

**DOWAGIAC MIDDLE SCHOOL
PARENT/GUARDIAN/STUDENT
GUIDELINES FOR SUCCESS**

2019-2020 SCHOOL YEAR



**DOWAGIAC MIDDLE SCHOOL
57072 Riverside Drive
Dowagiac, MI 49047
269.782.4440**



Southwestern Michigan, in particular the Dowagiac area, has enjoyed a rich heritage related to the Potawatomi Indians. This heritage dates back to the mid-seventeenth century when white settlers first came to the area now known as the states of Michigan, Indiana, Illinois, Ohio, and Wisconsin.

In 1830 Congress passed the Indian Removal Act requiring all American Indians living in the Great Lakes area to move west of the Mississippi River. However, members of the Pokagon Band of the Potawatomi Indians were allowed to remain in Southwestern Michigan because of the Treaty of Chicago, signed by Leopold Pokagon in 1833. Today there are approximately 1,500 members of the Pokagon Band of Potawatomi Indians living in Cass, Van Buren, and Berrien Counties.

The Dowagiac Union Schools have used the nickname "Chieftains" since 1928; however, there has never been an officially adopted logo. As a result many Chieftain head renditions have been used throughout the years.

In March 1990, the Potawatomi Pokagon Band Tribal Council and the Dowagiac Board of Education signed a joint resolution to ensure the spirit of mutual cooperation and respect for many future generations. Included in the agreement was the adoption of an official logo accurately depicting a Potawatomi Indian tribal member. The logo was created and designed by Ron Mix, a member of the Potawatomi Pokagon Band who lives in Dowagiac.

Estimado Padre/Guardián

Si tiene preguntas y necesita aclaración sobre este guía escolar por favor de hacer contacto con el director del edificio o personal bilingüe del distrito.

**DOWAGIAC MIDDLE SCHOOL
TEACHERS AND ASSIGNMENTS**

Bridges, Josh	Career Technical Education
Chrapliwy, Jason	Social Studies
Cromer, Kelly	Language Arts
Cummings, Amy	Science
Deering, Kim	Language Arts
Flynn, Kayley	Special Education
Frontczak, Emily	Physical Education
Fryatt, Melissa	Math
Grear, Sue	Math/Science
Haack, Chris	Social Studies
Hackett, Andy	Math
Kelver, Zuri	Title 1
Korth, Mary Alice	Vocal Music
Leighton, Lauren	English/Life Skills
Marrs, Meredith	Health
Oakley, Shange	Band
O'Toole, Caroline	Special Education
Sandman, Abigail	English
Schuchardt, Dan	Science
Solloway, Amanda	Science
Stanger, Melissa	Spanish
Stockwell, Denise	Language Arts
Stuckey, Kourtney	Special Education
Tavolacci, Tina	Art
Turner, Bob	Math
VandenHeede, Jodi	Social Studies
VanPeteghem, Wendi	Special Education
Winters, Jennifer	Computers

SUPPORT STAFF

Dr. Sean Wightman	Principal
Hulett, Nicky	Assistant Principal
Carter, Lissa	Secretary
Dockerty, Kristen	Counselor
Dorman, Suzanne	District Nurse
Garrison, Jennifer	Counselor
Means, Amanda	Media Specialist
Murray, Ryan	Resource Officer
O'Brien, Jennifer	Secretary
Park, Sara	District Special Education Coordinator
Spivey, Tammi	Building Secretary
Hollingsworth, Cynthia	Head Custodian
Benavides, Gilbert	Custodian
Duoba, Steven	Custodian
Blank, Lora	Para-Professional
Creameans, Sharon	Para-Professional
Kruger, Jacki	Para-Professional
Payne, Roy	Para-Professional

WELCOME

On behalf of the faculty and staff of Dowagiac Middle School, we are pleased to welcome you to a new school year.

You will find many educational opportunities awaiting you. It is up to you to take advantage of them. A wide range of studies has been made available to meet your various needs and abilities. You are fortunate to have an excellent staff of teachers to guide and instruct you in completing your program.

It is your responsibility and obligation to make the most of your middle school years. Success is for those who are willing to work for it. We recommend that you become actively engaged in your studies and the many extra-curricular activities offered at our school.

This handbook has been prepared to aid you in becoming acquainted with the purpose and functions of our school. We urge you to use it to the fullest extent possible and to have it readily available at all times for reference.

Sincerely,

Sean H. Wightman, *Ph.D.* Principal

Nicky Hulett, Asst. Principal

DOWAGIAC UNION SCHOOL DISTRICT MISSION STATEMENT

The Board of Education, employees, community, and students believe that all individuals can learn, regardless of their previous academic performance, family background, socioeconomic status, race, or gender. We believe that our school's purpose is to educate all individuals to high levels of academic performance, while fostering positive growth in social/emotional behavior and attitudes.

We accept the responsibility to teach every individual so that he/she can obtain his/her maximum educational potential, while also becoming a continuous lifelong learner.

BOARD OF EDUCATION 2018-2019

Larry Schmidt - President	(269.424.3430)
Ruth Ausra - Vice President	(269.782.5517)
Carrie Freeman - Trustee	(269.424.7701)
Terry Groth - Trustee	(269.782.6070)
Ronda Sullivan - Trustee	(269.783.0349)
Ronald Jones - Treasurer	(269.782.3835)
Phyllis Sarabyn - Secretary	(269.332.3172)

The Board meets the third Monday of each month for a regular board meeting and, when needed, additional meetings will be held on the first Monday, or as posted.

ADMINISTRATION/BUSINESS OFFICE

Dowagiac Union Schools
243 S. Front Street
Dowagiac, MI 49047
269.782.4400

Mr. Jonathan Whan, Superintendent of Schools
Ms. Dawn Conner, Deputy Superintendent

DOWAGIAC MIDDLE SCHOOL
57072 Riverside Drive
Dowagiac, MI 49047
269.782.4440
Fax 269.782.4449

Union High	269.782.4420	Patrick Hamilton	269.782.4450
Justus Gage	269.782.4460	Kincheloe	269.782.4464
Sister Lakes	269.782.4468	Pathfinders	269.782.4470
Transportation	269.782.4482	Adult Education	269.782.4462

Dowagiac Union Schools Core Values:

“Respect, Responsibility, Trust”

Dowagiac Union Schools believe that all people, regardless of social or economic condition, must be prepared with an education that will allow them to pursue their dreams.

Through teaching and learning models that focus on engagement, students will be enabled and empowered to make critical decisions for their futures.

In our schools and community, we treat everyone with respect, tolerance, a kind heart and genuine concern for their well-being.

- We believe a flexible education/business environment teaches and encourages students to be responsible, independent, and resilient while building life skills in collaboration, project management, and leadership.
- We believe that we must continue to develop and preserve the Community of Trust that defines the **DUS** learning environment.
- We believe in sharing our knowledge and experience with other educators and institutions in order to foster and enhance educational reform.
- We believe that technology provides the opportunity to make significant, positive changes in each student's education.
- We believe that the model being created in **Dowagiac Union Schools** is the future of education and must be nurtured to continue implementation of its innovative, creative approach to education reform.
- We believe in a partnership between students, teachers, parents, and the community based upon respect, responsibility, and trust.

SECTION I - PHILOSOPHY OF STUDENT BEHAVIOR

It is the belief of Dowagiac Middle School that discipline in the school setting provides each pupil with the most favorable atmosphere for learning. It is recognized that the incorporation of limits and controls by individual students is an important part of the learning process, and a necessity for young people if they are to participate effectively in a democratic way of life.

It is recognized that parents are most influential in the social and emotional development of children, and that their cooperation is essential in helping their children to incorporate limits and controls.

