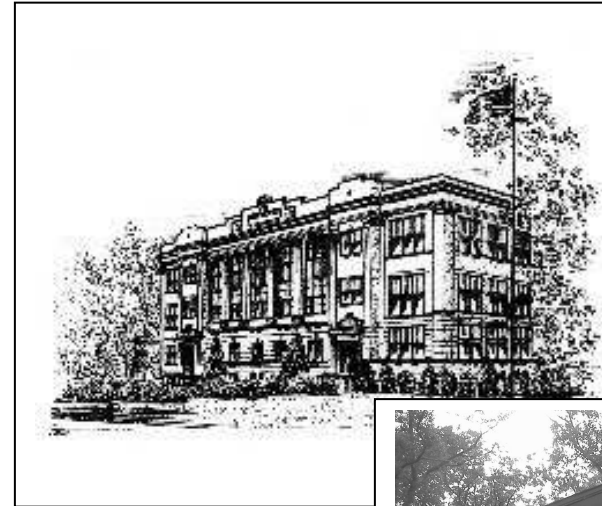


**T.R. DAVIS ELEMENTARY
PARENT/STUDENT
HANDBOOK**



**DOLLAR BAY-TAMARACK CITY
AREA SCHOOLS**

2011-2012

**T.R. DAVIS ELEMENTARY
PARENT/STUDENT HANDBOOK**

**Dollar Bay-Tamarack City
Area Schools**

"Learning Today-Succeeding Tomorrow"

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TO THE PARENTS AND STUDENTS OF T.R.
DAVIS 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. As one parent stated, “A private school experience in a public school setting.”

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. T.R. Davis Elementary makes a special effort to create and promote positive relationships between home and school. Newsletters, conferences, and direct contact with parents are part of these efforts.

This handbook has been prepared for you so that you may become familiar with regulations, policies, and procedures at T.R. Davis Elementary School. The information contained in this book will provide you with essential knowledge regarding attendance, discipline, student responsibilities, and other aspects of school life.

We are available to you at any time to discuss concerns, suggestions, or your experience at T.R. Davis Elementary School. Please feel free to stop by our offices, or you may contact us by phone or email. It is our hope that by working together we can make this year an excellent educational experience for all of us.

Bill Rivest, 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!



We Are Responsible
Act Safely
Value Honesty
Earn Respect

***The Board of Education meets regularly on
the fourth Monday of each month at 6:00
p.m. in the library.***

DIRECTORY

Board of Education

Dallas Bond	President
Rick Nye	Vice-President
Julie Dunstan	Secretary
Donna Engman	Treasurer
Hugh Hosafros	Trustee
Lawrence Fallon	Trustee
Steve LeClaire	Trustee

Administration

Jan Quarless, PhD	Superintendent	482-5800
Bill Rivest	Principal	482-5812
Jesse Kentala	Counselor	482-5812

Elementary Staff

Jamie Mack	Kindergarten
Kristy Heinonen	First Grade
Kristen Kariainen	Second Grade
Marissa Kentala	Third Grade
Carrie Meneguzzo	Fourth Grade
Kevin Butler	Fifth Grade
Emily Kuure	Sixth Grade
Laurie Rule	Special Education

Middle/High School Staff

Dan Juopperi	Physical Education
Jesse Kentala	English, Counselor
Karen Keranen	Social Studies
Paula McKaig	Band, Music
Sara Moilanen	Science
Bill O'Connor	Computer Education
Kim Peltier	Science, Social Studies
Mary Rautio	English, Psychology
William Rivest	Industrial Technology
Kim Rogan	Math, Science
Laurie Rule	Special Education

Matt Zimmer

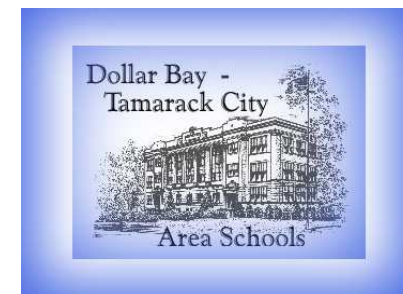
Math, Science

Support Staff

Louie Campioni	Custodian
Cindy Goudge	Aide, Playground Supervisor
Karen Ham	Secretary
Rae Lamanen	Aide, Playground Supervisor
Katie Laplander	Aide
Marcy Messner	Food Services
Brian Nordmark	Bus Driver, Custodian
Sharon Rozich	Bus Driver, Custodian, Food Service
Jennifer Strand	Library
Marci Vivian	AmeriCorps
Stefanie Wuebben	Aide, Playground Supervisor
Karen Ziemnick	Business Office

