

Dollar Bay-Tamarack City Area Schools

High School-Middle School Parent/Student Handbook 2015-2016



MISSION STATEMENT

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

Utilizing our uniquely small size, our mission is to:

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

DOLLAR BAY TAMARACK CITY AREA SCHOOLS
HIGH SCHOOL - MIDDLE SCHOOL - PARENT / STUDENT HANDBOOK 2012-13
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FOREWARD

Dollar Bay Jr. / Sr. High School:

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 will 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 student entrusted to us. Participation in all school-related events, activities and programs are encouraged and welcomed. To increase the degree of educational success for all students, it is imperative that teachers, parents and administrators communicate openly and frequently concerning the overall progress of students. Parents are encouraged to contact the school whenever necessary. Dollar Bay Jr./Sr. High School 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 Dollar Bay Jr./Sr. High 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 Dollar Bay Jr./Sr. High 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.

Christina Norland, Principal

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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.

DIRECTORY

Board of Education

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

Administration

Jan Quarless, PhD	Superintendent, Civil Rights Compliance Officer	482-5800
Christina Norland	Principal	482-5812

Staff

Jade Babcock	Spanish, Art
Kevin Butler	5th Grade
Kristine Heinonen	1st Grade
Cathy Hill	Social Studies, Math
Dan Juopperi	Physical Education, Health
Kristen Kariainen	2 nd Grade
Jesse Kentala	English, Counselor
Marissa Kentala	3 rd Grade
Karen Keranen	Social Studies
Jamie Mack	Kindergarten
Paula McKaig	Band, Music
Carrie Meneguzzo	4 th Grade
Sara Moilanen	Science
William O'Connor	Computers/Business Education
Kim Peltier	Science, Social Studies
Mary Rautio	English, Student Council
William Rivest	Industrial Technology
Kim Rogan	Math, Science
Laurie Rule	Special Education
Emily Viola	6 th Grade
Matthew Zimmer	Math, Science

Support Staff

Cindy Goudge	Custodian
Aaron Haapala	Bus Driver
Karen Ham	High School/Elementary, Pupil Accounting Secretary
Chuck Johnson	Bus Driver
Warren Kivari	Bus Driver
Rae Lamanen	Aide, Playground Supervision
Katie Laplander	Aide
Carole Marcol	Hot Lunch Aide
Marcy Messner	Hot Lunch/Transportation
Brian Nordmark	Custodian/Bus Driver
David Pallin	Custodian
Jennifer Strand	Library
Stefanie Wuebben	Aide, Playground Supervisor
Karen Ziemnick	Business Office

Coaching Staff

Jesse Kentala -
Steve Krahling -
Jake Stevens -
Jade Babcock -
Sara Moilanen -
Mark Halkola -
Joanne Greub -
Ben Tampas -
Dan Juopperi -
Matt Zimmer -
Emily Viola -
Kelsae Eliszewski -

Head Boys Basketball Coach
Head Girls Basketball Coach
JV Boys Basketball Coach
JV Girls Basketball Coach
Jr. High Girls Basketball Coach
Jr. High Boys Basketball Coach
Cheerleading Coach
Varsity Track Coach
Jr. High Track Coach
Cross Country Coach
Volleyball Coach
JV Volleyball

GENERAL INFORMATION

INJURY AND ILLNESS

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

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

SCHEDULING AND ASSIGNMENT

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

Any student who wants to change their class schedule must make changes during the first three (3) days of the trimester with the consent of the instructor(s), principal, and guidance counselor. Drops will not be permitted unless a viable course for graduation replaces it.

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATION

If under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer the medication, a school administrator, or his/her designee will administer the medication.

The Medication Request and Consent Form must be filed with the respective building superintendent before the student will be allowed to begin taking any medication during school hours.

The medication must be administered to the student in the presence of another adult (unless it is an emergency) pursuant to written permission of the student's parents or guardian and in compliance with the instruction of a physician.

The conditions mentioned above are also applicable to non-prescription medication (e.g. aspirin and tylenol).

No medication, prescription or non-prescription (including aspirin, etc.) may be kept in a student's possession (i.e. pockets, bags, lockers, desks) without permission from the building administrator. All such medication must be deposited in the superintendent's office.

The parents of the student must assume responsibility for informing the school administrator or his/her designee of any change in the student's health or change in medication.

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.

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

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

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

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

ASTHMA INHALERS

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

PUPIL ACCIDENTS

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

DIRECTORY INFORMATION

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

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

PAYMENT OF BILLS

Every student is required to pay all financial obligations before their grade will be released at the end of each trimester. Failure to pay all financial obligations may result in the school withholding report card grades, credit and diploma, which may impact graduation. Fees may be waived in situations where there is financial hardship, which is the discretion of the superintendent.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in fund-raisers must respect the academic integrity of school programs and classes, so much so that fund-raising will not be allowed to interfere with classes in any manner.

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

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

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

STUDENT VALUABLES

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

LUNCH

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

Students will be credited for any lunch not received due to an EXCUSED absence. Forms for free and reduced lunches are available in the Principal and Superintendent's office.

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

TORNADO/LOCK DOWN/FIRE DRILLS

Tornado/Lock down drills will be conducted as required using the procedures provided by the State. The alarm system for tornado/lock downs is different from the alarm system for fires and consists of an announcement.

POWER ANNOUNCEMENT FOR EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, Karen Ham will put out a Power Announcement through Power School notifying staff and students' parents. However, sometimes technology does not cooperate so please listen to your local radio stations and/or TV6 for updates on school closings.

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

VISITORS

Students' guests to Dollar Bay-Tamarack City Area Schools must make arrangements at the school office at least one (1) day in advance. Such visitors are not allowed on exam days or if they are absent from another school in the area while that school is in session. Students should not embarrass their guests or themselves by bringing someone unannounced. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct. The administration reserves the right to limit the number of visitors per day.

Any guest attending activities (dances) must be signed in by a Dollar Bay student.

Students may not bring visitors to school without prior written permission from the Principal.