When Things Go Wrong

Good discipline in school is the responsibility of students, parents, and staff. It is the goal of teachers, counselors, and administrators to stop problems before they become serious. When school personnel can prevent problems, it will help to avoid the need for disciplinary action. But we need the help of parents and students.

One of the many important things you can learn in school is the rights you have as a member of the school and what it means to have rights. But just as you have rights, so does everyone else at school. That means you cannot act in a way that denies other people of their rights. This is called responsibility. It is the responsibility of the school, the parents and the student to make sure the students learn to act in a way that doesn't deny other people their rights. This will help to make the school a pleasant, clean, orderly, and safe place to be.

School Rules

School rules are made because it is important that students do not commit offenses that deny the rights of others. The rules are written and discussed so that students, parents, and staff know how students should act. These rules are also written and discussed so that students, parents, and staff know what will happen if students do break the rules.

The lists of rules in the following pages are the most important ones in the school. But it is not a list of every possible action that violates the rights of others. Any act that disrupts the school or causes danger to people or property is against school rules. So, if you are not sure what offenses are in violation of school policies, ask the Principal or Assistant Principal.

H.E.R.O.E.S.

Dowagiac Middle School has behavior expectations throughout the school in all of the common areas and educational settings including but not limited to: classrooms, bathrooms, hallways, cafeteria, library, and performing arts center. The list of expectations for each area is posted on the walls throughout the building.

Helpful Engaged Respectful Owners Empathetic Safe

CHIEFTAIN HEROES IN THE CAFETERIA	CHIEFTAIN HEROES IN THE BATHROOMS	CHIEFTAIN HEROES IN CLASSROOMS	CHIEFTAIN HEROES IN HALLWAYS
<p>Helpful</p> <ul style="list-style-type: none"> ➤ Follow staff directions ➤ Quiet in the serving areas, three at a time ➤ Stay in the cafeteria <p>Engaged</p> <ul style="list-style-type: none"> ➤ Eats a good nutritious lunch <p>Respect</p> <ul style="list-style-type: none"> ➤ Says please and thank you ➤ Never “cuts” <p>Ownership</p> <ul style="list-style-type: none"> ➤ Cleans up tray and table ➤ Pushes chair in when leaving ➤ Does not horseplay ➤ Keeps hands and feet to themselves ➤ Is on time for lunch 	<p>Helpful</p> <ul style="list-style-type: none"> ➤ Flush ➤ Use level 2 voice <p>Engaged</p> <ul style="list-style-type: none"> ➤ Wash hands ➤ Always get permission ➤ Return to class immediately ➤ Report problems immediately to staff <p>Respect</p> <ul style="list-style-type: none"> ➤ Give privacy <p>Ownership</p> <ul style="list-style-type: none"> ➤ Throw all trash away 	<p>Helpful</p> <ul style="list-style-type: none"> ➤ Follow directions ➤ Keep hands and feet to themselves ➤ Raise your hand ➤ Be patient and wait your turn ➤ Listen actively ➤ Level 2 voice ➤ Lend a hand to others <p>Engaged</p> <ul style="list-style-type: none"> ➤ Know what you need to do for class ➤ Be on time with the right materials ➤ Know what you can learn from each class ➤ Do your personal best <p>Respect</p> <ul style="list-style-type: none"> ➤ Use positive words ➤ Ignore distractions ➤ Use school appropriate language <p>Ownership</p> <ul style="list-style-type: none"> ➤ Keep classroom clean ➤ Take care of school property ➤ Use your 	<p>Helpful</p> <ul style="list-style-type: none"> ➤ Open doors for others ➤ Says hello to others ➤ Helps others ➤ Asks permission to leave ➤ Walks on the right side of the hallway <p>Engaged</p> <ul style="list-style-type: none"> ➤ Brings all materials ➤ Keeps locker organized ➤ Reports locker problems <p>Respect</p> <ul style="list-style-type: none"> ➤ Stays in designated area ➤ Use level 2 voice ➤ Keep hands and feet to themselves <p>Ownership</p> <ul style="list-style-type: none"> ➤ Keeps property free of litter ➤ Takes of hats and hoodies in building ➤ Goes to class ASAP and does not loiter

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SECTION II

MISSION STATEMENT

The mission of Dowagiac Middle School, in partnership with the community, is to provide a supportive environment enabling all students the opportunity to acquire strong basic skills and the ability to think and reason creatively.

BELIEF STATEMENT

The Dowagiac Middle School staff believes all students should be afforded the opportunity to be successful regardless of their previous academic performance, family background, socioeconomic status, race and/or gender.

We believe that educating students to a higher level of academic performance and fostering positive growth in social/emotional behaviors and attitudes, ensures that they become productive members of society.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Superintendent at 782-4400.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Superintendent can provide additional information concerning equal access to educational opportunity.

HOMEBOUND INSTRUCTION PROGRAM

The Board of Education shall provide, pursuant to the requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement;
- C. request such instruction;
- D. present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Superintendent/school nurse.

The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

The District shall recommend that the instruction begin within three (3) days from the date of notification for non-special education students. In the case of students under an IEP, the instruction is to

begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to withhold recommendation for homebound instruction when:

- A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office staff 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 parental permission.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of students in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

- A. Relationships with families
- B. Effective communication
- C. Volunteer opportunities
- D. Learning at home
- E. Involving families in decision making and advocacy
- F. Collaborating with community

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

SCHOOL DAY

Arrival and Departure Times for Students

- A. The building will be open to students at 7:00 a.m. All students are to enter the building through the front doors in the morning. In order to avoid congestion at the bus drop off, parents are asked to drop their children off in the front parking lot.
- B. Students are to leave the building no later than 2:40 p.m. unless under the direct supervision of a coach, teacher or activity sponsor.
- C. When the students are dismissed prior to one-half day teacher workshop, they are to leave the building immediately after the final bell unless they have a written signed excuse by a teacher.
- D. The office officially opens at 7:00 a.m. and closes at 3:30 p.m.

CLASS SCHEDULES AT DMS

<u>A LUNCH - 6TH GRADE</u>		<u>B LUNCH - 7TH GRADE</u>		<u>C LUNCH - 8TH GRADE</u>	
First Bell	7:37	First Bell	7:37	First Bell	7:37
1st Hour	7:42 - 8:34	1st Hour	7:42 - 8:34	1st Hour	7:42 - 8:34
2nd Hour	8:38 - 9:28	2nd Hour	8:38 - 9:28	2nd Hour	8:38 - 9:28
3rd Hour	9:32 - 10:24	3rd Hour	9:32 - 10:24	3rd Hour	9:32 - 10:24
Lunch	10:24 - 10:54	4th Hour	10:28 - 11:18	4th Hour	10:28 - 11:18
4th Hour	10:54 - 11:48	Lunch	11:18 - 11:48	5th Hour	11:22 - 12:12
5th Hour	11:52 - 12:42	5th Hour	11:52 - 12:42	Lunch	12:12 - 12:42
6th Hour	12:46 - 1:36	6th Hour	12:46 - 1:36	6th Hour	12:46 - 1:36
7th Hour	1:40 - 2:30	7th Hour	1:40 - 2:30	7th Hour	1:40 - 2:30

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have a registration form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Nurse.

STUDENT RIGHTS

The purpose of this notice is to inform parents and guardians of each student under 18 years of age and each student who is 18 years of age or older of your rights under the Family Educational Rights and Privacy Act (FERPA) regarding education records maintained by the Dowagiac Union School District.

Student records may be released to officials of a school to which a student intends to enroll, in which case the student or parent or guardian shall be so notified.

