it signed and initiate discussion about work to be made up. You have two days to get an absence excused. If you fail to get an admit, the absence will remain unexcused.

STUDY HALL

1. Study hall is a class and as such students are expected to come prepared with work. Students may work together on projects as long as they are reasonably quiet and do not disturb others who are trying to work.
2. Students will not be allowed to leave study hall without a pass. A student will not be permitted to leave to go get a pass. Students must have a pass before arriving at study hall.
3. Outdoor clothing is not permitted.
4. No gum, food, or pop of any kind will be permitted.
5. Students must sign in and out for themselves. Students must return to study hall at the end of the hour to sign back in.

6. One person at a time will be permitted to use the lavatory.
7. Use of computers in the study hall is reserved for students doing school work.
8. Cards, games, or headphones are not permitted.

PASSES

Students leaving a class session (Study Hall) must possess a pass from a teacher, counselor, or administrator. Students may be excused from study hall to other locations in the building provided the student has secured a pass from another faculty member in advance.

Students who are excused from study hall are to sign out and return to the study hall when they have completed the task for which the pass was issued. In all cases, the student must return to the study hall to sign in before the end of the hour unless prior permission was received. Students are not to be in places other than the destination stated on the pass. Passes to leave a class should be given only for emergencies and are subject to the approval of the classroom teacher. Students not following the proper procedures will lose pass privileges.

DRESS CODE

Students must recognize the importance of being properly dressed for school and extra-curricular activities at school or at away events. In addition, reasonable standards of cleanliness and personal hygiene must be maintained at all times. While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (no)
2. Does my clothing advertise something that is prohibited to minors? (no)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
4. Would I interview for a job in this outfit? (yes)
5. Am I dressed appropriately for the weather? (yes)
6. Do I feel comfortable with my appearance? (yes)

The following styles and manners of dress are prohibited:

1. Bare midriffs (tops and bottoms must overlap at all times)
2. Tank tops with spaghetti straps. (that show bra straps)
3. Clothing with obscene or vulgar pictures, wording, symbols or messages that relate to gangs, devil worship, alcohol, tobacco products or other drugs.
4. Shirts with any wording or pictures of a sexual overtone.
5. Hats and headwear, hoods, (remove upon entering the building)
6. Coats should not be worn during school hours. (Unless permission has been granted)
7. Short shorts or skirts (mid-thigh)
8. Pants and or shirts, which allow undergarments or other kind of exposure at mid-body.
9. See-through clothing.

Guidelines for punishment: First offense - warning. Option to send student home to return properly dressed. Repeated - parents notified, possible detentions and/or suspension.

STUDENT CODE OF CONDUCT

A major component of the educational program at Dollar Bay - Tamarack City Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

1. RESPECT EVERYONE AND THEIR PROPERTY
2. KEEP HANDS AND FEET TO YOURSELF
3. RESPECT PERSONAL SPACE
4. COMPLETE ALL HOMEWORK ASSIGNMENTS ON TIME
5. WORK COOPERATIVELY WITH TEACHERS AND OTHER STUDENTS
(WORK TOWARDS A COMMON GOAL)
6. DO YOUR OWN SCHOOL WORK
7. COME TO CLASS PREPARED

DISCIPLINE POLICY

Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Students are expected to conduct themselves in a respectful, and dignified manner while in school and at any school function. The first level of discipline regarding behavioral expectations and consequences is at the classroom level. This includes teachers, substitutes, and teacher aides. You are expected to follow instructions from every adult employed by the district. This includes custodians, bus drivers, lunchroom workers, and secretaries. Insubordination to this authority will send you to the second level of authority, which is the principal's office.

The following Step Plan is a general guide to the action that will be taken for discipline and misbehavior problems. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered. In all cases of theft or vandalism the student will be required to make full restitution. Where state and federal laws are violated, the police may be involved. *Behaviors listed in this section are not intended to be comprehensive.* Offenses not listed in the plan will be handled at the discretion of the administration.

NOTE: "Detention" normally means 7:15 am to 8:07 before school. Detentions may be served after school when arrangements can be made.