STUDENT SALES

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

TEXTBOOKS AND SUPPLIES

The school furnishes books and other required supplies to the students. This is done with the expectation that these materials, which represent a substantial financial investment, will be properly cared for. Reasonable wear is expected; excessive wear is subject to fines. A part of each course requirement is to return books and supplies in an acceptable condition and to pay for materials consumed in personal projects. If these requirements are not met, the grade and credit in the course will be withheld, which may impact graduation. Fines will be imposed for abuse of textbooks.

LOCKERS

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

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

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

COPY MACHINES

Students shall not use any copy machine for personal reasons unless permission has been received and if they have been trained on the machine.

USE OF SCHOOL PROPERTY

Rooms or special equipment should be used only with the permission of the person responsible for the room or equipment. Use of machines and other mechanically or electrically operated equipment is possible only with the supervision and permission of the teacher concerned. Power tools in the shop are NEVER to be used by students without the direct supervision of the shop teacher. The weight room/equipment is NEVER to be used without the permission of and supervision of the coach or teacher involved.

VENDING MACHINES

Pop and juice machines are located on the 3rd floor of the high school. Empty pop cans should be deposited in the proper receptacle near the pop machines. Abuse of this policy results in the machine being shut off or removed. There is a new federal law that requires pop machines to be turned off during school hours.

LIBRARY

Students may use the library only when a supervising adult is present. Library visits without a pass from a teacher are limited to five minutes.

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

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

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

TELEPHONES

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

POSSESSION OF ELECTRONIC EQUIPMENT/USING CAMERA CELL PHONES

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

Cell phones are not to be used during class time. Students must wait until their class time is completed before they use their cell phones.

Any cell phone that is confiscated and is found to have photos in it that have been taken in school during the school day will be subject to disciplinary action including suspension. If a student has his/her cell phone taken away more than 3 times the student may be given disciplinary action ranging from detention to suspension.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action, which may include suspension, loss of privileges, and may be recommended for expulsion.

GUIDANCE COUNSELING

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

CLASS ELECTIONS

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

STUDENT COUNCIL

The student council represents the student body and serves as a communication vehicle between the student body and administration, where the students can assume as much of the responsibility of organizing their high school activities as they can manage. It is also the forum where problems or questions from either students or the faculty can be presented for discussion and consideration.

The class president from each class serves as a student council member. Each class elects additional Student Council members, to serve on the student council with the class president. The Student Council shall have an advisor appointed by the principal.

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

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

NATIONAL HONOR SOCIETY

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

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

Selection Process for the Grace Gaffney Chapter of the National Honor Society at Dollar Bay High School

- In September and October, the National Honor Society advisor will review cumulative GPA's and send letters of invitation to potential new candidates. For an invitation letter, a student must have a cumulative GPA of 3.25 or higher and be in the 10th, 11th, or 12th grades.
- Qualified applicants will submit their application by completing a Student Activity Information Form. This form requests information about extracurricular activities, leadership positions, community activities, work experiences, and recognition and awards. This application must be in by the due date or will be considered null and void.
- The National Honor Society advisor will review the applications and request a meeting of the Faculty Advisory Committee.
- Applicants will be assigned points for their scholarship. This is based upon GPA. Points for scholarships will be awarded in this manner:

GPA	POINTS
3.25-3.40	6
3.41-3.56	7
3.57-3.72	8
3.73-3.88	9
3.89-4.00	10

- Applicants will also be given character points based on an anonymous faculty input survey. Students will be scored on a scale of 1-5 in each of the following criteria: Honesty, responsibility, respectfulness, courtesy, tolerance, and cooperation. Points in each category will be totaled and all forms will be averaged. Averages will contribute towards points of character, which will be awarded in the following manner:

CHARACTER AVERAGE	POINTS
16-18	6
19-21	7
22-24	8
25-27	9
28-30	10

- At a meeting, the Faculty Committee will examine the applications and award points for leadership and service activities on a scale of 1-10.

- By considering points an applicant earns in the areas of scholarship, character, leadership, and service, the Faculty Advisory Committee will vote on membership of new candidates.

FIELD TRIPS

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

SENIOR TRIP

The senior class trip is an optional part of the educational program at Dollar Bay High School. All members of the senior class may participate in the trip if they do their part to earn the funds required for the trip. With the input of the senior advisor and parents, each class will determine its policies for funding, (including refunding, if any), the trip. The administration/School Board must approve said policies. The senior trip is subject to School Board approval. Any senior that is suspended from school for any reason for more than 5 days during his/her senior year will not be permitted to participate in the senior class trip. All money remaining is to be spent in keeping with the wishes of the senior class, subject to School Board approval. A faculty chaperone must accompany the seniors on their trip. If less than 50% of the class participates in the trip, the class will pay the substitute expenses of the faculty chaperone(s). If a second faculty member goes on the trip the class shall pay for the substitute teacher. One of the factors affecting the Board's approval is the conduct of students on previous trips. We are proud of the way students from Dollar Bay High School have conducted themselves while on past senior trips, and we believe this trip is a valuable educational experience. It is important that seniors participating in this experience understand that their behavior reflects not only on them, but also on the school and community they represent.

GRADING

Students are assigned grades based upon test/quiz results, homework, projects, and classroom participation. Each teacher places a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The school year is divided into three trimesters approximately twelve (12) weeks in length. Deficiency notices or progress reports may be sent home between the 5th and 6th week of the trimester if the student's grade or performance warrants.

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

93 - 100	A	Excellent
90 - 92.9	A-	
87 - 89.9	B+	
83 - 86.9	B	Above Average
80 - 82.9	B-	
77 - 79.9	C+	
73 - 76.9	C	Average
70 - 72.9	C-	
67 - 69.9	D+	
63 - 66.9	D	Below Average
60 - 62.9	D-	
Below 59.9	F	Failing

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

Incompletes revert to "F's" at the end of two weeks after the trimester ends regardless of previous grades, unless there are extenuating circumstances and prior approval is given. It is the student's responsibility to make arrangements to complete work.