Access and Privacy of Educational Records

In accordance with FERPA, you are notified of the following basic rights:

1. Right to Inspect -- You have the right to review and inspect your educational records maintained by the Dowagiac Union School District.
2. Right to Confidentiality -- You have the right to prevent disclosure of your education records to third parties without your consent, except in certain limited situations.
3. Right to Request Amendment -- You have the right to ask for a correction of any part of your education record which you believe is inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present information that the record should be changed if the Dowagiac Union School District decides not to alter the education record according to your request.
4. Right to Protest -- You have the right to file a complaint with the Family Educational Rights and Privacy Office, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202, concerning our school district's failure to comply with FERPA.

Protection of Pupil Rights Amendment (PPRA) Statute: 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student's parent,
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The district will notify parents of approximate dates during the school year when it will administer any of the above, and provide an opportunity for the parent to opt his or her child out of participating. Parents have the right to review, upon request, and inspect any survey or any instructional materials that concern one or more of the eight protected areas, and any instructional material used as part of the educational curriculum for the student.

Parents may excuse their child out of participating in the following activities:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.
- The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds (Districts must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds).

Parents or students who believe their rights under PPRA may have been violated may file a complaint containing specific allegations of fact giving reasonable cause with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Directory Information

The Dowagiac Union School District has designated certain information contained in the educational records of our students as directory information for purpose of FERPA. Information designated as directory information will be released for publication in student directories, sports programs, dramatic and musical programs, honor rolls, and other school programs. If you do not wish to have this information available for publication, you must notify the Dowagiac Union School District, 243 S. Front St., Dowagiac, MI 49047, no later than two (2) weeks after receipt of this notice.

The Dowagiac Union School District defines directory information as follows:

- 1) name
- 2)age
- 3) parents name(s)
- 4)school the student attends
- 5)grade and/or subjects the student is enrolled in
- 6) participation in school activities
- 7) weight and height of athletic team members
- 8) dates of attendance;
- 9) awards the student has received
- 10) previous schools attended

Unless you notify our office of your objection to having any or all of this information disclosed as directory information, the Dowagiac Union School District will assume you have no objection to the release of this information.

Missing Children

Public Act 84 of 1987 requires Michigan school districts to respond to police requests for information about missing children who are under 17 years of age. If a law enforcement agency requests such information, a record of the request is available to the minor's parent.

For Further Information

You have the right to obtain a copy of the Dowagiac Union School District's policy for complying with FERPA. The policy explains your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure of information, and requesting an amendment of a record. To obtain a copy of our policy, please contact your building principal.

SECTION III – GENERAL INFORMATION

ANIMALS

Animals are not allowed in or on school premises without permission from the principal.

BICYCLES

- A. Students are to park their bicycles in the bicycle rack immediately upon arrival at school.
- B. Bicycles will be removed from the bicycle rack only when the student is prepared to go home in the afternoon.
- C. All students are urged to use bicycle locks to avoid the possibility of theft of their bicycles.
- D. Skateboards are not allowed at school or on school property for safety reasons.

BUS NOTES

Students requesting a bus note will need to have his/her parent call or write a note stating what bus their child will need to ride. All bus note requests need to be done by lunch time.

CELL PHONE POSSESSION/USE

(Update to Public Act 451)

This is a revision to the restriction of cell phone possession by students while on school property. It is established by Board approval under the category of unusual reasons and pertains only to cell phones.

The rationale for a change from absolutely no possession to possession with limited use is brought about by the fact that many students have schedules that require communication (especially with parents) during certain times of the day. Release programs, complicated athletic, and work schedules necessitate improved communications.

Students are allowed to have possession of a cell phone with the following restrictions:

- a. Cell phones shall not be visible while a student is in possession and on school property during school operational hours. Operation hours is defined as the time a student arrives in the building in the morning until exiting the building upon dismissal (7:00 am to 2:30 pm).

- b. Cell phones are prohibited from being “ON” during the regular school day. Additionally, possession of a cell phone shall not cause any type of classroom or building disturbance. Cell phones are prohibited from being used during operational hours (7:00 am to 2:30 pm) without authorization from school personnel.
- c. Cell phones are prohibited from being on or used during school or after school activities that require quiet times and/or audience listening (speaker events, concerts, etc.)
- d. The school will not be responsible for cell phone theft, damage, or repair/replacement, etc. School personnel will not be responsible for finding missing phones.
- e. Students are not allowed to use recording devices without permission from administration. This includes but is not limited to the gymnasium, locker rooms, shower facilities, restrooms, classroom and on school transportation. Because of privacy, any authorized recordings of events or activities (during operational hours) is prohibited, along with their posting on social media. If prohibited content is posted on social media, the student posting the unauthorized content will be held responsible.

CONCUSSION SIGNS AND SYMPTOMS

A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport, physical education class, recreational activity or anytime someone hits his/her head.

Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013. The Dowagiac Union School District adopted a concussion procedure as required by the State of Michigan.

The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

The Dowagiac Union School District has decided to take proactive approach on providing educational materials on the signs/symptoms and consequences of concussions to all of our students instead of just our student athletes. Each student and their parents/guardians will obtain a form that is a [signed statement](#) acknowledging receipt of the information for the school district to keep on record.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

Please contact Suzanne Dorman RN, Dowagiac Union School District Nurse with any questions or concerns at sdorman@dowagiacschools.org or 269-782-4440 ext. 1129.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and/or others designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. The child may be subject to exclusion from the school or program, if the local and/or state public health authority advises exclusion as a disease control measure.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definite evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex (condition), HIV, HAV, HBV, HCV (Hepatitis A, B,C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent or legal guardian. No student will be released to a person other than a custodial parent(s) without permission signed by the custodial parent(s) or guardian.

ELECTRONIC DEVICES AND CELL PHONES

Due to the possibility of theft as well as disruption within classrooms, students are not to use personal electronic devices or cell phones without teacher permission. Thefts of these items are a real possibility

and we are limited in our ability to investigate thefts of these items. Due to state law, pagers (beepers) are not allowed in school unless prior permission is given.

Cell phones are recognized as a useful link to parent communication, but may only be used before students arrive and after school. Once a student enters the building during operational hours (7:00 am to 2:30 pm), cell phones should be turned off and stored in lockers.

EMAIL

Email accounts may be assigned to students for the purpose of classroom instruction. As with any email account, students may be capable of communicating world-wide. Students that are assigned email accounts through the school will be held responsible according to the Acceptable Use Policy (AUP). All questions regarding the AUP will be referred to the Principal.

EMERGENCY CLOSING AND DELAYS

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

WDOW/Q93	DOWAGIAC	1440 AM AND 92.1 FM
WHFB	BENTON HARBOR	1160 AM AND 100 FM
WKZO	KALAMAZOO	590 AM
WNIL	NILES	1290 AM AND 95.3 FM

The school also uses a phone calling service to contact parents or legal guardians via telephone and text message.

EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

Automated External Defibrillators Procedures

The Dowagiac Union School District Board of Education recognized that emergencies may arise justifying the use of an Automated External Defibrillator (AED). Use of the AED units is subject to the following conditions.

1. The Cass County Medical Control Board, INC. has approved the use of an AED in the school.
2. Employees of the school district will be authorized to utilize the AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and CPR. Acceptable certification will consist of completion of an American Heart Association "Heartsaver AED" course and CPR course. If certified staff are not available, uncertified staff are encouraged to begin AED use and call E
3. MS immediately.
4. The school district will provide American Heart Association "Heartsaver AED/CPR" training for employees deemed to require such training. Employees who are certified will be designated as authorized users after a review of their credentials and approval by the school nurse.
5. 911/Emergency Medical Service System (EMS) will be activated immediately upon discovery of a situation in which the use of an AED and/or CPR is anticipated. The activation of the EMS must not be delayed due to the actual or anticipated use of and AED. The local ambulance service will be advised of all uses of an AED by employees of the school district as soon as practical after each use.
6. The AED have been issued to the middle school and high school and the location has been determined due to accessibility as well as security camera availability. The location of the AEDs within the buildings will be communicated to all staff trained in using the equipment.
7. The AED units will be checked monthly with regard to battery condition, overall readiness for use, and adequate supplies. A monthly checklist will be located in the unit box and will be completed by the school nurse or designated staff. This documentation log will be retained as a permanent record of unit inspection.
8. The data from the AED will be reviewed by the Cass County Medical Board following any use of the unit. This board member or members will identify any areas related to the use of the unit that may require remediation and will recommend a plan of corrective action if needed.