Coaching Staff

Jesse Kentala	Boys Varsity Basketball
Steve Krahlung	Girls Varsity Basketball
Steven Dunstan	JV Boys Basketball, Varsity Track
Kim Peltier	Girls JV Basketball
Crystal Holzberger	Girls Jr. High Basketball
Mark Halkola	Boys Jr. High Basketball
Seth Halkola	Golf
Dan Juopperi	Jr. High Track
Terri Wiitanen	Cheerleading
Matt Zimmer	Cross Country
	Volleyball



GENERAL INFORMATION

ENROLLMENT... WELCOME TO OUR SCHOOL

New students at T.R. Davis Elementary are asked to register immediately. Those arriving in the summer should register as soon as possible to assure appropriate placement. Parents must present a state-certified birth certificate, immunization verification and proof of residency upon enrollment.

Children are eligible for kindergarten if they reach their fifth birthday on or before December 1st of the given year.

In order to ENROLL at T.R. Davis Elementary, each child must have at least one dose of:

DTP	(Diphtheria, Tetanus, Pertussis)
OPV/IPV	(Oral or injectable Polio)
MMR	(Measles, Mumps, Rubella)
HepB	(Hepatitis B)
Varicella	(Chicken pox vaccine, or had disease)

Additionally, in order to ATTEND school the following doses are required:

- 4 doses of DTP (the 4th dose must be given after 4th birthday)
- 3 doses of OPV or IPV (the 3rd dose must be given after 3rd birthday)
- 2 doses of MMR
- 3 doses of HepB
- 1 dose of Varicella or had chickenpox

The school district is required to exclude students who do not comply with the state's immunization laws.

Parents objecting to mandatory immunizations on religious grounds must sign an Immunization Waiver. This statement will be kept by the school as part of the child's immunization record.

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

If a student moves out of the district, all fines or payments that may be due must be paid before any withdrawal record is complete.

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 outside of school hours and schedules.

SNOW DAYS, 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 at 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 available at a very reasonable rate, and forms are distributed at the beginning of each school year.

PLAYGROUND RULES

1. Students are to follow the directions of the playground supervisor at all times. The supervisor is to turn in names of problem students to teachers.
2. Stay off the steps until time to come in. Once you go out, you stay out until the end of recess.
3. Students are to remain within the assigned play area of the school.
4. The throwing of snowballs, rocks, or other dangerous objects is not permitted (acorns, sticks, sand, etc.)
5. Playground equipment is to be used only as it was intended to be used. Don't twist on swings or swing sideways.

Don't wrap swings around the top bar. No standing on swings.

6. Do not climb trees, poles or fences.
7. Fighting or unnecessary rough play which would endanger the safety of others is not permitted. No pushing, pulling, kicking or shoving on the playground or while entering the building will be allowed.
8. Stay off all roads during recess. Do not play on hills or snow by the road.
9. No bikes are allowed on the playground.
10. Students are to remove snow, mud, etc. from their boots/shoes before they enter the building.
11. No spitting or foul language will be tolerated.
12. Students are to report problems or injuries to the playground supervisor at once.
13. Students are to stay off the grass and walk to the playground area on paths.

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 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

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

Common signs and symptoms of head lice may include itching and red bumps on your scalp, neck and shoulders. Some people, particularly if this is their first infestation, don't experience itching. The most common spots to find adult lice are behind your child's ears and along the back of his/her neck. Lice are tiny, about the size of a strawberry seed, but they can be up to 1/8 inch in size. Lice eggs (nits) attach themselves to hair shafts. Nits resemble tiny pussy willow buds. Nits can be mistaken for dandruff, but unlike dandruff, they can't be easily brushed out of hair.

If your child experiences a case of head lice they must be treated before they are allowed to return to school. Upon returning to school your son/daughter's scalp will be checked by school officials or a nurse. We ask that you notify school administration in the event that your child develops a case of head lice, so that appropriate measures can be taken. If you have any questions or concerns regarding this matter, please do not hesitate to contact me (482-5812).