EXAM GUIDELINES

1. All faculty members will give exams.
2. An exam schedule will be established for each trimester.
3. A trimester exam will be equal to 20% of the trimester grade.
4. Students will not be permitted to leave an exam early.
5. Students with an excused absence will be eligible for a make-up exam.
6. Exempted from exams:
 - a. End of first & second trimester - No students exempt.
 - b. End of the 3rd trimester - seniors with a "B" or better average and no unexcused absences (during that trimester) in that class.
 - c. Students that are required to take an exam and do not do so will fail the trimester regardless of prior grades. Exams are required.
7. Students will not be permitted to leave the building during exams.

JUNIOR HIGH RETENTION POLICY

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

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

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

HOME SCHOOLING POLICY

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

CREDIT REQUIREMENTS

To be eligible to receive a high school diploma and participate in a graduation-related exercise from Dollar Bay High School, a student must, at a minimum, complete satisfactorily in grades nine through twelve the requirements as outlined below:

- A. 27.5 credits are required to graduate. All students will be four-year students unless on an approved, planned accelerated program or Early College program.
- B. All students are expected to complete the following general requirements: **Note *** All students will be required to have three (3) science credits to include: Physical Science, Biology, and one of the following: Chemistry, Physics, Anatomy, Computer Science or Agriscience, CTE Course and four (4) Mathematics credits to include:

Algebra I, Geometry, Algebra II, and one additional math or math-related credit in the final year. An English and math credit are required in a student's senior year. A personal curriculum is also available for students.

English - 4 credits

Science - 3 credits (* see note above)

Physical Education/Health - 1 credit

Keyboarding/Word Processing/Business Applications - 1 credit

Visual/Performing/Applied Arts - 1 credit (VPA)

Social Studies - 3 credits (to include US History/Geography,

Civics/Economics, World History/Geography,

Economics/Government)

On-Line Learning Experience

World Languages - 2 credits or 1 credit CTE Course or 1 credit of

VPA.

- C. A student failing a required course must repeat the course and successfully pass the course before a diploma is issued.
- D. In order to participate in the graduation ceremony, seniors must have completed all high school graduation requirements, unless in the Early College program.
- E. All students will carry a minimum of five hours of classes. The middle school classes are required and students are assigned to their classes by the principal.

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

Students in (grades 9-12) must take a minimum of 2.5 credits each trimester. Unless students are granted permission from school administration or are dual enrolled, a student must be enrolled in 2.5 credits each trimester of the senior year.

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

A maximum of twelve (12) online credits may be applied toward the total of 27.5 credits. The principal must approve all correspondence, extension, or other courses taken for credit toward graduation requirements in advance. It is the responsibility of the individual student to assume the cost for these courses.

TESTING OUT

High School students may request the opportunity to 'test out' of any high school class they select. A student who successfully tests out of a course will receive credit toward graduation for the course. The test out grade will simply be a 'pass' and will not be included in the calculation of a student's grade point average. The option to test out will be offered in the spring of each year. Students interested in pursuing 'test out' opportunities are encouraged to discuss the option with their counselor. To test out, students are expected to produce the same quality of work as students who attend the class and score a C+ or higher on the test-out exam as well as any other component used in the course to determine end-of-year proficiency. Examples of such assessments/components include, but are not limited to; exams, portfolios, performance, papers, projects and presentations.

EARLY COLLEGE

Early College is a bold approach, based on the principle that academic rigor, combined with opportunity to save time and money, is a powerful motivator for students to work hard and meet serious intellectual challenges. The Early College program blends high school and college in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college.

Dollar Bay High School's Early College is a unique five year program for highly motivated high school students who are ready to leave the high school environment and participate in the rigor of being a part-time high school and college student. Students will have the opportunity to attain both a high school diploma and two-year associate degree in five years with minimum cost to the student or parent. Please refer to the Early College Guide for more information.

DUAL ENROLLMENT

Students may qualify for dual enrollment at Dollar Bay-Tamarack City Area Schools and Michigan degree granting postsecondary institutions if certain criteria are met:

- Students must be enrolled in at least one high school class.
- Students in grades 9-12 are eligible.
- Eligible courses are those not available at Dollar Bay-Tamarack City Areas Schools.
- Hobby, craft, recreation and religion courses are not eligible.

Our school district will pay the lesser of (a) the actual charge for tuition, mandatory course fees, material fees and registration fees or (b) the state portion of the student's foundation allowance; adjusted to the proportion of the school year he/she attends the postsecondary institution.

Procedure:

1. The student must fill out a dual enrollment application form, which is available in the counselor's office. The form indicates which college course(s) the student wishes to take and when.
2. The student then applies to the postsecondary institution.
3. The student enrolls in the college course(s). He/she must bring along an eligibility letter from the high school, indicating eligibility to enroll in the specific course(s).
4. Our school business manager will calculate the portion of the costs that we will cover. A check will be written out to the university and given to the student for our portion of the cost.

Dual enrollment allows for Dollar Bay-Tamarack City Area School credit for college courses. Programs will be evaluated on an individual basis, but generally:

1. Credit will be given for courses with content equal to or superior to courses offered at Dollar Bay-Tamarack City Area Schools.
2. Credit will be given upon receipt of college transcripts. This will be the student's responsibility.
3. When uncertainty exists, the principal, with the advise of the appropriate department chairs, will determine what Dollar Bay-Tamarack City Area School credit will be given.
4. Grades earned at a university via dual enrollment will be included in your Dollar Bay-Tamarack City Area School grade point.

If a dual enrollment class interferes with a class at Dollar Bay-Tamarack City Area Schools, the student will be allowed to miss only one class a week to fulfill the dual enrollment requirements.

ONLINE CLASSES

Online classes **MUST** be completed by the end of each trimester unless permission is granted by the principal. We do not financially support students taking an online course that we offer at the high school. However, we will accept transfer credit from either the Michigan Virtual High School or Oddsseyware. Those classes would be above and beyond the school schedule we provide. If you would like to have time to work on this during the school day, you would need to get approval from the counselor. Otherwise, you could access the course after school hours.