NOTE: A student may be assigned an in-school suspension. The student will report to the in-school suspension classroom with books, paper, and supplies for the day. During this time the student will do school work assigned by his/her teachers. Students will be excluded from extracurricular activities on the day(s) of his/her in-school or out-school suspension

STEP 1 - Warning and/or up to one detention.

For the following violations, action will begin at Step 1 and may advance one step with each violation.

1. Disruptive or inappropriate behavior in the classroom or hallways and being sent out of a class.
2. Public displays of affection. (PDA)
3. Insubordination (failure to carry out a reasonable request by a teacher or other staff member.

STEP 2 - Up to two detentions and/or one day suspension.

For the following violations, action will begin at Step 2 and may advance one step with each violation.

1. Failure to show up for an assigned detention.
2. Cheating/plagiarism (loss of course credit is at the discretion of the teacher)
3. Disrespect toward a teacher (substitute teacher) or other staff members.
4. Dishonesty
5. Obscene *or abusive* language, gestures, or illustrations

STEP 3 - One day in-school suspension, or out-of-school suspension.

For the following violations, action will begin at Step 3 and may advance one step with each violation.

1. Fighting
2. Vulgar language directed at a student or staff member.
3. Forgery (the use of another persons name (signatures) or falsifying times, dates, grades, addresses, and notes for absences.

STEP 4 - Three days in-school suspension or out-of-school suspension.

For the following violations, actions will begin at Step 4 and advance one step with each violation.

1. Stealing (full restitution)
2. Vandalism (full restitution)
3. Use or consumption/possession of tobacco products.

STEP 5 - Five days in-school or out-of-school suspension.

For the following violations, action will begin at Step 5 and may advance one step with each violation.

1. Possession or use of illicit drugs or alcohol.
2. False fire alarm

STEP 6 - Up to ten days out of school suspension.

1. Progression to this step for previous violations.

STEP 7 - Expulsion (defined as long-term exclusion of a student from school).

1. Violations of Michigan Law 328 (weapons law)
2. Sale or distribution of any substances (alcohol, drugs, medication) for illicit purposes).
3. Violations of Michigan Law 104 (Student on Adult Assault)
4. Violation of Michigan Law 102 (Student on Student Assault)
5. Arson (Michigan Law 328) covered under weapons law.

MICHIGAN LAW PA 328 (WEAPONS)

The Michigan Penal Code, through Public Act 158 of 1994, has been amended to create a new category of crimes and penalties that take place within "weapon-free school zones". No weapons may be brought on school grounds. If you are found in possession of a weapon, or are convicted of arson, or rape on school grounds, Michigan Law PA 328 of 1994 requires that you be expelled from this and all Michigan schools for at least 180 days

A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length,

pocket knife opened by a mechanical device, iron bar, or brass knuckles.

MICHIGAN LAW PA 104 (STUDENT ON ADULT ASSAULT)

Mandatory expulsion is required of students who physically assault an employee or volunteer of a school district. Expulsion of up to 180 days is also required of any student who commits a verbal assault against a person employed by the school board, or makes a bomb threat or similar threat directed at a school building, other school property, or a school related event.

MICHIGAN LAW PA (102 STUDENT ON STUDENT ASSAULT)

The Board shall expel a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event.

DEFINITION OF PHYSICAL ASSAULT: Intentionally causing or attempting to cause physical harm to another through force or violence.

DEFINITION OF VERBAL ASSAULT: Any willful verbal threat that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act.

MICHIGAN LAW PA 103 (SNAP SUSPENSIONS)

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

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

HARASSMENT/BULLYING/HAZING

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities on or off school property.

Harassment is defined as inappropriate conduct repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

VIOLATION OF BUS RULES

Violation of bus rules will result in disciplinary action up to not being allowed to ride the bus.

PHYSICAL EDUCATION RULES

All students will be required to wear gym shorts, T-shirts and tennis shoes for physical education class. Not dressing for class may result in the lowering of the grade and possible failure of the class. Depending upon the type of activity, other appropriate attire may be approved by the instructor. All students will be

expected to shower after strenuous activities.