REPORTING COMMUNICABLE DISEASE

We are required by the Health Department to report any occurrence of a communicable disease. Please report to the school office or your child's teacher all cases of the following:

Chicken Pox	Flu
Head Lice	Foot and Mouth
Measles	German measles (rubella)
Mumps	Hepatitis
Scarlet Fever	Strep Throat
Scabies	Whooping Cough
Encephalitis	Meningitis
Pin Worm	Conjunctivitis (Pink Eye)

Please do not send your child back to school without a note explaining absence. Listed below are certain diseases with some suggestions as to how long the student should be kept out of school. These guidelines are certainly not meant to conflict with any suggested period of confinement prescribed by any physician who may see a child for a given disease. These are listed for those cases for which there are no complications.

It is equally important to remember that these times are listed as days out of school after the disease has been diagnosed. It is equally or more important to keep children who are becoming ill from attending school. Very frequently many of the diseases listed below are more contagious during the period when the child is developing the disease than after he has developed the full case of the disease. It is the feeling of the health department that children with colds or other respiratory diseases should not be in school where they can transmit this disease to other children.

<u>Disease</u>	<u>Number of days suggested out of school</u>
German measles	Until rash disappears, usually 2-4 days
Red measles	Until rash disappears, usually 5-7 days
Chickenpox	Until scabs start to fall off, usually 5-7 days
Scarlet fever	Until rash is gone and child has been okayed by physician. (Contacts of scarlet fever who receive medication should stay out of school at least 24 hrs. after receiving medicine at which time they are usually not contagious.)
Mumps	While swelling lasts, usually 4-9 days
Strep throat	7 days for untreated case; can be 2-3 days if treated with antibiotics and okayed by physician
Pink Eye	24 hours after beginning medication or doctor's recommendation
Pin Worms	Doctor's recommendation

It is hoped that this information will provide some guidelines for parents in the handling of absences of communicable disease in the schools.

PAYMENT OF BILLS

Every student is required to pay all bills and fines before the end of each trimester 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 Area Schools 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.

LOCKDOWN DRILL

If a dangerous or suspicious situation is observed in the building, contact the office immediately.

A minimum of two (2) drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. A drill shall include security measures that are appropriate to an actual emergency such as the presence of an armed individual on or near the premises.

1. When the designated all-call occurs over the P.A. system, staff is to stop all class activities immediately, and clear halls of all students.
 - a. Bring any student in the halls into your classroom
 - b. Students in the halls go to the nearest classroom or bathrooms or out of sight.
2. Students in the bathroom will be directed to move to the nearest classroom or secure area by the principal.
3. Staff should shut and lock the classroom door and close the blinds.
4. If details are not immediately announced, turn off the lights, and arrange students in the classroom where they are the least visible.
5. Remain quiet.
6. No phones
7. Take attendance immediately and keep Emergency Response Guide with you as you and your class may be asked to relocate.
8. Ignore all bells and keep students in the classroom until further notice.
9. If students are in the gymnasium, staff should shut and lock the gym doors and take students to the coach's office in the gym and follow lockdown procedures.

10. If you are not in your classroom at the time of the lockdown, remain where you are and follow lockdown procedures.
11. If the class is meeting outside of the building, staff will be notified if feasible by the principal as soon as possible. Please keep the class together and move them to a safe location away from the building.

FIRE DRILL

State law requires that emergency fire drills be conducted throughout the school year. It is the responsibility of all teachers to instruct their students about primary exit routes, proper conduct during the drills, and the area to which the class should go when the alarm is sounded. Students are also to be informed about the expected procedure for returning to the building after the drill. It is suggested that teachers walk their students through the procedure during the first week of school so that they will be prepared when the first 'official' drill is held.

ALL staff needs to exit the building during a fire drill.

Teachers are required to keep all emergency information readily available and also include this information in the substitute teacher folder. Instructions pertaining to fire drills:

- Exit quickly and quietly
- Maintain single file order
- No running
- Door and windows closed
- Lights off in the classrooms
- Students are not to reenter unless given the signal by a building administrator.
- An alternate route should be discussed with students in the event that the normal route is not available.
- If a student is in another portion of the building and away from her classroom, she should exit with other students in that area and report to the nearest adult.

- Be sure to bring your red/green laminated card to show. If your class is accounted for, show the green side forward. If you're missing someone, show the red side for assistance.