Michigan Virtual - To register for a Michigan Virtual class, go to www.mivhs.org and click on the Enroll Now button. Follow the instructions to create a Home School Account. You can then register for the class that you choose. Once the class is completed, print a copy of your grade report and bring it to the school. We will add it to your transcript and a letter grade will be given.

GenNet-GenNET online learning provides students with a wide range of teacher-led courses, teacher-facilitated courses, and self-directed classroom tools delivered over the Internet. This program provides enhanced learning opportunities for high school students. GenNet online classes are available with approval from the counselor and principal.

Odysseyware - Odysseyware online classes are available with approval from the counselor and principal. You may take two Odysseyware classes per trimester. Online classes must be completed by the end of each trimester unless permission is granted by the principal. A letter grade will be given and placed on your transcript.

SEAT TIME WAIVER PROGRAM

The Seat Time Waiver (STW) Program provides students with an alternative to the traditional classroom learning experience. A STW student may take a full-time online schedule, or have a blended schedule that includes traditional classes and 3 or more online classes. Participation in the STW program is an important decision that should be supported by thoughtful planning with parents, counselors, educators and school administrators. Schedules will be developed according to our grade level sequence. Weekly contact with a school counselor is required. Grades earned through this program will be recorded as STW classes on the student's transcript and will impact the student's GPA. Students who are interested in this program need to complete and submit an application due no later than 10 school days prior to the start of a trimester. Applications will be submitted to the principal for review. If the principal and counselor approves, the application will be forwarded to the state for final approval. A signed contract, by student and parent/legal guardian, will be required to participate in the STW program. More information is available from the high school counselor.

WORK RELEASE

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

CAREER & TECHNICAL EDUCATION TRANSPORTATION

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

WORKING PERMITS

For jobs outside of school. Persons under 18 years of age are required by law to have permits to work. While school is in session students are permitted to work a combination of 48 hours of work and school combined. Students who are 14-15 years old must not work after 9:00 p.m. and students who are ages 16-17 are not permitted to work after 10:30 p.m. All State of Michigan work laws must be followed. It is the responsibility of

the employer to have the evidence on file that the minor is legally employed. Work permits are available in the principal's office.

INDEPENDENT STUDY

An independent study is a program of individualized instruction taking place outside the regular scheduled class time under the supervision of a staff member. Independent studies may be available to those students who desire to take a class, but are unable to schedule it due to a conflict. Independent studies may not be approved for students who have not demonstrated the ability to work well without direct supervision. The independent study is to be initiated by the student and approved by the teacher. The teacher is responsible for the attendance, instruction, and evaluation of the student on the independent study. All independent studies must be approved and scheduled by the principal.

Independent studies shall be given only in subjects offered in the secondary curriculum except upon special arrangement. Requirements for the independent study should not differ greatly from those of the regular class.

CLASS RANKING POLICY

The official class ranking of seniors shall be made on the basis of all grades in all trimesters of attendance in grades 9-12 through the 3rd trimester of the senior year. The average shall be carried out to five decimal places and be rounded off to fourth decimal place. The highest ranking senior shall be the Valedictorian and the second highest ranking senior shall be the Salutatorian. Valedictorian and Salutatorian will be determined at the end of the second trimester. Only a tie to the fourth decimal place shall result in the naming of co-valedictorians or co-salutatorians. Students with a GPA of 3.0000 or better on a 4.0000 scale at the end of the 3rd trimester of the senior year shall be designated as honor students in the graduation program.

The following value system and method shall be used to convert letter grades to numbers. When the average has been computed using these numbers, the average shall then be divided by three to convert it to a 4.0000 scale.

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

PRINCIPAL'S HONOR ROLLS

The principal's honor rolls are posted at the end of each trimester in the Daily Mining Gazette. Those students who earn a position on the honor roll two of the three marking periods are eligible for the Principal's Honor Letter at the end of the school year.

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

Principal's 'B' Honor Roll: To earn a position on the principal's 'B' honor roll, a student must achieve an average of at least 9.0000 on a twelve-point scale.

DRIVER EDUCATION

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

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons

do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

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

ATTENDANCE GUIDELINES

ABSENCES

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

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

VACATIONS DURING THE SCHOOL YEAR - FAMILY TRIPS

A family trip is when a parent or guardian considers it necessary and the student is accompanied by the parent or guardian. All family trips must be prearranged by completing a "trip form" signed by all of the student's teachers. The form must be returned to the Principal's Office before leaving on a trip. It is necessary to have a parent or guardian contact the office beforehand to inform the school of the trip. A total of five school days will be excused and not counted towards the cap of eight allowed. All family trips must be approved by the administration in advance for the days not to count against the student's total of eight.

PERSISTENT ABSENCE OR TARDINESS

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

REPORTING OF COMMUNICABLE DISEASES

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.

ATTENDANCE POLICY

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

There are three basic types of absences:

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

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

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

Each trimester, a student will be allowed eight (8) absences in any class. It is the student's responsibility to request make up work from the teacher and to complete and turn the work in to their teachers in a timely manner.

*On a student's ninth (9th) absence, the student will be required to achieve at least a C on the final exam to have his/her grade calculated for the trimester. If the student does not attain a C grade on the exam, the student will receive no credit for the course.

Redemption clause for excused absences: A student can avoid the requirement to achieve at least a letter grade of a C on the final exam by making up time during a Saturday School session. This option is available to students who have more than eight (8) absences but not more than ten (10) absences. One Saturday School session will count for one day of makeup time. Failure to attend the required number of Saturday School sessions will result in the student being required to achieve at least a letter grade of a C on the trimester exam. Students will have the opportunity to make up (2) absences by attending two of the three offered Saturday Schools.

Any student with more than eight (8) absences will be required to achieve at least a C on the final trimester exam if they fail to make up time during Saturday School. If the student does not attain a letter grade of a C on the trimester exam, the student will not earn credit for the course affected.

