

DOLLAR BAY-TAMARACK CITY  
AREA SCHOOLS

2007-2008

STUDENT-PARENT ELEMENTARY  
K-6 HANDBOOK



DB-TC AREA SCHOOLS  
48475 MAPLE DRIVE  
PO BOX 371  
DOLLAR BAY, MI 49922

"Learning Today-Succeeding Tomorrow"

*Note: Contents of this handbook are subject to change during the course of the school year. Updates and policy changes may be in process and not yet posted on the website or included in this manual.*

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(To be added later)

TO THE PARENTS AND STUDENTS OF DOLLAR  
BAY ELEMENTARY:

Dollar Bay-Tamarack City Area Schools has existed in this community since 1914. DB-TC is one of the smallest K-12 schools in the state of Michigan. Togetherness, teamwork, and pride extend to all facets of the school. With the continued cooperation of our student body and community, DB-TC can continue to be a place where each student can grow both academically and socially to her/his maximum potential.

Our goal is to provide the best education possible for each and every child entrusted to us. To increase the degree of educational success for all children, it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the overall progress of children. Parents are encouraged to contact the school whenever necessary. Dollar Bay Elementary makes special efforts to create and promote positive relationships between home and school. Newsletters, conferences, and direct contact with parents are part of these efforts.

Within our exceptional educational environment, as in all areas of society, there are guidelines, rules, regulations, responsibilities, and ethics that are necessary and must be followed. 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

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

Catch The Wave!



**W**e Are Responsible  
**A**ct Safely  
**V**alue Honesty  
**E**arn Respect

## DIRECTORY

### **Board of Education**

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

### **Administration**

Jan Quarless, PhD	Superintendent
Bill Tarbox	Principal
Administration	Athletic Director

### **Elementary Staff**

Jamie Hytinen	Kindergarten
Kristy Heinonen	First Grade
Kristen Kariainen	Second Grade
Marissa Kentala	Third Grade
Amy Kangas	Fourth Grade
Kevin Butler	Fifth Grade
Mialy Geborkoff	Sixth Grade

### **Middle/High School Staff**

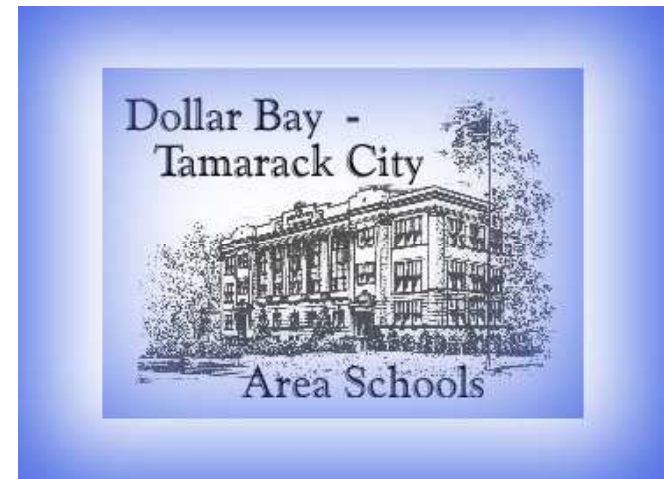
Kris Callog	Special Education, Social Studies
Dan Juopperi	Physical Education
Jesse Kentala	English, Counselor
Paula McKaig	Band, Music
Sara Moilanen	Science, Biology
Bill O'Connor	Computer Education
Steve Patchin	Social Studies
Mary Rautio	English, Psychology
Kim Rogan	Chemistry, Mathematics
Greg Staricha	Wood Shop, Metal Shop, Drafting/CAD
Kim Stevens	Social Studies
Matt Zimmer	Math, Science

### **Support Staff**

Karen Anderson	Secretary
Cindy Goudge	Aide, Playground Supervisor
Mike Holzberger	Head Maintenance
Rae Lamanen	Aide
Katie Laplander	Aide
Brian Nordmark	Bus Driver, Custodian
Sharon Rozich	Bus Driver, Custodian, Food Service
Fred Ruelle	Bus Driver
Jennifer Strand	Library
Stefanie Wuebben	Aide, Playground Supervisor
Kristen Zerbst	Food Services
Karen Ziemnick	Business Office