GYM LOCKERS

1. Only locks obtained in the school office may be used in school. Students who have been assigned gym lockers may obtain gym locks. The deposit on each lock is \$5.00, payable in the Principal's Office.
2. Each student who obtains a lock is to keep the same lock for the entire time he or she is involved in gym or athletics. A student will keep the same lock received in 7th grade until he or she is no longer involved in the athletic program.
3. Graduating seniors and others who are no longer involved in athletics may return their locks and be refunded the deposit. However, a second lock will be provided with another deposit of \$5.00.

DUE PROCESS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed:

Suspension from school

When a student is being considered for a suspension for ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within two school days after the receipt of the suspension notice, to the superintendent. The request must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearings must be public unless the parents request that the meeting be conducted in a closed session.

When the student is suspended he/she may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grade earned. A student being considered for suspension for more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents that will contain:

The charge and related evidence

The time and place of the Board meeting

The length of the recommended suspension or expulsion

A brief description of the hearing procedure

A statement that the student may bring parents, guardians, and counsel

A statement that the student may give testimony, present evidence, and provide a defense

A statement that the student may request attendance of school personnel who were party of the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within two days after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed in writing to the superintendent. The appeal will also be formal in nature with

sworn testimony before official(s) designated by the Board Of Education. The appeal will be heard in open session unless the student or student's parent or guardian requests a closed session. Again the right to representation is available. All opportunity to earn grades or credit ends when the student is expelled.

Dollar Bay Tamarack City Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary actions does not result in removal from school, it may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary actions, they should contact the principal.

POLICY ON SUBSTANCE ABUSE

Recognizing that abuse of various controlled substances by students has become a serious problem in schools of this nation, the Dollar Bay-Tamarack City Area Schools Board of Education believes that, in the interest of maintaining a sound educational climate, every effort should be made to prevent problems related to such abuse from occurring in school or at school related activities. The Board further recognizes that student problems related to substance abuse are both behavioral and medical in nature and as such may require the referral of students involved to persons professionally trained to deal with such problems. The possession or use of behavior-altering substances (including alcoholic beverages and drugs) by students during school hours or in connection with school sponsored activities or the effects of such substances taken at other times but carrying over to school hours or in connection with school sponsored activities, is strictly forbidden. Violators will be subject to consequences ranging from, loss of privileges, therapy in lieu of suspension, or expulsion.

DRUG-FREE SCHOOL ZONE

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

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

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

The objectives of this policy shall be to:

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

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

recommendations from the Upper Peninsula Health Department.

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

DEFINITIONS

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

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

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

SEXUAL HARASSMENT

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

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

DRIVING TO SCHOOL

Because of limited parking, only those students with a valid reason to drive to school will be allowed to park on school grounds. In no instance will any student park in the faculty or administrative parking area on the either side of the building. At no time is a student permitted to drive a 4-wheeler to school. The Houghton County Sheriff's Department has determined that there is no legal way to drive a 4 wheeler to school through the streets of Dollar Bay.

Student cars should not be entered while school is in session except at noon time of the school day. Any reckless or careless driving in the vicinity of the school will be reported to the police and to the student's parents. Because the school district is responsible for all areas within district boundaries, student vehicles parked on school grounds may be subject to "search" if the district has reasonable grounds to suspect that the vehicle may contain drugs, alcohol, weapons, or other items constituting a violation of school rules or the law.

ALL STUDENTS SHOULD PARK IN THE PARKING LOT BEHIND THE T.R. DAVIS BUILDING. ONLY TEACHERS ARE PERMITTED TO PARK ALONG THE RAILING. NO STUDENT SHOULD PARK ON THE OTHER SIDE OF THE STREET FROM T.R. DAVIS BUILDING.

STUDENTS VIOLATING PARKING RULES MAY BE ISSUED A \$5.00 SCHOOL CITATION.

WHEN THE BARRICADES ARE UP NO STUDENT SHOULD DRIVE THROUGH THEM. STUDENTS CAUGHT DRIVING THROUGH THE BARRICADES WILL LOSE DRIVING PRIVILEGES.