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

Attendance Review Committee:

At any time, a student, parent or staff member may request that an attendance review committee be formed to intervene on a student's behalf. This may occur whenever there is concern that a student's lack of attendance is affecting her/his academic performance or there is the possibility of loss of credit due to a student's failure to make up absences. The purpose of the Attendance Review Committee is to review the student absentee record and submit a recommendation to the administrator who serves as the Committee's chairperson. The make up of this committee will include, at a minimum, an administrator and counselor; in addition, the committee may include teacher(s) of the class(es) in question, and/or relevant, contact people from outside agencies such as probate court. Request for an Attendance Review Committee may be made through the main office.

2. Unexcused absences will be issued for the following reasons.
 - a. Absences not excused by the parent or guardian.
 - b. Any time you leave the building for appointments or you are feeling ill you must get permission from the office before you leave. If you leave the building during the school day without permission from the office, you will be considered unexcused for that time. This includes leaving school without permission during lunch time and not returning to school for afternoon classes.
 - c. If you are in the building but fail to report to class, you will be considered unexcused for that class.
 - d. If you are more than ten minutes late for a class without a valid pass, it will be counted as an unexcused absence.
 - e. A student must be in class a minimum of 67 minutes to be considered present.

3. Sanctioned absences are those when you are not in a class because you are participating in an authorized school activity or function. A sanctioned absence from class is available only for school-sponsored activities. There is no penalty for sanctioned absences and is not counted toward the eight (8) allowable absences per trimester.

TARDY POLICY

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room when the bell rings to

start class. Students are permitted to have two tardies per marking period before any disciplinary action is taken.

*The first three tardies in a class will be handled by the classroom teacher. On the fourth tardy and any additional tardies the student will receive a noon detention for that day or the next day. Noon detentions will be held by teachers in their classroom on a rotating basis. If a student does not attend an assigned noon detention further disciplinary action will be taken. If a student demonstrates persistent tardiness, additional disciplinary measures may be handed down which may include morning detentions, Saturday School and possible suspensions.

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

PASSES

Students leaving a class session must possess a pass from a teacher, counselor, or administrator.

The student must return to their assigned class to sign in before the end of the hour unless prior permission was received. Students are not to be in places other than the destination stated on the pass. Passes to leave a class should be given only for emergencies and are subject to the approval of the classroom teacher. Students not following the proper procedures will lose pass privileges.

DRESS CODE

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

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much?
2. Does my clothing advertise something that is prohibited to minors?
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
4. Am I dressed appropriately for the weather?

The following styles and manners of dress are prohibited. These are examples and not an all inclusive list:

1. Sleeveless shirts are permitted; however, the shirt should be high enough under the arm and neck area so that underwear is not visible and/or bare skin cannot be seen.
2. Tops that permit or promote a bare mid-riff or any tops that promote less-than-modest image are prohibited.
3. Clothing that is derogatory to any group of people or is a "put down" to others (including the person wearing the clothing) is prohibited.
4. The inside seam of shorts must measure at least 5 inches for both men and women. Skirts and dresses must be no more than four inches off the ground when kneeling.
5. Clothing that permits or promotes the exposure of underwear, boxer shorts, briefs, shorts, or other under garments is prohibited.
6. See-through clothing is prohibited.
7. Saggy, baggy, oversized pants are prohibited. Pants are to be belted at the waist.
8. Clothing made of skin-tight material (such as spandex) is prohibited.
9. Jackets, coats, and gloves are not to be worn in classes. The only exception is a coat may be worn when teachers grant permission.

10. Hats and headscarves are not to be worn inside the building by boys or girls unless a 'hat day' has been declared.
11. ALL attire including clothing, patches, buttons, and jewelry may not advertise or promote the use of beer, alcohol, tobacco, drugs or drug paraphernalia.
12. ALL attire including clothing, patches, buttons, and jewelry may not display any offensive, lewd or vulgar language, ideas, or graphs. Clothes with words such as 'butt naked,' 'coed naked,' or other similar terms of vulgarities is not to be worn to school. It will be the judgment of the administration whether attire is vulgar.
13. Clothing that has been intentionally mutilated or torn is prohibited.
14. No spike wristbands, neckwear or similar items will be worn.

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

PHYSICAL EDUCATION RULES

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

GYM LOCKERS

1. Only locks obtained in the school office may be used in school. The deposit on each lock is \$5.00, payable in the Principal's Office.
2. Graduating seniors and others who are no longer involved in athletics may return their locks and be refunded the deposit. However, a second lock will be provided with another deposit of \$5.00.

STUDENT CODE OF CONDUCT

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

We believe every person has the right to learn and work in a nonthreatening environment. We expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating others, as we want to be treated.
2. Accepting others' responses and ideas in class with an open mind and polite attention.
3. Practicing common courtesy and friendliness at all times.
4. Being cooperative, attentive and supportive in class and in the halls.

A sincere effort will be made by administrators and faculty members to resolve problems through effective utilization of school district and community resources in cooperation with the student and his/her parent(s) or guardian. On those occasions where the severity and/or frequency of the offense warrants, a student will be subject to progressive disciplinary action which may include detention, Saturday School, in-school suspension, out of school suspension and expulsion. A description of these possible consequences follows:

1. **Detention** - "Detention" normally means 7:45-8:20 a.m. before school. Detention may be assigned by a teacher or an administrator to be served at noon (12:21-12:51 p.m.). Detentions may also be served after school when arrangements can be made (3:40-4:15 p.m.).
2. **Short Term Suspension** - exclusion of a student from class or school premises for one class period to three days. This includes all extra-curricular activities that take place after school.