### **Coaching Staff**

Jesse Kentala	Head Boys Basketball
Sara Moilanen	Head Girls Basketball
Steven Dunstan	JV BB, Varsity Track
Dan Juopperi	JV Track
Marissa Kentala	Cheerleading



## GENERAL INFORMATION

### **ADMISSION OF PUPILS**

A Birth Certificate, immunization record, and social security number are required upon entering kindergarten. Children must be five years old by December 1 to enter kindergarten or six by December 1 to enter first grade. Michigan School Law requires all children entering a Michigan School for the first time to be immunized against mumps, diphtheria, tetanus, polio, and measles. In addition, inoculation against rubella and a vision test are now required. New students, except kindergarteners, must present evidence for grade placement.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the Principal about plans to transfer their child to another school. Transfers are authorized only after the student has completed arrangements, returned all school materials, and paid any due fees or fines. 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.

**NOTE:** When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **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 health and safety of all students and is in accordance with Michigan State law. Any questions about immunizations or waivers should be directed to the Superintendent's office.

### **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. We encourage parents to schedule their child's doctor, dental, and other appointments around school hours and schedules.

### **SNOWDAYS, EMERGENCY CLOSINGS, AND DELAYS**

If the school must be closed or opening delayed due to inclement weather or other conditions, DB-TC Schools will notify local radio stations. Parents and students are responsible for knowing about emergency closings and delays. Please make sure forms regarding early dismissals are completed so children can be assured a safe arrival home or to whichever destination is chosen on days of inclement weather.

### **STUDENT ARRIVAL**

Students who walk to school should plan to arrive at school after 7:45 a.m. to ensure proper supervision. We would greatly appreciate your cooperation in this matter.

### **BICYCLES**

Students may ride their bikes to school. However, bicycles should be placed in the bike rack upon arrival at school. Lock use is suggested. Students riding their bike to school should practice measures of road safety upon arriving and departing school grounds.

### **EMERGENCY AND INFORMATION FORM**

The Board has established a policy requiring every student to have an *Emergency and Information Form* completed and signed by her/his parent(s). This form provides the school with important contact and medical information as well as permission for students to participate in any activity off school grounds. The *Emergency Form* is provided at the beginning of each academic school year.

## **STUDENT 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 in charge of them when the injury occurs. When such an accident occurs and it is deemed serious, school authorities will contact the parents concerning medical attention and file an accident report in the office detailing the occurrence. Student accident insurance is provided at a very reasonable rate, and forms are distributed at the beginning of each school year.

## **USE OF MEDICATION**

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

1. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building Superintendent's office before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the Superintendent's office and will be properly secured and administered.
4. Medication may be conveyed to school directly by the parents. A two to four (2-4) week supply of medication is recommended.
5. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means except for emergency medications for allergies and/or reactions.
6. 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.

7. Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for presenting her/himself on time for taking the prescribed medication.

8. 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 a 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**

Students are not to possess non-prescribed medications (cough drops, nasal spray, Tylenol, etc.) without parent authorization. Please send a note with your child if these types of medications are to be used. Sharing will NOT be permitted.

## **ILLNESS**

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

## **HEAD LICE**

Based on recommendations from the American Academy of Pediatrics and the National Association of School Nurses it has been determined that children may return to school after they are treated with a dedicated shampoo or cream rinse. "It is reasonable to let children return to school...after the scalp and hair have been treated with recommended products..." Elsvier, 2007. Based on the recommendations of the institutions listed above, the following is the head lice policy of our school.

- Send children home at the end of the day, if lice are detected. Immediate removal of the child is not necessary. By the time a child is noted to have lice, the infestation has likely been present for weeks.
- Contact parents to let them know the child must be treated to return to school.
- Check child before readmitting. Children without live lice and with no nits (eggs) present within ¼ inch of the scalp may return to school.
- A nurse or qualified personnel will check the student prior to he/she returning to school the following day.
- Check child daily for three weeks to ensure no live lice are present and that there are no nits within ¼ inch of scalp.
- A letter will be sent home.
- A lice schedule will be established for periodic checks for lice commencing each September of the school year.
- If conflict situations arise, the students' parents will be advised to talk to their physician.

### **PAYMENT OF BILLS**

Every student is required to pay all bills and fines before the end of each semester and before receiving report cards/grades. Failure to pay all financial obligations may result in the school holding report cards.