When exiting the parking lot after school, turn west along Chippewa Trail, then take Elm east, passing in front of the high school. Do not drive along the front of T.R, Davis when exiting the parking lot after school.

CONSTITUTIONAL RIGHTS OF EMPLOYEES, STUDENTS OR CITIZENS

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

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

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

INTERNET POLICY

All students who access the Internet or have an e-mail account must have a signed policy form on file with the Computer System Administrator. Any student violating the terms of the policy is subject to the discipline code as stated in the signed agreement. A signed policy form must be on file with the Computer System Administrator. Any student violating the terms of the policy is subject to the discipline code as stated in the signed agreement.

SCHOOL CALENDAR

Parent/Student Acknowledgment of Handbook

We, _____ and _____
Parent/Guardian Student

have received and read the 2007-2008 Dollar Bay High School Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies as set forth by the Dollar Bay-Tamarack City Area School Board.

Parent/Guardian Signature

Student Signature

Date

Please return within a week of receipt of the handbook.

Athletic Handbook

The purpose of this handbook is to inform our student-athletes and their parents of the Dollar Bay-Tamarack City Area Schools athletic rules and policies. It must be understood that the rules set forth in this document 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 a tremendous amount of responsibility. Your conduct at school, practice and games affects the image people have of Dollar Bay-Tamarack Area Schools.

We believe that our athletes are students first, athletes second. Participating in sports is a privilege not a right. Student –athletes are held to a higher level of accountability than other students. You are much more noticeable and in the public eye. Represent yourself, your team, your coaches, and your school in a positive manner.

All socially unacceptable behavior that detracts from the athletic program and brings discredit upon the team, school or individual is subject to penalty. These include but are not limited to profanity, hazing, obscene gestures etc...

Coaches 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 distribution of rosters to other schools one (1) week before the first game of the season.
- *Set guidelines for the teams in regards to participation, practices, responsibilities, dress, and conduct. If a coach does not set guidelines as established by the school such as dishonesty, the school will enforce the penalty, e.g. If a player lies to the coach, (school conduct) a team sanction should occur. If not school rules will apply.
- *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 miscellaneous rules. Coaches are responsible for communicating these rules to student-athletes and their parents. Enforcement of a coach’s individual rules is left up to the coach, under the direction of the Principal. The coach will obtain approval for “Team Rules” through 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 physical examination card on file in the high school office prior to participation in any conditioning sessions and practice.

Eligibility Regulations

The Michigan High School Athletic Association and the Dollar Bay-Tamarack City Area Schools set the eligibility rules and regulations forth. 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 a student must be passing a minimum of five (5) academic subjects with a total of twenty-five (25) hours of classroom. Weekly checks will be made throughout the season on Monday. If a student is not passing five (5) classes they will be ineligible until the check again the following Monday.

The student will take an eligibility card to each of his/her teachers. At the end of the day they will return it to the athletic director. If a student is not receiving a passing grade of at least a D- in five (5) out of six (6) classes (or five out of five or six out of seven) that student will be determined to be ineligible for the following week.

Student-athletes must have successfully completed five (5) academic subjects (2.5 credits) during the semester immediately preceding.

Awards:

Section 11(A) 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 \$25.

Section 11(B) 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 the coach or athletic director before participating in any non-school athletic event anytime during the school year. This regulation is in place to prevent loss of eligibility.

Team rules and any other regulations will be up to the individual coach for that sport.

Note: These rules will follow the guidelines of the school code of ethics.

The student along with the parent must sign the athletic handbook agreement and agree to abide by its rules.

Student-athletes must attend the entire 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/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 unless they have a doctor's excuse.

*There may be an exception if the bus gets back from a contest later than midnight. They will be sanctioned for an absence 1st hour the next morning. They must get their make-up work that day.

Students must use transportation provided by the school for all AWAY contests. Parents may ask permission for their son/daughter to ride home with them or another responsible adult, but only if they are at the contest, and such a request is made *in person after the contest*. Coaches may require that all student-athletes ride the bus.