3. **In-School Suspension** - In-school suspension is a positive alternative to out-of-school suspension. Students being assigned in-school suspension will be separated from the general student body for the entire length of the suspension. However, if behavior or attitude proves to be inappropriate, this privilege may be immediately eliminated for a particular student and may no longer be an option in the future.
4. **Suspension** - exclusion of a student from school or school premises for 4 to 10 days. The suspension ends at the specified time or upon the fulfillment of a specific set of conditions. This includes all extra-curricular activities that take place after school.
5. **Saturday School** - A student may be assigned to Saturday School instead of Out-Of-School Suspension. Saturday School will be served from 8:30 a.m. to 11:30 a.m.
6. **Long-Term Suspension** - exclusion of a student from school or school premises for longer than 10 (ten) days. On long-term suspensions, the length of exclusion from school may be dependent on the results of referral and/or the action of an out of school agency: Juvenile or other court, parental commitment or seeking professional assistance for the student. Long-term suspension may be a step prior to expulsion dependent on results of referrals.
7. **Expulsion** - the permanent exclusion of a student from school or school premises.

Saturday School Guidelines

1. The building will open at 8:15 a.m. Use the main entrance near the gym. No student will be admitted into Saturday School after 8:30 a.m. It is advisable to be a few minutes early.
2. Students are responsible for collecting their own Saturday School assignments from their teachers. Students must bring school assignments, books, or reading materials to the Saturday School to cover the entire detention time. Students will be given a Saturday School Guidelines list to be signed stating that they have read and agree to abide by the guidelines. Students will not be admitted without study materials. Students will be allowed to go to their lockers between 8:15-8:30 a.m. Alternate writing assignments will be assigned if school work is completed before 11:30 a.m.
3. All Board of Education policies and regulations are in effect with regard to school conduct. If the student fails to use the time appropriately or misbehaves, the Saturday School teacher will dismiss the student and he/she will be required to serve on the following Saturday. The school will not be responsible for students who have been dismissed.
4. Saturday School classes are not considered as typifying normal classes. Consequently, silence will be the rule of the day and communicating with other students is prohibited. Radios, walkmans, computer games, sleeping or card playing is prohibited.
5. Restroom usage will be at the discretion of the Saturday School teacher.
6. Office phones are not available. Transportation arrangements will be the responsibility of the students.
7. Proper notification will be given by the administrator when Saturday School is assigned. When a student fails to serve an assigned Saturday School without advance approval, the school administrator will confer with the student on the following attendance day. At this time, the student will be suspended from school for two (2) days. If the reason for not attending was of an emergency nature, the Saturday School may be rescheduled. Lack of transportation, oversleeping, working, athletic competition, and recreational activities are not legitimate excuses for missing Saturday School.
8. Suspension rather than Saturday School may be used at the administration's discretion if a student has been assigned Saturday School with no apparent effect on the student's behavior.
9. For information about Saturday School or in case of inclement weather, call the high school office at 482-5812.

In-School Suspensions - Upon assignment to the In-School Suspension room students will read the rules listed below. In order to receive credit for completion of work, students must complete the assignments to acceptable standards, as determined by the in-school suspension supervisor and the students' classroom

teachers. Another day of in-school suspension may result, if assignments are not completed to acceptable standards.

Misbehavior in the In-School Suspension room will not be tolerated. Students must complete an entire day to receive in-school suspension credit. Removal from the in-school suspension room for any reason will result in a two-day out-of-school suspension. After serving this out-of-school suspension, students will be required to complete their remaining day(s) in in-school suspension before returning to the normal classroom setting, including a FULL DAY for the day in which they were removed.

Other specific rules and procedures are listed below:

- a. A day in the in-school suspension room is from 8:25 a.m. to 3:31 p.m.
- b. Students must be in their assigned in-school suspension seats at 8:25 a.m. with paper, pencils, textbooks, workbooks, or any other school materials needed. They must be prepared to work on assignments given by the classroom teachers and/or in-school suspension supervisor.
- c. Tardiness will result in a 1-point deduction from a student's score if the student arrives within five minutes of the bell. If the student is over five minutes late, two or more points will be assigned on an additional day in in-school suspension.
- d. Completed assignments must be turned in to the in-school suspension supervisor.

Disciplinary action may be taken for failure to conform to rules and regulations adopted by the Board of Education, now or at any future date. Disciplinary action, including suspension or expulsion from school, may be taken for any improper school 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:

- a. Activities defined as criminal under the laws of the State of Michigan, including but not limited to the following (Note: If any of the following are not presently or cease to be criminal activities prohibited by law, they are still violations of this Disciplinary Code are still improper):
 - 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 in 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.

District Dog Searches

The administration may from time to time use dogs to search the building or student parking lots for inappropriate paraphernalia.

Discipline for Violations of the Student Code of Conduct:

The preceding list of improper conduct or behavior is not all-inclusive. Unacceptable conduct not specifically set forth herein will be dealt with in the same fashion as those specifically listed. The discipline assigned to a student for violating the student code of conduct may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent. An administrator may deal with a violation of the student code of conduct with discipline ranging from a conference with the student to making a recommendation of expulsion. The administrator may separately or concurrently refer the student or the incident to the appropriate governmental authority.

AGE OF MAJORITY

Legal Standards

The Age of Majority Act became effective on January 1, 1972. Persons who have attained age 18 are recognized as adults as a matter of law. MCL 722.51. The purpose of the AGE of Majority Act is to establish 18 as the age at which a minor loses the "disabilities and protections" of minority and gains the "legal status" of an adult. *Smilnak v City of Warren*, 136 Mich App 103 (1984).

Under the Family Educational Rights and Privacy Act ("FERPA"), a student who has reached age 18 is defined as an "eligible student" and is accorded certain rights and responsibilities by operation of law. 34 CFR 99.3 FERPA states:

Whenever a student has attained eighteen years of age... the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. 20 USC 1232g(d); 34 CFR 99.5(a).

Accordingly, the right to consent to disclosure of education records to third parties automatically becomes the right of the 18-year-old student, and not the parent. All other FERPA rights similarly insure to the "eligible student."