EMERGENCY SITUATIONS AT SCHOOLS

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded;
- B. the time necessary for instructional purposes is not unduly diverted;
- C. minimum disruption to the educational program occurs;
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Each school shall conduct at least six (5) evacuation/fire drills, two (2) tornado drills and two (3) lockdown drills each school year. At least four (3) of the fire drills shall occur in the fall.

The Superintendent shall develop administrative guidelines for the handling of emergency situations.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- () unless enrolling under the District's open enrollment policy
- () unless enrolling and paying tuition

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. birth certificate or similar document
- B. court papers
- C. proof of residency
- D. proof of immunizations

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Superintendent with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines relevant.

FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during tornado season using the procedures provided by the State.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of (3) times each school year.

GUM CHEWING, FOOD and DRINK

- A. Food and drink is to be consumed only in the cafeteria.
- B. Students may not chew gum in the building.

GUIDANCE SERVICES

- A. The purpose of Guidance is to:
 - 1. Help students resolve problems for which they seek help.
 - 2. Help students achieve an understanding of themselves and their environment.
 - 3. Help students develop decision-making abilities.
 - 4. Help students gain self-acceptance.

- B. Student Services from Guidance:

In order for students to receive services offered in the Guidance Office they must sign up in student services office, before school, during lunch, after school, or between classes. At any other time students must have teacher permission and a pass. It is only necessary to sign up **one** time for the counselor; students will be called as soon as possible.

HEALTH SERVICES

All seventh grade students are vision screened. Any parent or teacher of any middle school student may refer their child for vision screening to the school nurse. Accidents, injuries, and/or illnesses which occur during school hours must be reported to the student services office.

- A. Health
 - 1. The school nurse will be at school at least one day a week and will make home visits if necessary.
 - 2. Vision screenings are done yearly.
 - 3. Services of the Cass County Health Department are available upon request.

- B. Community Services
 - 1. Woodlands Behavioral Healthcare Network
 - 2. Cass County Youth Services
 - 3. Department of Social Services

- C. Special Services
 - 1. Speech Clinician
 - 2. Home-Bound Teacher
 - 3. School Psychologist
 - 4. Special Education
 - 5. Physical Therapist

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from 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 School Nurse.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

LIBRARY MEDIA CENTER

The Library Media Center is open on regular school days during student hours. Students may come to the Library Media Center during scheduled class visits or with a pass from their teacher. The Library Media Center is a quiet study area. Students are expected to read or work when they visit the library.

Students are responsible for any library books checked out in their name. A school ID card is required to check out library materials. Books may be checked out for four (4) weeks, and may be renewed if no one has reserved them. Students may have two (2) books checked out at one time. Reference books, magazines, newspapers and audiovisual items cannot be checked out. Fines are charged on lost books or books that have been damaged. All fines must be paid before a student is allowed to check out additional materials.

Use of Library Media Center computers is intended for school-related work only. Students using the computers must sign and abide by the school's Computer Acceptable Use Policy Form.

LOCKERS, LOCKS, BACKPACKS AND BAGS

- A. Each student is responsible for keeping his or her assigned locker clean.
- B. Under no circumstances is a student to disclose his/her lock combination to another student.
- C. Students are expected to use the lockers assigned to them and are not to exchange or share lockers with anyone else.
- D. Backpacks, wheeled luggage, or purses are not allowed in classrooms. They are not allowed in halls except before and after the school day.

LOST AND FOUND

- A. Articles found should be turned in to the office.
- B. A student should report lost articles as soon as possible.
- C. All belongings are to be marked for easy identification.
- D. Students are to check the Lost and Found in the office before reporting items as missing, taken, etc., from their lockers.
- E. Students are not allowed to take items from lost and found that does not belong to them.

LUNCH PERIOD

While using the cafeteria, students are asked to observe the following general rules of good behavior and courtesy. When passing to and from the cafeteria area, students are not to run in the hall.

- A. Students are to report to the cafeteria on time and be seated. Students are dismissed by table and not allowed to leave the table without permission.
- B. Students are required to return trays, dishes, milk cartons, and any paper or food scraps to the clean-up area. No food should be taken from the cafeteria.
- C. Whether in the cafeteria or out-of-doors, students are expected to observe all regulations in the Dowagiac Middle School Code of Conduct.

- D. Leave the table and floor clean. Pick up the paper and debris from the floor and deposit it in the waste container.
- E. At the end of the lunch period, pass to your proper classroom.
- F. Remember that classes are in session. Be quiet in the halls when returning to classes.
- G. Students who make unnecessary noise, engage in horseplay, or do not obey the cafeteria supervisors may be subject to the following disciplinary measures:
 - 1. Assignment of seat for a specific period of time.
 - 2. Assignment to silent supervised lunch.
 - 3. Requested parent observation of student behavior in the cafeteria.
 - 4. Removal of a student from the lunch program at school; requiring the parents to pick up the student at the lunch period, take the student home for lunch, and bring him/her back at the end of lunch.
 - 5. Suspension from attending school.

MISCELLANEOUS SUGGESTIONS

- A. Students are to bring only those items to school that are necessary for the completion of class assignments.

Examples of items which students are to leave at home include:

- | | | |
|--------------------------------|---------------------------------------|--------------------------|
| 1. Knives | 8. Yo-Yos | 14. Permanent Markers |
| 2. Lighters and matches | 9. Squirt guns/bottle | 15. Body Sprays/Colognes |
| 3. Frisbees | 10. Caps, bullets,
fireworks, etc. | |
| 4. Balloons | 11. Skateboards | |
| 5. Rubber Bands | 12. Weapons of any kind | |
| 6. Radios, tape recorders, etc | 13. Laser pointers/pens | |
| 7. Pea shooters | | |

- B. As a result of damage to the floors caused by metal cleats, students are not to wear them on their shoes.

PARENT-TEACHER CONFERENCES

- A. Parents are always welcome to visit DMS.
- B. Formal parent-teacher conferences are scheduled for fall and spring
- C. Parents are also encouraged to contact the teacher any time they are concerned about their child's academic or social progress.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. Preparedness for toxic and asbestos hazards is outlined in School Board Policy 8431.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any case, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance 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 variation should be approved with a pass or schedule change.

SCHOOL RESOURCE OFFICER

Dowagiac Union Schools values the partnership between the Dowagiac City Police Department and school district. Part of this partnership is the presence of a School Resource Office. The School Resource Officer is a member of the Dowagiac Police Department but is employed by the school district during the school year. The goal of the School Resource Officer is to enhance the educational setting in Dowagiac Schools and act as a resource to the students, administration, staff, parents and community. Among many duties an emphasis is placed on enforcement of truancy rules and policies. The School Resource Officer follows all Board of Education policies and guidelines as well as those set forth by the Dowagiac Police Department.

STAYING AFTER SCHOOL

- A. Students who stay in the building after school for athletic team practice, intramurals, or any school related activity, must be under the immediate supervision of a teacher or activity sponsor.

- B. Any student who stays after school as a result of an assignment of a detention period will take a detention slip home the night previous to spending their detention to inform the parents why it is necessary they are staying after school.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. Parents should refer to School Board Policy 8330 to view what the Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

TELEPHONES

- A. In case of emergency or illness, students may request to have a member of the office staff to call home and deliver a message.
- B. Students are allowed to use the school's telephone before school, during lunch, and after school.
- C. Messages and deliveries from home are to be left in the office. Students will be called out of class only in an emergency.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Dowagiac Middle School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed.