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 T.R. Davis Elementary 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 Area Schools 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 & DESKS

The Board of Education maintains ownership of all desks and lockers throughout the district and has authorized school officials to enter student desks and/or lockers at any time and without prior notification to the student. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. In order to assure that the locker system functions smoothly from the start, the following locker procedures will govern their use:

- Once assigned, a student will keep that locker and will not switch with another student.
- It is expected that all items such as coats, hats, gloves, boots, books, papers, and the like will be kept in the locker when not in use.
- It is expected that lockers will be treated with respect and that no damage will be done to them. Any damage to a locker should be reported to the office immediately.
- No items shall be kept in lockers that would endanger the health, safety or welfare of individuals or be in violation of the law.
- The Principal or his/her designee shall have the authority to conduct a search of any student locker whenever there is reason to believe that the use of said locker may be in violation of a school rule policy or of any other law or when deemed necessary to do so for the safety or well-being of the student body.
- Dollar Bay-Tamarack City Area Schools will not assume responsibility for money or other valuables left in lockers.

STUDENT BIRTHDAYS

Students may bring treats to celebrate their birthdays with their classmates. Treats are typically cupcakes, cookies or fruit. These treats are distributed to the class at a time determined appropriate by the classroom teacher. Should parents or other relatives elect to have flowers, balloons, or other items delivered to school for a child, those items will be held in the office until the end of the day. To avoid creating a disruption to instruction, they will not be delivered to the classroom. (Balloons may not be taken on the buses).

COLLECTING PRODUCT VERIFICATIONS (Box tops, etc.)

We do not promote any product or business over any other in our community. However, we do not discourage families from collecting various box tops, soup labels and any other product verifications that, by collecting large quantities, qualify the school

to receive funding from selected companies or programs. These items can be brought to the classroom teacher or office.

LOST & FOUND

Lost and found items are located in the elementary hallway leading to the playground. Students are responsible for the care of their own property as well as the school property assigned to them. Under no condition should money or any article of value be left anywhere in the building. The school will not assume the responsibility for stolen or lost articles.

STUDENT PICTURES

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

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.

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.

T. R. Davis Elementary 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 are 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 T. R. Davis 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 parent/guardian should call the school in the morning to indicate the specific reason for the student's absence. Please call 482-5812 and if you get the voice mail, please leave a message.

PERSISTENT ABSENCES

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 a parent conference or will be reported to the truant officer.

After eight absences a letter of concern will be sent home to the parents notifying them of the school's concern. After 14 absences a letter will be sent home asking the parents to attend a meeting with the principal to discuss their son/daughter's attendance issue. If the attendance meeting does not resolve the student's absenteeism, the truant officer will be contacted and a parent meeting will be requested between the parents/guardians and truant officer.

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 8:00 a.m. but before 10 a.m. Tardies are documented and excessive tardies will be reported. After eight tardies a letter of concern will be sent home to the parents notifying them of the school's concern. After 14 tardies a letter will be sent home asking the parents to attend a meeting with the principal to discuss their son/daughter's attendance issue. If the meeting does not resolve the student's tardiness, the truant officer will be contacted and a parent meeting will be requested between the parents/guardians and 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.

Clothing and/or accessories that may disrupt the educational environment are not permitted. As an indication of respect, hats and hoods are not permitted indoors. Clothing advocating drugs or alcohol, use of tobacco products, sexual overtone or inappropriate behavior is not allowed. Footwear must be worn at all times.

Students will not wear muscle shirts, spaghetti-strap tank tops, halters or bare midriff tops. The length of shorts or skirts must be approximately mid-thigh. If a student's attire is inappropriate, s/he will be given the option of changing the item of clothing, wearing the item inside out or requesting a family member to bring an acceptable item of clothing to school.

During the *cold weather months*, students will go outdoors when the combined temperature and wind chill is at zero or above. Students are expected to dress accordingly. We strongly suggest that all clothing removed at school i.e. shoes, boots, coats, sweaters, sweatshirts, jackets, hats, gloves, mittens, etc. should be labeled with the child's name.

Guidelines for discipline:

- First offence – 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 T. R. Davis Elementary 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 prize rewards.

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

We Are Responsible
Act Safely
Value Honesty
Earn Respect

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA (Protection of Pupil Rights Amendment) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –

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

*Receive notice and an opportunity to opt a student out of –

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

* Inspect, upon request and before administration or use –

1. Protected information surveys of students;

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.

- Any non-emergency, invasive physical examination or screening as described above.

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
 Parents or eligible students should submit to the School Principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
 Parents or eligible students who wish to ask the School to amend a record should write the School Principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
 One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medial staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 (Optional) Upon request, the School disclosed education records without consent to official of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to inspect instructional materials.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Dollar Bay-Tamarack City Area School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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 ASSAULT)

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 ASSAULT)

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.