Despite FERPA's transfer of "rights" to the "eligible student," a significant "exception" to the prior written consent requirement for *"parents of a dependent students as defined in § 152 of the Internal Revenue Code."* 34 CFR 99.31(a)(8). In other words, **even though the 18-year-old student demands that his/her education records not be sent to the parent/guardian, school officials may disregard this demand if the records will be sent to the person who claims the student as a "dependent" for federal income tax purposes.**

Age of Majority Students have the following rights:

- 18-year-old students are legally recognized as adults.
- Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.
 1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.
 2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
 3. Students 18 years and older may sign themselves in and out of school and may verify their own absences NOTE: All school attendance standards continue to apply to students regardless of their age.
- *Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.*

STATE LAWS

There are certain violations for which the state law has provided more specific discipline. These are violations dealing with dangerous weapons/firearms, arson, criminal sexual conduct, alcohol, drugs, tobacco, gangs/ non-sanctioned organizations, truancy, and computers, which are specifically set forth.

1. **Expulsion (defined as long-term exclusion of a student from school).**
 - a. Violations of Michigan Law 328 (weapons law)
 - b. Sale or distribution of any substances (alcohol, drugs, medication) for illicit purposes.
 - c. Violations of Michigan Law 104 (Student on Adult Assault)
 - d. Violation of Michigan Law 102 (Student on Student Assault)
 - e. Arson (Michigan Law 328) covered under weapons law

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

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

MICHIGAN LAW PA 104 (STUDENT ON ADULT ASSAULT)

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

MICHIGAN LAW PA (102 STUDENT ON STUDENT ASSAULT)

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

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

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

MICHIGAN LAW PA 103 (SNAP SUSPENSIONS)

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

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

HARASSMENT/BULLYING/HAZING

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

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

VIOLATION OF BUS RULES

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

POLICY ON SUBSTANCE ABUSE

Recognizing that abuse of various controlled substances by students has become a serious problem in schools of this nation, the Dollar Bay-Tamarack City Area Schools Board of Education believes that, in the interest of maintaining a sound educational climate, every effort should be made to prevent problems related to such abuse from occurring in school or at school related activities. The Board further recognizes that student problems related to substance abuse are both behavioral and medical in nature and as such may require the referral of

students involved to persons professionally trained to deal with such problems. The possession or use of behavior-altering substances (including alcoholic beverages and drugs) by students during school hours or in connection with school sponsored activities or the effects of such substances taken at other times but carrying over to school hours or in connection with school sponsored activities, is strictly forbidden. Violators will be subject to consequences ranging from, loss of privileges, suspension, therapy in lieu of suspension, or expulsion.

The objectives of this policy shall be to:

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

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

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

DEFINITIONS

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

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

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

DRUG-FREE SCHOOL ZONE

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

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

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

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 when:

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

APPEAL PROCEDURES

Under present school law, the principal is delegated the authority to temporarily separate or suspend a student from school. In such actions, the following procedure will be followed:

A student shall be fully informed of the charges brought against him/her, the rationale for the action, and the conditions of the termination.

Parents shall be immediately notified by phone or personal contact when a student is to be suspended from school. Written notation of such contact shall be made in each instance.

Verbal notification shall be followed by written communication to the parent(s) or guardian stating the charges, reasons and conditions of the suspension. The superintendent shall be notified of any suspension. Appeal procedures shall include:

1. The principal's decision, in cases of short-term suspension (less than four (4) days), shall be final. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his/her action within two school days from the date of the conference.
2. In reference to suspensions (4-10 days), the parents may appeal such decisions to the superintendent of schools within two (2) school days from hearing the appeal. The superintendent shall affirm or modify the decision of the principal within two (2) school days from the hearing. The superintendent's decision shall be final.
3. In reference to long-term suspensions (10 days or more), the parents may appeal such decisions to the superintendent of schools within five (5) school days from the principal's decision. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal. The superintendent's decision shall be final.
4. The superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
5. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents.
6. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

DRIVING TO SCHOOL

Because of limited parking, only those students with a valid reason to drive to school will be allowed to park on school grounds.

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

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

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

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

CONSTITUTIONAL RIGHTS OF EMPLOYEES, STUDENTS OR CITIZENS

It is the policy of the Dollar Bay - Tamarack City Area Schools and its Board of Education that no citizen should be deprived of his/her constitutional rights. In the event any student or employee of the district, or citizen claims that his/her constitutional 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 employee, representatives and/or agents which are alleged to constitute a deprivation of anyone's constitutional rights. No employees, agents or representative is authorized or empowered to take any action in violation of the constitutional rights of any employee, student. or other citizen.

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

INTERNET POLICY

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

Athletic Handbook

The purpose of this handbook is to inform our student-athletes and their parents of the Dollar Bay-Tamarack City Area Schools athletic rules and policies. It must be understood that the rules set forth in this document are intended to enhance the quality of the educational experiences available through athletics by providing an athletic program based on proper discipline and positive values.

Being a Dollar Bay athlete carries with it a tremendous amount of responsibility. Your conduct at school, practice and games affects the image people have of Dollar Bay-Tamarack Area Schools.

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

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

Coaches Responsibility

It is the responsibility of the coaching staff to:

- *Provide a positive experience to the athletes.
- *Make sure all athletes have physicals before the start of practice for the season.
- *Submit an accurate roster to the office for purposes of eligibility and distribution of rosters to other schools one (1) week before the first game of the season.
- *Set guidelines for the teams in regards to participation, practices, responsibilities, dress, and conduct. If a coach does not set guidelines as established by the school such as dishonesty, the school will enforce the penalty, e.g. If a player lies to the coach, (school conduct) a team sanction should occur. If not school rules will apply.
- *Take inventory of uniforms/equipment at the beginning and end of each season.
- *Report results to the Daily Mining Gazette immediately after all home games.

Individual coaches may establish "TEAM RULES" which do not conflict with the Code of Conduct or any other miscellaneous rules. Coaches are responsible for communicating these rules to student-athletes and their parents. Enforcement of a coach's individual rules is left up to the coach, under the direction of the Principal. The coach will obtain approval for "Team Rules" through the Principal in advance of the season.