### **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. 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.

### **STUDENT VALUABLES**

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

### **BREAKFAST AND HOT LUNCH**

Breakfast and hot lunch will be served in the lunchroom. Students who bring their own lunch are required to eat in the lunchroom and are to dispose of their garbage in provided receptacles. All students will eat in the lunchroom.

Bills for breakfast and hot lunch are distributed once a month. Forms for free and reduced lunches are available in the Superintendent's and Principal's offices.

Students may be permitted to consume a morning snack. Snacks will not be provided. Students are responsible for bringing their own snack to school. **Healthy snacks are encouraged!** Milk can be purchased for K-3 students as well. Milk forms are sent home monthly.

### **FIRE DRILLS/LOCKDOWN DRILL**

Fire drills will be conducted periodically throughout the entire school year using procedures provided by the State. The procedures for a lockdown are as follows:

- All students and teachers are to remain in the classroom
- Classroom doors are to be locked immediately. Once doors are locked, no one is permitted to enter or leave
- Students and adults who are in the hallway shall move immediately to the nearest classroom
- Students and adults are to move away from the classroom doors and out of sight if possible

- Students and adults are NOT permitted to use the classroom phone or cell phones
- Students and adults in restrooms shall remain in restrooms
- All visitors will become part of the lockdown and should go into the nearest classroom
- Students and adults are to remain quiet
- No individuals are to leave classrooms until instructed by an administrator or police officer
- Teachers are to note any extra person(s) that may have taken shelter in the room or any student that may have left the classroom prior to the lockdown
- When an evacuation takes place, teachers shall bring their attendance books with them to a designated location

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each **non-parent visitor** must report to the Superintendent's office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Superintendent or Principal. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to Dollar Bay 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. Students may not bring visitors to school without prior written permission from the Principal.

### **TEXTBOOKS**

DB-TC furnishes textbooks with the expectation that these materials, which represent a substantial financial investment, will be properly cared for. Reasonable wear is expected and excessive wear is subject to fines. It is expected books will be returned in an acceptable condition.

### **LOCKERS**

Each student will be assigned a locker. Students are not to change lockers with another student unless teacher permission is granted.

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 permitted on the inside of the locker. Lockers should always be latched when not in use. DB-TC will not assume responsibility for money or other valuables left in lockers. Any theft from lockers should be reported to the Principal's office immediately. No items that will endanger the health, safety, or welfare of individuals or would be in violation of the law shall be kept in lockers.

Lockers are the property of DB-TC and may be inspected or searched at any time by school personnel. A law enforcement agency having jurisdiction over the school may assist school personnel in searching the locker and its contents.

If students in grades 4-6 desire a lock, it **MUST** be rented from the office for a fee of \$5.00 per year. The fee is refundable upon return.

### **COPY MACHINES**

Students shall not use any copy machine for personal reasons.

### **LIBRARY**

Students may use the library only when a supervising adult is present. Students may use the library upon the discretion of the classroom teacher and librarian.

Encyclopedias, dictionaries, atlases, or other reference materials are only to be used in the library. 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 the 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 her/his future use of the library. Unnecessary noise or disturbances will result in suspension of library privileges. Do not leave books on shelves, desk, etc.

### **TELEPHONES**

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

### **POSSESSION OF ELECTRONIC EQUIPMENT/USING CELL PHONES AND CAMERAS**

Cell phones are NOT to be used during school hours. Students must wait until they are outside the building after school hours to use their cell phones. This includes recess and lunch periods.

Dollar Bay School prohibits the use of any video device in any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action.

Students are discouraged from bringing electronic equipment to school. DB-TC Area Schools is not responsible for theft, loss, or damage to personal electronic devices.

### **GUIDANCE COUNSELING**

A certified counselor will supervise the guidance and counseling within the school program. The guidance counselor will be of help to students for educational and emotional needs. The guidance office is located next to the Principal's office.

### ACADEMICS

#### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. No students may participate in any school-sponsored trip without a signed emergency card on file in the office. Furthermore, teachers reserves the right to prohibit a student from taking a field trip based on inappropriate social behavior.

### **ELEMENTARY RETENTION POLICY**

It is the goal of the DB/TC elementary school to make sure all students are at academic grade level at the end of each school year. If a student has not demonstrated and mastered grade level course expectations, that student may be considered for retention. A decision to retain a student will be based on recommendations and input from the child's classroom teacher, parents, and administration.