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

TEXTBOOKS

- A. Textbooks are furnished by the school.
- B. Students who damage, lose, or have their books stolen are responsible for their return and/or cost or replacement.
- C. Failure to fulfill this responsibility means that a student will not be allowed to participate in extracurricular activities.

USE OF MEDICATIONS

In order for a student to take medicine at school, the following rules apply:

1. **A parent/guardian is required to bring the medicine to and from school.**
2. There must be written instructions, signed by a physician and parent/guardian. This applies to all over-the-counter medicines such as cough drops, aspirin, cough medicine, stomach medicine, etc., as well as prescription medicine. Forms are available in the Office. The instructions must be clear and bear the student's name.
3. All medicine to be taken at school (prescription, cough drops, aspirin, Tylenol, cough medicine, etc.) must be kept in the school office and administered by designated school personnel.
4. All medicine must come to school in its original container. (Ask the pharmacist to make up a special bottle for school.) No baggies, envelopes, etc., with medicine will be accepted. Empty bottles will not be sent home from school to be refilled.
5. All labels must be clear to read and include the student's name, dosage, frequency of administration and lot time of administration.

6. Unused medicine is to be picked up from the school office and taken home within two weeks of being discontinued. Medicine left longer at school will be properly discarded by school personnel.
7. The school must be notified immediately by parent/guardian or physician if a prescription changes; and new instructions must be signed by the physician.
8. A student may possess and use an inhaler for relief/prevention of asthma symptoms if the physician and parent have completed the medication authorization form.

These rules are based on Michigan's state law and school procedures that have been developed to protect the safety and well-being of students.

Confidentiality of Medical Information in Schools

For the health, safety and/or educational needs of your child, information on the Health Data Insert, health appraisal, and/or emergency card may need to be shared with individuals working with your child. Typically this would include the building administrator, secretary, and teachers of your child, counselor, and school nurse.

Other persons may require this information. **However, only those who have a need to know will be informed.** The school district will make that determination unless you indicate otherwise. The following is a list of additional positions that could possibly receive this information:

- Superintendent's office
- Special Services
- Administrator(s)
- Consultant(s)
- Social Worker
- Psychologist
- Volunteers working directly with your child
- Those involved in IEP/IEPC planning
- Bus Driver and Aide
- Paraprofessional (Aides)
- Lunch Personnel
- First Aid Provider
- Therapists (occupational, physical, speech, etc.)

VISITORS

- A. All visitors are to check into the office upon arrival at school and pick up a visitor's pass to be worn while in the building.
- B. Permission to visit the classrooms must be approved by the principal.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without written consent of his/her parents. All withdrawals from school will be followed in accordance to Board Policy 5130.

SECTION IV – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

GRADES

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelfth.

The Board directs the Superintendent to develop procedures for grading which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs for which it is appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the permission of the Superintendent.

HONOR ROLL

- A. To qualify for the "Honor Roll" at Dowagiac Middle School a student must have at least an average of 3.00-3.39 for the nine-week marking period.
- B. To qualify for "High Honors" a student at Dowagiac Middle School must have an average of 3.40-4.00 for the nine-weeks marking period.

HOMEWORK

Students at Dowagiac Middle School may expect to complete an increasing amount of homework as they progress through grades 6, 7 and 8.

Completion of assignments is the biggest single factor in achieving high grades and mastering subjects. Students are required to carry assignment planners to all classes and make entries for each class all year long.

One planner is issued free of charge to each student. Students are expected to be in possession of their planners at all times. Replacement cost for a lost planner is \$3.00 and is available for purchase in the main office.

INTERNET USE POLICY

Board of Education Policy 2540 outlines acceptable use of the Internet by staff and students. In part, the policy states “.... The Dowagiac Union Schools firmly believe that the valuable information interaction available on this worldwide network far outweighs the possibility that users may procure materials that are inconsistent with the educational goals of the district.”

Acceptable use - “.... Transmission of any material in violation of any U.S. or state regulation, law or statute is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret and/or product advertisement.”

Privileges - “.... use of the Internet under the auspices of the Dowagiac Union Schools is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.”

NOTE: Students found to be in violation of this policy may be subject to disciplinary and/or legal action including suspension and/or expulsion.

Dowagiac Union School District Data and Internet Acceptable Use Procedures For All Users

Introduction:

This document outlines the Dowagiac Union School District’s “Acceptable Use Policy” (hereafter referred to as AUP) for Internet and computer use. This document supersedes all previous policies whether written or verbal.

The purpose of this AUP is to provide guidelines for proper use of computer equipment, computer data, Internet access, and school information. The policies set forth here should be applied in the broadest sense possible.

The term “user(s)” in this document is defined as anyone using District data resources: students, employees, volunteers, School Board Members, parents, community members, or outside vendors.

Security of Accounts and Passwords:

Users may be assigned user ID (login names), passwords, Internet access, Internet accounts, and confidential information from time to time. These accounts, IDs, and information, are not to be disclosed to anyone without consent from the Technology Department. Furthermore, users shall not make attempts

to learn or use another user's IDs (logon names) and passwords. (Exceptions to this are for Technology and Administrative personnel who are required to keep databases of such information or need to know for repair purposes).

Data Access and Computer Use:

The Dowagiac Union School District makes no warranties of any kind, whether expressed or implied, for the service(s) provided. The District is not responsible for any damages the user incurs, including loss of data, delays, non-deliveries, or service interruptions, or any other damages caused by District negligence, or users' errors or omissions.

The Dowagiac Union School District will provide users with District computer programs, and data, by way of computers, data collection devices, and other devices supplied by the District. Use of these devices is restricted to school, or school related use. All such equipment, programs, and data, belong solely to Dowagiac Union Schools and are considered proprietary assets of the District.

Computers will be installed with the software that Dowagiac Union Schools' authorizes. Adding additional software is prohibited without authorization from the Technology Department, or the Administrative Office. This includes screensavers, games, music utilities, and "relay chat programs". Use of these programs can cause severe conflicts with District software and will not be tolerated.

From time to time failures will occur in the use of the District's data systems. Reasonable efforts may be made by the users to "fix" these problems including system reboots, program shutdowns and restarts, and similar acts. However, users should not attempt any hardware repair, file rebuilds, data restores, and program reinstallations, or any other act that is beyond the scope of the acts previously listed. **IF IN DOUBT DO NOT ATTEMPT TO REPAIR OR FIX PROBLEMS** without discussing this with authorized personnel. Technology Personnel and proper procedures will be utilized to repair and fix problems as they arise.

Users will have access to third-party data and information over which the District has no control. Even though the District may attempt to filter out or block inappropriate materials, users may be exposed to materials considered offensive or inappropriate, and may contain inaccurate information. Users understand that use of District equipment is at the "user's" own risk.

Use of Internet:

Users agree to use the Internet for school, or school related business specifically. Other use may be tolerated on a case-by-case basis. However, under no circumstances will users use the Internet for illegal acts such as violating copyright or other intellectual property rights, for downloading or uploading commercial software in violation of software license agreements, or be in violation of any applicable laws whether they be local, state, or federal.

Computer Misuse:

The following activities are specifically forbidden: using electronic mail to harass others; posting, displaying, copying, downloading, or uploading, sexually explicit or graphically disturbing images or files; posting, displaying, copying, downloading, or uploading, libelous, slanderous, or harassing images, files, or messages; intentionally using a system with the intent of disrupting service, or damaging files; downloading, or uploading, files that are not "school business" related; posting, displaying, copying, downloading, or uploading, files that are discriminatory towards any gender, race, color, national origin, age, or disability; any use of any system(s) designed to specifically disrupt

system use or integrity. It should be noted that this list might not be totally inclusive. If access to sites that are otherwise “forbidden” is required in an educational pursuit, authorization from your school’s principal must be obtained. Additionally, the Dowagiac Union Schools District does not accept, expect, nor condone, the illegal use of copyrighted software. Only authorized, legally licensed software will be used on any District computer.