Michigan High School Athletic Association

The Dollar Bay-Tamarack City Area Schools is a member of the MHSAA. All rules, regulations, and policies of the organization are followed in accordance with the MHSAA handbook.

Physical Examinations

Every athlete must have a completed and signed physical examination card on file in the high school office prior to participation in any conditioning sessions and practice.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion** is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by _____

_____ Sponsoring Organization

Participant Name Printed

Parent or Guardian Name Printed

Participant Name Signature

Parent or Guardian Name Printed

Date

Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

Eligibility Regulations

The Michigan High School Athletic Association and the Dollar Bay-Tamarack City Area Schools set the eligibility rules and regulations forth. Students participating in athletics must be aware of the rules and abide by them to be eligible for participation.

To be eligible for interscholastic athletics in the Dollar Bay-Tamarack City Area Schools a student must be passing a minimum of four (4) academic subjects with a total of thirty (30) hours of classroom. Weekly checks will be made throughout the season on Monday. If a student is not passing four (4) classes they will be ineligible until the check again the following Monday.

An eligibility report will be run on Monday (END OF DAY) each week. Those students that have been determined to be ineligible for the week will not participate in any athletic events until the eligibility report is run the following week and the student has changed the failing grade to a passing grade.

Student-athletes must pass four courses and have earned at least 2.0 credits during the preceding trimester to be eligible for interscholastic athletics in the next trimester. If a student is taking more than 2.5 credits, the student must pass 66% of full credit load potential.

Student participants with an "F" average in a class will be deemed ineligible for participation in competition and will report to the Athletic Director, Coach, or Counselor for academic counseling.

Any student participant having an "F" average in a class and deemed ineligible for participation in competition may appeal to the Review Committee for reinstatement of eligibility. The Review Committee may waive eligibility requirements for any student if extenuating circumstances exist. If a student wishes to file an appeal, the appeal must be filed in writing with the Principal within 48 hours of the student's notification of ineligibility. The Review Committee will be composed of three people, appointed by the Principal, and will consist of: an administrator, the Athletic Director, Coach, or Counselor.

The eligibility status of special education students will be determined on an individual basis.

Awards:

Section 11(A) A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a fair market value or cost in excess of \$25.

Section 11(B) Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.

Student-athletes should check with the coach or athletic director before participating in any non-school athletic event anytime during the school year. This regulation is in place to prevent loss of eligibility.

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

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

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

Student-athletes must attend the second half of the school day in order to participate in practice or in a game that evening (each athlete will be allowed a maximum of two times per sport). In the event of an absence for doctors' appointments, permission must be received prior to the appointment from the athletic director/principal. If a student receives an unexcused absence for any hour during the day of an athletic contest the athlete will not be permitted to play in the game that evening. Students must also be in attendance at school the morning following a contest unless they have a doctor's excuse.

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

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

Coaches may require a signed note to keep record of it for liability purposes

No athlete shall wear or use any school-owned equipment or uniform except in games and practices without proper authorization from the coach. Athletes are responsible for any damage/ loss to issued equipment/uniform.

Code of Conduct

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

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

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

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

*Athletes shall not remain at a location where alcohol is present or being consumed or where drugs are present. If the athlete remains at such presence, they will receive a one-game suspension. Note: The only exception to the alcohol policy is on special occasions such as a wedding when parents/guardians are present.

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

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

Any Dollar Bay athlete competing in a cooperative program with another school will follow the athletic handbook rules of that school in conjunction with the Dollar Bay athletic policies. Dollar Bay policies hold precedence.

Violation of Rules

A violation of the athletic code must be reported to the coach, athletic director/principal. An administrator, coaching staff, school personnel, or any person wishing to report a violation may do so in writing, which must be signed and submitted to the athletic director/principal. A violation can occur anytime during the calendar year, 12 months, July 1 to June 30. A suspension will carry over to a new school year or new sports season. The athlete must complete the season in which the penalty is served, or it will continue into the next season in which the student-athlete chooses to participate.

In determining the number of offenses an athlete has incurred, all Code of Conduct violations will be numbered together. Thus, if an athlete breaks two different rules, the second infraction will be handled as a second offense. For example, if an athlete is caught drinking and later smoking, the smoking incident will be handled as a second offense.

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

Penalties due to a violation of the Code of Conduct

1st OFFENSE

Basketball (Varsity/JV)

Next three (3) games

Basketball (Jr. High)

Next two (2) games

Cheerleading (Varsity/JV/Jr. High)

Next three (3) games

Golf

Next one (1) match

Track (Varsity/JV/Jr. High)

Next one (1) meet

2nd OFFENSE

The student-athlete will be suspended from that sport in which he/she is involved with at the time of the violation for twice the length of the first offense. This will extend into the next sports season the student participates in if need be.

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

3rd OFFENSE

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

4th OFFENSE

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

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

Appeals Process

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

1st- Athletic Director

2nd-Athletic Council

3rd-Athletic Committee

4th-Board of Education

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

Athletic Any other school Code of Conduct violations

If a suspension is served on the date of an athletic event, the student will not be allowed to participate in that event.

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

Council

The athletic council is composed of the Athletic Director/Principal, a coach, a teacher, and a parent. They will allow the athlete/parents to present their case. They will then go into a closed session to discuss and evaluate the information presented to them and vote to uphold or retract the original ruling.

Athletic Committee

The athletic committee is composed of the three members of the Board of Education Athletic Advisory Committee. The Athletic Director will present the information pertaining to the incident to the Athletic Committee. Then, the student and/or parents will present their information to the Athletic Committee. The Athletic Committee will render a decision within two days after the Athletic Committee Meeting. Further appeals will be presented to the entire Board of Education at the next Board Meeting.

Additional Provision

Student-athletes who seek help regarding chemical dependency problems will not be subject to disciplinary action provided that:

- *There exists no violation at the time the student seeks help
- *In the opinion of the Athletic Director and/or Principal, the spirit of the policy has not been violated
- * No subsequent violation occurs.

Athletic Philosophy

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