### STUDENT CONDUCT

#### **ABSENCES/ATTENDANCE POLICY**

Regular attendance at school is vitally important to each student as it directly affects her/his progress academically and the development of positive work habits and attitudes. There is a direct correlation between student attendance and success or failure, and students are expected to be in attendance on a daily basis. Attendance records are an important part of each student's permanent file. While keeping records of students' attendance is a school function, the primary responsibility of insuring regular attendance at school rests with parents and students. In the event of a prolonged absence due to illness, parents should call the Principal's office and arrangements will be made to have schoolwork completed at home.

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

**When a student is absent, a signed note stating the specific reason or illness for the absence must be presented to her/his classroom teacher upon returning to school.**

After 5 absences, a letter of concern will be sent home by the Principal. On the 8<sup>th</sup> absence, a second letter of concern will be sent, which will include notification that a Truant Officer will be contacted if absences continue. On the 10<sup>th</sup> absence, the Truant Officer will be contacted.

### **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.

### **TARDY POLICY**

Reporting to class on time is extremely important. Your child will receive a tardy if he/she reports to class after 8:15 a.m. but before 10 a.m. Tardies are documented and excessive tardies will be reported. After 5 tardies, a letter of concern will be sent home by the Principal. On the 8<sup>th</sup> tardy, a second letter of concern will be sent, which will include notification that a Truant Officer will be contacted if absences continue. On the 10<sup>th</sup> tardy, the Truant Officer will be contacted.

### **PERSISTENT ABSENCE OR TARDINESS**

Attendance laws require students to be in school all day or have a legitimate excuse for being absent. It is important to establish consistent attendance habits in order to succeed in school and in the real world. Excessive absence or tardiness could lead to suspension from school or being reported to the truant officer.

### **LEAVING SCHOOL GROUNDS**

Students in grades K-6 are to stay on school grounds during recess and lunchtime. Students must provide their classroom teacher with written permission from parents/guardians to be permitted to go home for lunch if they are within walking distance of school.

### **DRESS CODE**

Students must recognize the importance of being properly dressed for school. In addition, reasonable standards of cleanliness and personal hygiene must be maintained at all times. While fashion changes, reasons for being in school do not. Students are in school to learn. Fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. It is our belief that elementary age children are under the effective control of their parents with respect to dress; therefore, we wish to respect parent wishes with regard to how a child is dressed and sent to school. Violations are at the discretion of both staff and administration.

### **The following grooming and dress code has been adopted as official policy by DB-TC's Board of Education:**

1. Students should recognize the importance of being well-groomed and properly dressed.
2. Hair should be clean, combed, and should not interfere with vision.
3. Jewelry must not be distracting to others
4. Clothing shall be neat, clean, and modest.
5. Shoes shall be worn that are suitable for indoor and outdoor wear and should not harm the furnishings.
6. No shirts or jackets with drug, tobacco, or alcohol advertising shall be worn.

Students and parents should consider the following questions when dressing for school:

1. Does my clothing expose too much skin? (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. Am I dressed appropriately for the weather? (Yes)
5. Do I feel comfortable with my appearance? (Yes)

The following styles and manner of dress are prohibited:

1. Bare midriffs (tops and bottoms must overlap at all times).
2. Tube and halter tops or tank tops with spaghetti 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 possessing a sexual overtone.
5. Hats and hoods must be removed upon entering the building.
6. Coats should not be worn during school hours—unless permission has been granted.
7. Short shorts or skirts—hitting on or above the mid-thigh.
8. Pants and/or skirts that allow undergarments or other kind of exposure at mid-body.
9. See-through clothing

Guidelines for punishment:

- First offense—warning. Teacher will provide student with extra clothing, which must be worn for the duration of the school day.
- Repeated offenses—parents notified accompanied by possible disciplinary action.

### **STUDENT CODE OF CONDUCT**

A major component of the educational program at DB-TC 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 themselves
3. Respect personal space
4. Complete all homework assignments on time and independently (not copying/cheating)
5. Work cooperatively with teachers and other students—work towards a common goal
6. Come to class prepared

### **DISCIPLINE POLICY-MiBLSi**

MiBLSi stands for Michigan's Integrated Behavior & Learning Support Initiative. This behavioral support system rewards students when they use appropriate actions within our school. All

K-6 students have been taught both appropriate and inappropriate behaviors for all areas of the school we use, including the bathroom, hallway, playground, lunchroom, bus, library, gym, and office. When a student is caught using appropriate behaviors, he/she may be rewarded with a ticket. Tickets are then used to aid in giving daily, weekly, and monthly prizes rewards.