Account Monitoring:

The Dowagiac Union School District reserves the right to monitor all computer accounts and Internet usage as the Administrative Staff and School Board deem necessary. Users understand that appropriate personnel may access their transactions, files, and Internet usage/access logs.

E-Mail and Usenet:

Use of e-mail and newsgroups is permitted provided these activities have a school purpose. Authorized personnel may monitor email accounts. Under no circumstances shall school e-mail or Internet accounts be used to participate in “making money schemes” (i.e. pyramid schemes), chain letters, or the like.

Discovering and Reporting Abuse:

Violations of the above policies are prohibited, and may include illegal acts. Users aware of violations should report such abuse to their school principal, the Technology Department, or to the Administration Office.

Failure to comply with these procedures and/or the District Internet Use Policy 2740 may result in disciplinary action including loss of privileges, and/or suspension, and/or termination from school employment.

PROGRESS REPORTS

Progress reports are available to parents on a weekly basis through the PowerSchool. If you need further assistance, please contact the counselor.

PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. require that parents are informed by the end of the third marking period of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before s/he is retained;
- E. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Student of the Month

Each month, the staff at DMS selects a Student of the Month from the 6th, 7th or 8th grade for recognition before the school board at their monthly meeting. Students will be nominated based on academic improvements/achievement, their efforts to assist peers, and their role modeling of responsible behaviors. Students of the month are students that go above and beyond classroom expectations.

Citizen of the Month

A. The Citizen of the Month award will be made to 6th, 7th and 8th grade students who exhibit outstanding citizenship at Dowagiac Middle School. One will be selected by the staff each month.

B. The following criteria will be considered for selecting the Citizen of the Month:

1. Helpful to fellow students
2. Volunteer work in and out of school
3. Respectful to teachers and other staff
4. Involved in extracurricular activities
5. Active in community organizations
6. Keeps up with schoolwork
7. Takes a leadership role in school
8. Received special awards in and out of school
9. Positive role model for fellow students

Chieftain of the Month

A. The Chieftain of the Month award will be made to 6th, 7th and 8th grade students who exemplify the qualities of well-rounded students. Three will be selected each month.

B. The following criteria will be considered for selecting the Chieftain of the Month:

1. The student will be passing all classes, be polite, and have a friendly personality
2. The student will have good attendance and be on time to all classes
3. The student will be a leader, and/or participate in classes, and/or be a school supporter
4. The student will not have been responsible for any disturbance or discipline problem

STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

Additionally, the District shall monitor student academic growth in Math and English Language Arts at least twice during the school year using competency based online assessments. The results of these assessments shall be shared with the student and his/her parent(s) or guardian.

STUDENT WITH LIMITED ENGLISH PROFICIENCY (LEP)

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District.

Further, the District will endeavor to assist the student and his/her parents in their access to District programs by sending notices to the parents in a language or format that they are likely to understand (also see Policy 2260).

SUMMER SCHOOL

Summer school is a remediation and intervention designed to assist struggling students. It is only available to students identified as 'at-risk' according to state definitions.

SECTION V – STUDENT ACTIVITIES

ATHLETICS

Dowagiac Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered:

- Boys' Football
- Boys' and Girls' Basketball
- Girls' Volleyball
- Boys' Wrestling
- Boys' and Girls' Track
- Football and Basketball Cheerleading

For further information contact Brent Nate, the Athletic Director at 782-4470

NON-SCHOOL 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. All school rules will still apply regarding behavior and equal opportunity to participate.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Dowagiac Middle School provides student the opportunity to broaden their learning through curricular-related activities. Curricular related activities will contain school subject matter and will be sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, after school clubs, drama, etc. All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements.

Listed below are groups of school organizations which in the past have existed for students. Students are encouraged to join and assist in the organization of activities at DMS.

A. The following organizations are offered each year:

1. Student Council
 - a. Student Council is school service clubs presently open to 6th, 7th & 8th grade students.
 - b. This club is involved in organizing and developing student activities such as dances, fundraising, and other activities which benefit the entire student body.

2. Honors Club

The Honors Club is open to 6th, 7th & 8th graders. To be eligible to join, students must have a semester grade point average of 3.4 or higher and maintain this average for successive nine-week marking periods.

3. Musical Organizations

- a. Participation in the band and choral groups is determined by interest and aptitude.
- b. Each of the groups has a slightly different musical orientation and all groups will participate in Winter and Spring Concerts.

B. Other school organizations not listed above may be formed if student interest, sponsorship, and financial considerations allow.

SECTION VI – STUDENT CONDUCT

ATTENDANCE

We at Dowagiac Middle School want to work with you to provide the best possible educational experience for your student. We believe that regular attendance is critical for children to be academically successful. When an absence is necessary, please notify the school in the morning on the day of the absence and explain the reason. The student must also bring a note upon returning to school stating the date(s) and reason for the absence. This note must be written and signed by the parent or guardian.

Students with scheduled appointments are asked to be in school prior to the appointment or should come to school as soon as possible. If arriving late or leaving early, parents or guardians need to report to the main office to sign-in or sign-out their child. If someone other than the parent or guardian will pick up a student, a note must be sent to the office with the name of the person who has permission to sign-out your child.

Truancy

Michigan School Law states it is the responsibility of the parents that their children between the ages of six and sixteen are in regular attendance at school. The following protocol will be used in addressing truancy matters at Dowagiac Middle School:

Up to 6 absences:

School personnel will contact parent(s)/guardians through telephone calls, letters, and / or meetings with student and/or parent(s). Parent(s) will be given notice of intent to refer to the County Truancy Officer.

Up to 9 absences:

School will contact the County Truancy Officer who may refer the matter to Family Court for further review by the Court and/or petition the matter for Court jurisdiction. The school however, may refer the matter earlier than nine absences, if in the opinion of the Truancy Officer, prevention services are needed based upon prior records and patterns of behavior.

Tardiness

- A. If arriving late to school, parents or guardians are required to report to the main office to sign-in their child. If the student arrives after the first 10 minutes of any class, it will be considered an absence for that period, and will count towards his or her absences. If more than 6 absences occur, the student may be referred to the Truancy Officer.
- B. If the child arrives within the first 10 minutes of first hour it will be considered a tardy to class and will count toward his or her tardies for the marking period.
- C. If a student is detained by a teacher, it is the teacher's responsibility to see that the student has an excuse to his/her next class. It is a student's responsibility to ask for that pass.

Vacation

Be cautious when scheduling vacations during the school year. Vacations when school is in session, while not condoned, are allowed on the condition that the school is notified. It is the student and parent's responsibility to obtain a vacation request form from the attendance office, return it prior to the vacation and to obtain and complete all make-up assignments.

All vacation days count towards the attendance policy.

Make-Up Work

- A. The student is responsible for completing all work due to absence from school.
- B. Under ordinary circumstances, the work missed may be made up within a period equal to that of the number of days absent.
- C. When a student is absent from school, *on the second consecutive day of absence*, his or her parents or guardian may call the school office and request student assignments. Every attempt will be made to provide assignments to parents. In some cases assignments may not be available until after school on the following day from time of request.
- D. The make-up work policy for an out of school suspension is that all work may be made up for credit. It is the responsibility of the student and/or parent to make arrangements for school work during the suspension period through the office if it is desired. Otherwise, it is the student's responsibility to contact his/her teachers on the day of return to school for make-up work. Tests and quizzes can be made up upon return to school by student arrangement with teacher.