BUS RIDER RULES AND REGULATIONS

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

1. Be on time at designated bus stops. Buses cannot wait for tardy students.
2. Stay off the roadway while waiting for the bus. Form a line to get on the bus. Do not move toward the bus until it has come to a complete stop.
3. Expect to walk some distance to a bus stop as required by state regulations. Walk on the left side of the road facing traffic if there are no sidewalks.
4. Obey the driver. Help the driver to assure safety at all times.
5. Cross in front of the bus when crossing the road or highway. **DO NOT CROSS IN BACK OF THE BUS!**
6. Remain seated while bus is in motion. Wait until the bus has come to a complete stop before attempting to leave or enter the bus. Enter or leave the bus only through the front door, except in case of emergency.
7. Do not leave the bus without the driver's consent. No unauthorized stops will be made.

8. Sit three in a seat by filling back seats first when conditions require it. All students are expected to sit three in a seat. If you are seated less than three, make room for those standing. Little children should not have to ask high school students to make room for them.
9. Because some of our routes may be filled to capacity do not take friends or other unscheduled passengers on the bus.
10. Observe classroom conduct. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Nothing is to be tossed or thrown about. Keep your hands to yourself.
11. Be courteous, use no profane or vulgar language.
12. Help keep the bus clean. No gum chewing, no eating or pop. No tobacco is allowed on the bus.
13. Fighting, pushing and shoving will not be tolerated.
14. Sit erect with your feet on the floor. Keep head, arms and hands inside the bus.
15. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in payment for damages and in suspended bus riding privileges.
16. Remember, school bus transportation is a privilege, not a right.

The following progressive disciplinary code will be enforced regarding unacceptable behavior by bus students. The driver is responsible for discipline on the bus. The driver has the right to assign seats when s/he feels it is necessary. It is the driver's responsibility to report unacceptable behavior to the administration. Disciplinary reports will be handled in the following manner according to the discipline rubric.

DISCIPLINE

The major components of the educational program at T. R. Davis Elementary are designed to prepare students to become responsible workers and citizens. While it does not appear as a subject, discipline underlies our entire educational structure. It is the training that develops character, orderliness and efficiency. Discipline is the key to proper conduct and consideration for other

people. It encourages individuals to develop within a framework of integrity, responsibility and accountability.

Disciplinary action including suspension or expulsion may be taken for inappropriate conduct or behavior on school property (including school buses and other transportation) or at school activities. Improper conduct or behavior will include, but will not be limited to the following:

- Alcohol/Drugs – Use, possession, sale or distribution of alcoholic beverages/drug paraphernalia or “look alike” alcoholic beverages/drugs, or being under the influence of alcoholic beverages/drugs.
- Arson- The intentional setting of fires.
- Assault – Intentional physical contact with or threatened harm to another person without the consent of that person (e.g. striking or threatening a teacher, administrator, school employee, adult or students)
- Bomb Threats – Calling in or insinuating in any way that the persons or buildings on school property are under threat of explosive devices.
- Burglary – Entering a school building, a school vehicle, or any vehicle on school property without permission and for illegal purposes.
- Caustic Substances – Use or possession.
- Dangerous Weapons/Fire Arms – Possession.
- Extortion – Getting property or favors from another by use of threat.
- False Alarms – Reporting a false alarm of any kind (e.g. fire, bomb, etc.)
- Gambling – Wagering of any kind.
- Harassment of any kind (e.g., sexual, ethnic, gender, etc.) or in any fashion (e.g., physical, verbal, written).
- Hazing – Students may not organize or carry out any hazing.
- Incendiaries – Use or possession of fireworks, smoke bombs or similar devices.
- Interference – With school activities or intimidation of individuals at school activities.

- Larceny – Stealing the property of another.
 - Littering – On school property, including school vehicles.
 - Robbery – Stealing from an individual by force or threat of force.
 - Toy Weapons – A student shall not possess a toy “look-alike” weapon on school property (including a school vehicle) or at a school sponsored event.
 - Trespassing – Illegal or unauthorized intrusion in school buildings or on school property.
 - Unauthorized or unsafe use of a motor vehicle.
 - Vandalism, Malicious Mischief – Property damage, including defacing, damaging, or destroying school property or any other person’s property on school property, including but not limited to the placing of graffiti.
 - Weapons – Possession of a weapon that is not a firearm or dangerous weapon within the Board of Education’s policy concerning Dangerous Weapons/Firearms; Arson, Criminal Sexual Conduct (JFCJ). If a student is in possession of any dangerous paraphernalia or any object (not covered by Policy JFJ) used to inflict harm on another person, he/she shall be guilty of a gross misdemeanor.
- b. Cheating or Plagiarism – Plagiarism is the act of using another person’s ideas or expressions in your writing without acknowledging the source. In short, to plagiarize is to give the impression that you have borrowed from someone else. Whenever you use source materials you must give credit to the authors – even if you only paraphrase. Laws protect authors and publishers whose materials have been copyrighted. Therefore, the act of plagiarism by any student of Dollar Bay-Tamarack City Area Schools will be dealt with by the lessening or loss of grade or credit in the class where such an occurrence takes place.
- c. Chemical Aerosol Agents – (e.g., pepper gas, mace, etc.) may not be brought onto or possessed on school property or at school events, without express written permission of a school administrator.