Coaches may require a signed note to keep record of it 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/uniform.

Code of Conduct

The CODE OF CONDUCT is the set of major rules used to ensure the health and safety of our student-athletes. These rules, listed below, have specific penalties, and are referred to the Athletic Director for enforcement.

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

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

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

*Athletes shall not remain at a location where alcohol is present or being consumed or where drugs are present. Note: The only exception to the alcohol policy is on special occasions such as a wedding when parents/guardians are present. (3-5 game suspension)

*Profanity used during any athletic event will be considered a violation of the Code of Conduct. (one game suspension)

Conduct unbecoming an athlete, depending on severity, will be a violation of the Athletic Code/Student Code.

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 hold precedence.

Violation of Rules

A violation of the athletic code must be reported to the coach, athletic director/principal. An administrator, coaching staff, school personnel, or any person wishing to report a violation may do so in writing, which must be signed and submitted to the athletic director/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 in which the penalty is served, 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. Thus, 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.

Please note that violations carry over from year to year. For example if a violation occurs in 9th grade, and another in 10th grade, the student will be carrying two(2) violations into 11th grade.

Penalties due to a violation of the Code of Conduct

Tobacco/Alcohol/Drugs

The use and/or possession of alcohol, tobacco, and/or misuse of a controlled substance in any form shall result in a suspension as listed:

1st OFFENSE

Basketball (Varsity/JV)	Next five(5) games
Basketball (Jr. High)	Next three(3) games
Cheerleading(Varsity/JV/Jr. High)	Next five(5) games
Golf	Next two(2) matches
Track (Varsity/JV/Jr. High)	Next two(2) meets

2nd OFFENSE

The student-athlete will be suspended from that sport in which he/she is involved with at the time of the

violation for twice the length of the first offense. This will extend into the next sports season the student participates in if need be.

While on suspension for a 1st or 2nd Code of Conduct violation, the student-athlete will be required to practice, and will attend all contests with the team, but will not dress in the team uniform.

3rd OFFENSE

A suspension from all athletics for one calendar year(12 months) from the date of the third offense.

4th OFFENSE

All high school eligibility ends at the point of the fourth offense.

An arrest/or conviction for the use of a controlled substance shall result in a suspension for one calendar year (12 months).

Any other school Code of Conduct violations

If detentions or suspensions are served on the date of an athletic event, the student will not be allowed to participate in that event.

Self-Report Penalty: No less than a 3 game suspension.

Appeals Process

Whenever an athlete or his/her parents question the outcome of a hearing regarding an Athletic Code Violation, an appeal may be made to the Athletic Council. The appeal must be made in writing within two days after the decision is rendered. If the athlete/parents wish they may make another appeal to the athletic committee. The final appeal will be made to the entire Board of Education.

1st- Athletic Director

2nd-Athletic Council

3rd-Athletic Committee

4th-Board of Education

*The appeal process after signature of acknowledgement does not apply to the interpretation of handbook language.

Athletic Council

The athletic council is composed of the Athletic Director/Principal, a coach, a teacher, and a parent. They 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 Advisory Committee. The Athletic Director will present the information pertaining to the incident to the Athletic Committee. Then, the student and/or parents will present their information to the Athletic Committee. The Athletic Committee will render 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/or Principal, the spirit of the policy has not been violated
- * No subsequent violation occurs.

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 it is the philosophy to emphasize participation by all students involved. Although equal playing time is not mandatory all students are given the opportunity to experience game situations to the extent possible. At the junior varsity and varsity level it is the philosophy that student/athletes compete to earn playing time in games in a competitive environment which includes meeting all rules and policies set forth by the coaching staff. Earning game playing time is a privilege not a right at these levels.

PARENT/STUDENT-ATHLETE ATHLETIC HANDBOOK ACKNOWLEDGEMENT

We have read the athletic handbook, have had a chance to ask questions, and understand the policies regarding participation in sports at Dollar Bay – Tamarack City Area Schools for the 2007-2008 school year.

Parent signature

Student-Athlete signature

Date