CODE OF CONDUCT

A major component of the educational program at Dowagiac Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Michigan School Code (380-1300) and case law establish that students may be disciplined for conduct off school property in limited circumstances.

The Dowagiac Board of Education and the Dowagiac City Council have jointly established Drug Free School Zones within 1000 feet of school property. In the spirit of the agreement, as well as a concern for student and public safety, the smoking/tobacco provision of the handbook will be enforced off school property within the Drug Free School Zone areas.

CONTROLLED SUBSTANCES (DRUGS), ALCOHOLIC BEVERAGES, MIND ALTERING SUBSTANCES, LOOK-ALIKE DRUGS, AND COUNTERFEIT DRUGS

The use of illegal drugs by our students is clearly inappropriate and potentially destructive to them, their families and to Dowagiac Middle School. Consumption or possession of a controlled substance (drugs) or alcoholic beverages during school hours or during extra-curricular activities held after school, in the evening, on the weekend, etc., may subject a student to suspension or possible expulsion from attending school. Possessions of materials commonly associated with drug use are also prohibited on school grounds and at all school activities.

In addition, (a) no student may provide by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; (b) no student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; (c) students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), stimulants, or depressants of any kind be they available with or without a prescription. Students who violate medication policy protocol, which includes over the counter medication, are subject to consequences outlined in the Discipline Infraction and Penalties section of the handbook; (d) students are prohibited from possessing, using, or transferring look-alike drugs. This includes but is not limited to synthetics, incense, and botanicals; (e) devices used by students to breath in inhalants of any kind are prohibited and will be considered drug paraphernalia, Most commonly, these devices are called vapor or electronic cigarettes or vapor pens; (f) students will not be allowed to remain at school if they smell of alcohol, marijuana, or other drugs.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the administration's responsibility to keep things orderly. In all cases, the school shall attempt to make a discipline prompt and equitable and to have the punishment match the severity of the incident.

Students that are suspended due to an incident at an after school event (this may include but is not limited to dances, athletic events, and school programs) may lose the privilege to attend after school events for a determined amount of time.

After School Detention

After School Detention (ASD) is a disciplinary tool assigned to students by administrators. Students serving ASD are required to be in the detention room by 2:35 until 3:30. Transportation is not provided for students required to serve ASD.

Out of School Suspension

Out of School Suspension (OSS) is disciplinary tool assigned to students by administrators. The goal of OSS is to exclude students from classes and school activities. Parents/guardians may request homework if the student is suspended for more than two days in a row.

Silent Sustained Lunch

Silent Sustained Lunch (SSL) is a disciplinary tool assigned to students by teachers or administrators. Students serving SSL will be excluded from the cafeteria during his/her lunch time and will be given a sack lunch.

Student Intervention Time (SIT)

Student Intervention Time (SIT) is another disciplinary tool assigned to students by administrators. The goal of SIT is to exclude students from classes and school activities and place them in a supervised, isolated study environment. Students will have individual discussions/work sessions with a Paraprofessional and/or Student Advocate.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DRESS CODE

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be APPROPRIATE FOR SCHOOL. Standards of dress which clearly deal with the health and safety of students will be upheld. Student dress should be neat, clean, and not distract from the educational process. The final decision as to whether dress is inappropriate rests with the administration.

The following guidelines shall be followed:

- A. Hats or headgear are not to be worn in the building. Students are to leave hats in lockers. Exceptions to this will be if hats or headgear are for safety, medical, instructional, or religious purposes.
- B. Shoes or sandals must be worn.
- C. Students are not to wear clothing or any item that advertises alcoholic beverages, tobacco products, illegal substances, satanic symbols, or those with obscene print, symbols, or pictures. No clothing or jewelry or any other items are to be worn which are defamatory or discriminatory.
- D. If the dress of any student is distracting and/or disruptive to the normal classroom procedure or is determined to be unsafe or unsanitary for the individual or others, he/she will be asked to change to something more appropriate.
- E. Students are not to wear heavy and/or long coats to class.
- F. Sunglasses are not to be worn in the school building unless administrative approval has been given.

- G. Skirts/shorts will be a length so that when standing in a relaxed position with your arms to the sides, they reach your fingertips. Sagging pants or jeans with holes in the upper legs or showing underwear are not allowed.
- H. Leggings and yoga pants are not to be worn in school.
- I. Girls are not allowed to wear spaghetti strap tops or ones that let the bra straps show. Tops need to cover both shoulders with a minimum of one inch and both shoulder blades.
- J. While all inappropriate clothing cannot be listed, students may not wear slippers, pajamas and sleepwear to school.
- K. Gloves are not appropriate to be worn in class.
- L. Bandanas are not allowed to be worn in school.

Penalty for Violations

- 1st Offense Student will be sent home to change if the item cannot be removed. Parent will be notified prior to student's departure. A student being sent home will be handled through the administration and school office.
- 2nd Offense Same as 1st offense, plus 1 after school detention.
- 3rd Offense Same as 1st offense, plus student intervention time and a parent conference.
- 4th Offense Suspension, 1-3 days.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

EXPECTED BEHAVIORS

Each student shall be expected to:

- () abide by national, State, and local laws as well as the rules of the school
- () respect the civil rights of others
- () act courteously to adults and fellow students
- () be prompt to school and attentive to class
- () work cooperatively with others
- () complete assigned tasks on time as directed
- () help maintain a school environment that is safe, friendly, and productive
- () act all times in a manner that reflect pride in self, family, and in the school

EXPULSION

Through the powers vested in the Board of Education by the State of Michigan, the Board has the authority to expel students from school when the student's behavior indicates that his presence in school jeopardizes an effective teacher-learning situation or threatens the healthy environment of the school.

Recommendation for the expulsion of a student from school shall be made to the superintendent by the principal, in writing, signed by the principal, and accompanied by the student's cumulative file.

Recommendation for expulsion shall be made to the Board of Education by the superintendent.

Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation.

- A. The student shall be under suspension pending the recommendation of the superintendent to the board and pending the board's decision.
- B. The superintendent's recommendation to the board shall be in writing. It shall include the charges against the student which shall be transmitted to the parent or guardian of the student being considered for expulsion.
- C. The Board of Education shall set the date, time, and place of hearing and shall transmit written notice to the parent or guardian within ten (10) school days of the date of suspension.
- D. The hearing procedure shall be as follows:
 - 1. Written notice shall be given of the time, date, and place of the hearing.
 - 2. The student may be present and may be represented by a parent, guardian or other adult advisor of his/her choosing.
 - 3. Witnesses may be presented at the hearing. Such witnesses may be questioned by Board of Education, administration, student, or their representatives.
 - 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - 5. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
 - 6. The Board of Education shall render a decision the day of the hearing. Such decision shall be forwarded in writing to all parties concerned.

Public Act 104: Any student in grade 6 or above who physically assaults a school employee, volunteer or contractor **MUST** be expelled for a period of up to 180 school days.

Additionally, any student who commits a “verbal assault” against a school employee, volunteer or contractor must be expelled for up to 180 school days.

A “verbal assault” is defined as “Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.” Bomb threats are considered verbal assaults.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

NOTICE OF APPEAL PROCEDURES FOR DISCIPLINARY ACTION

1. Parents may request a conference with the principal. Such requests shall be made by contacting the principal's office and requesting the conference. The principal shall affirm or modify the terms of the disciplinary action within five (5) school days from the date of the conference.
2. Within five (5) school days from the principal's decision concerning the disciplinary action, the parent or legal guardian may appeal such decision to the superintendent of schools or his designee. Appeals at this level shall be based upon facts directly related to the case. Appeals based upon the severity of the penalty imposed **ARE NOT APPEALABLE** provided that they are within the framework of the disciplinary/athletic code. The superintendent shall affirm or deny the decision of the principal within five (5) school days from hearing the appeal.