We are all catching the... **WAVE!**

**We Are Responsible**

**Act Safely**

**Value Honesty**

**Earn Respect**

### **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 students are found to be in possession of a weapon, or are convicted of arson or rape on school grounds, Michigan Law PA 328 of 1994 requires that students be expelled from this and all Michigan schools for at least 180 school days.

A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

### **MICHIGAN LAW PA 104 (STUDENT ON ADULT ASSULT)**

Mandatory expulsion is required of students who physically assault an employee or volunteer of a school district. Expulsion of up to 180 school 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 ASSULT)**

The Board shall expel a student in grade six or above for up to 180 school days if the student commits a physical assault against

another student on school property, school bus, other school related vehicles, or at school sponsored activities or events.

**DEFINITIONS 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 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. The preceding can also take place if a student's behavior interferes with the ability of other students to learn.

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

### **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 any other disruptive behaviors.

### **BUS TRANSPORTATION**

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

### **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 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 her/his side and the administrator will then provide the student evidence supporting the charges. After the informal hearing, the administrator 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. 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 Meeting Act governs the hearing. Under the Open Meeting Act, the hearing 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 10 days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion – when a student is being considered for long-term suspension (more than 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 her/his parents, legal counsel, and/or by a person of her/his choice.

Within two days after notification of 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 Area Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action 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 action, 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 DB-TC 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 suspensions, 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 (2) years in prison and up to two times

the term of imprisonment and fine (or both) that would otherwise apply.

The role of the educational program as a 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 students' substance abuse problems.
3. Provide a means of referring students involved in substance abuse for professional counseling and/or medical assistance.
4. Ensure the involvement of parents of students who must be dealt with under this policy.

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

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

## **DEFINITIONS**

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

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

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

## **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 un-welcomed sexual advances, requests for sexual favors, other verbal or physical conduct or communication of a sexual nature.

Sexual harassment of employees by supervisors, students, or other employees, or of students by faculty, employees or other students, is absolutely prohibited. Upon receipt of information that sexual harassment 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.

## **CONSTITUTIONAL RIGHTS OF EMPLOYEES, STUDENTS, OR CITIZENS**

It is the policy of DB-TC Area Schools and its Board of Education that no citizen should be deprived of her/his constitutional rights. In the event any student or employee of the district, or citizen claims that her/his constitutional rights have been violated by any

agent or employee of the district, that individual shall enjoy the right to appeal to the Board of Education of the district.

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

This policy can only be amended by this Board of Education through official action and shall supersede 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 DB-TC's Computer System Administrator. Any student violating the terms of the signed policy is subject to the discipline code as stated in the signed agreement.

## SCHOOL CALENDAR

Tuesday, September 4	First Day of School for Students
Friday, October 12	Teacher In-Service Day/No School
Thursday/Friday November 8/9	Half Days for P/T Conferences and In-Service
Thursday/Friday November 22/23	Thanksgiving Recess
Monday, December 24-Tuesday January 1	Christmas Recess
Wednesday, January 2	School Resumes
Wednesday/Thursday, January 16/17	Half Days for Exams
Thursday, January 17	End of the First Semester
Friday, January 18	Records Day-No School
Thursday/Friday, February 21/22	Half Day P/T Conferences
Wednesday, March 5	Half Day Teacher In-Service
Friday, March 21	Good Friday Recess
Monday, March 31-Friday, April 4	Spring Break Recess
Monday, April 7	Class Resumes
Wednesday, April 30	Half Day In-Service
Wednesday, May 21	Half Day In-Service
Monday, May 26	Memorial Day Recess
Wednesday/Thursday, June 4/5	Half Days for Exams
Thursday, June 5	Last Day for Students Kindergarten Graduation 10:30 am



PARENT/STUDENT ACKNOWLEDGEMENT OF K-6  
ELEMENTARY HANDBOOK

We \_\_\_\_\_, and

Parent/Guardian

\_\_\_\_\_  
Student

have received and read the 2007-2008 Dollar Bay-Tamarack City Area Schools Elementary K-6 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 Schools Board of Education.

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

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

\_\_\_\_\_  
Date

Please tear and return this authorization sheet within a week of receiving this handbook.