- d. Computers – Unauthorized or improper use of the school computers (e.g. hardware, software, and all computerized information).
- e. Disorderly Conduct – Behavior considered distractible or inappropriate, any behavior that infringes on the right and/or safety or at a school event (including water balloon activity, skateboarding, unauthorized demonstrations, careless driving, etc.).
- f. Fighting – Fighting or provoking a fight.
- g. Gang/Cult/Non-Sanctioned Organizations – Students may not wear, possess, or display any items, engage in any communication, or engage in any manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes, symbolizes, or supports membership or recognition of a gang/cult/non-sanctioned organization.
- h. Insubordination – Refusal to comply with requests of a school administrator, teacher, employee, chaperone or other adult acting in the role of supervisor.
- i. Irregular Attendance and/or Skipping – Unexcused absence from class.
- j. Leaving School Grounds – Without permission or without properly signing out.
- k. Lighters, Matches or other Fire Starting Devices may not be brought on to school property or to school events, or possessed on school property or at school events.
- l. Loitering – Being present in any area other than for the purpose for which the area was intended to be used (e.g., bathrooms, unused offices and rooms, parking lot, etc.)
- m. Obscene, Profane, or Lewd Behavior/Language – Suggestive gestures, or obscene or profane language.
- n. Passes/Permits/Authorizations – Misuse of passes, permits or any school regulated authorizations refers to the act of using, writing, or displaying in writing the name of another person, or falsifying times, dates, grades, addresses or other information on school forms; or being in an unauthorized area without a proper permit or pass.
- o. Public Display of Affection – Public display of affection, except holding hands, is not permitted on school property, in school vehicles, or at school activities.
- p. Snowball Throwing – No snowball throwing on school property, or onto or at school property.
- q. Tobacco Products – Use or possession of tobacco products on school property or at school-sponsored activities.
- r. Unauthorized Locks on lockers.
- s. Unauthorized Possession of school property or the property of another person.
- t. Verbal Assault – Verbal assault to persons or gross disrespect of school personnel, chaperones or any other person on school property or at school activities, including, but not limited to, verbal sexual assault and/or harassment, hate speech.
- u. Possession of Inappropriate Items – Possession of items that contain inappropriate, obscene, profane, or sexually suggestive language or pictures.
- v. Throwing Food – No food throwing is allowed in the cafeteria or any other part of the school building or grounds.

Search & Seizure

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

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

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

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.

Students may appeal a long term suspension or expulsion to the Superintendent within two days of notification. 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 email account at school must have a signed policy form on file with the Dollar Bay-Tamarack City Area Schools 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 7	First Day of School for Students
Friday, October 8	Teacher In-Service Day/No School
Thursday, October 21	Half Day P/T Conferences
Wednesday, November 3	Half Day Teacher In Service
Thursday/Friday, November 25/26	Thanksgiving Recess
Thursday, December 2	Half Day for Exams
Friday, December 4	NO school – Teacher Record Day
Friday, December 24-Sunday January 2	Christmas Recess
Monday, January 3	School Resumes-8:00 a.m.
Wednesday, January 26	Half Day P/T Conferences
Wednesday, February 16	Half Day Teacher In Service
Thursday, March 3	Half Day for Exams
Friday, March 4	NO school – Teacher Record Day
Monday, March 28-Friday, April 1	Spring Break Recess
Monday, April 4	Class Resumes-8:00 a.m.
Friday April 22	NO School – Good Friday
Monday, April 25	NO School – Easter Monday
Thursday, April 28	Half Day P/T Conferences
Thursday, May 12	Open House–Dismissal at 1:50 pm
Monday, May 30	Memorial Day Recess
Thursday, June 9	Half Days for Exams