POLICE NOTIFICATION

The administration reserves the right to notify police when deemed necessary to assure the safe and orderly operation of the school.

SEARCH AND SEIZURE

Whenever school officials have reasonable grounds to believe that a search will disclose evidence a student has violated or is violating school rules, a search may be conducted. Any and/or all items which may be used to disrupt or interfere with the safe, healthful and/or orderly conduct of school programs discovered as a result of such a search, may be seized.

Students themselves, as well as their purses, book bags, and all other such personal property, may be searched and personal items which are potentially dangerous, disruptive, or illegal may be seized.

The school retains joint custody of its lockers, desks, and all other properties assigned to students for storage and other legitimate uses. Lockers, desks, and all other school properties are subject to periodic inspections, both announced and unannounced.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means the canine detection shall be used only to determine the presence of drugs in locker areas and other places at school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

SEPARATION AND SUSPENSION (TEMPORARY)

On the basis of the present status of current school law, the building administration of Dowagiac Union Schools is delegated the authority to separate temporarily or suspend a student from school. With any suspension the following precepts shall be adhered to:

- A. Students shall be fully informed of the charges brought against them, including the rationale for the action and the conditions of time and termination. Students will be given opportunity either verbally or in writing to respond to the charges. (This complies with the United States Supreme Court decision of *Goss vs. Lopez*.)
- B. The administrator will make every attempt to notify the parents, by phone or personal contact, if the student is to be separated temporarily or suspended from school. Written notation of such contact shall be made in the student's cumulative file.
- C. Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons, and conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.
- D. The superintendent or administrative officer designated by him shall be notified of any separation or suspension.
- E. Parents shall be notified in writing of appeal procedures which shall include:
 1. A request for a parent conference with the principal. Such requests shall be made within the period of separation or suspension. The principal shall affirm or modify the terms of his action within two school days from the date of the conference.
 2. Within 2 school days from the principal's decision concerning suspension the parent or legal guardian may appeal such decision to the superintendent of schools or his designee. The superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. However, in order to ensure that students attending evening events are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

WEAPONS AND EXPLOSIVES

Students who are in possession or in the process of the sale or use of weapons and/or explosives are subject to suspension or expulsion from attending school, and possible criminal charges being filed against them by the prosecuting attorney of Cass County.

Section 1311 of the Revised School Code requires local school boards to **EXPEL** students carrying dangerous weapons in school. The law becomes effective January 1, 1995.

The law provides for the expulsion of any public school student who is found in possession of a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar or brass knuckles) in a school building or on school grounds, or who commits rape or arson in a school building or on school grounds. Expulsion is mandatory unless the student can demonstrate, by clear and convincing evidence, that: 1) he/she did not knowingly possess the weapon, or 2) he/she did not possess the object for use or delivery as a weapon; or 3) he/she did not know the object was a weapon; or 4) that he/she had express permission to possess the weapon from either the school administration or the local police department.

Act No. 328 requires that children specified who are in the fifth grade or lower be expelled for at least 90 school days. Children specified who are in sixth grade or above are to be expelled for at least 180 school days.

Under **school safety legislation** enacted by the Michigan Legislature and signed into law by the governor in 1999, these laws directly affect student conduct in the Dowagiac Union Schools.

Public Act 102: This law requires school districts to expel a student in grade 6 or above for up to 180 school days for a student-on-student assault. An assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Assaults that occur on school property, at any school-sponsored event or on any school-related vehicle are included in this legislation.

Public Act 103: A teacher may suspend a student from any class, subject or activity for up to one day for violations of code of conduct of the building (contained in each handbook)

GRADES 6-12 DISCIPLINE INFRACTIONS AND PENALTIES

Certain types of behavior are never appropriate in Dowagiac Middle School and are considered to be serious violations. The following are the most common examples of disciplinary violations. The listed penalties are suggested "minimums". The administration has the right to invoke any disciplinary measure necessary to insure the safe and positive operation of the school. It is understood that a greater or lesser penalty may be imposed if, in the judgment of the administration, the situation warrants. The severity of the punishment will depend upon the circumstances and the severity of the offense.

Where minimum suspension penalties are listed as between one (1) and five (5) days, a student who commits such an infraction will receive, at a minimum, a suspension of between one and five days. The suspension may be greater, however, if circumstances warrant. The same is true of 1-3 day, 3-5 day, or 5-10 day suspensions.

Students who are serving an out of school suspension or student intervention time are not permitted to attend athletic or other extra-curricular events during the period of suspension nor be on any school property until they are allowed back the following school day.

SIT – Student Intervention Time counts as being in attendance at school. Students are responsible for being on time, for bringing all needed books and materials, and for completing all assignments. Failure to do so may result in further disciplinary action. Absences from Student Intervention Time (SIT) during snow days are excused. All other absences from SIT must be made up on the next scheduled day of SIT. Out of School Suspension (OSS) may not be taken as an option to SIT

1. Excessive showing of affection (physical contact beyond holding hands)
 - 1st offense - Warning/detention
 - 2nd offense - Parent conference/detention
 - 3rd offense - 1-3 days OSS/parent conference

2. Willful absence from class/truancy
 - 1st offense - Warning/detention
 - 2nd offense - 1-3 days OSS
 - 3rd offense - 1-3 days OSS/parent conference

3. Unauthorized leaving of building
 - 1st offense - Warning/detention
 - 2nd offense - 1-3 days OSS
 - 3rd offense - 1-3 days OSS/parent conference

4. Cheating (includes a person who copies work from another person or a person who knowingly allows another person to copy his/her work).
 - 1st offense - Warning/Parent Notification
 - 2nd offense - Failure on a test or assignment and parent notification
 - 3rd offense - Regardless of class, failure for current marking period.
 - 4th offense - Regardless of class, failure for semester

5. Forgery

- 1st offense - Parent conference
- 2nd offense - 1-5 day OSS
- 3rd offense - 5-10 day OSS

6. Card playing/gambling/gambling paraphernalia (students are not to be in possession of or use dice or any other gambling paraphernalia)

- 1st offense - Warning/detention
- 2nd offense - Parent conference/detention
- 3rd offense - 1-3 days OSS/parent conference

7. Use of obscene, profane language, degrading words or phrases (including racial, ethnic, or religious slurs) in verbal or written form in pictures, caricatures, or obscene gestures directed at fellow students. (*This includes lockers, possession of pornographic material, and clothing.*)

- 1st offense - Warning/detention
- 2nd offense - 1-3 day OSS/parent conference
- 3rd offense - 1-5 day OSS

8. Use of obscene or profane language in verbal or written form in pictures, caricatures, or obscene gestures directed at or in response to school personnel or authorized guests.

- 1st offense - 1-5 day OSS
- 2nd offense - 5-10 day OSS
- 3rd offense - 10-day OSS to recommended expulsion

9. Insubordination (lying/refusal to comply with reasonable requests of school authorities) or disrespect to school personnel

- 1st offense - Warning/detention/parent conference
- 2nd offense - Detention /parent conference/1-5 day OSS
- 3rd offense - Detention/parent conference 5-10 day OSS

10. Threats to students/intimidation

Warning - suspension with a possible recommendation for expulsion

11. Threats to school personnel and/or authorized guest (harassment, stalking)

Suspension - expulsion

12. Fighting (Physical contact in which two or more parties are active participants which does or could cause bodily harm. Physical contact refers to, but is not limited to hitting, shoving, pushing, tripping, pinching, etc.) Police notification with each incident.

1st offense - 3-5 days OSS
2nd offense - 5-10 days OSS
3rd offense - 10 days OSS to recommended expulsion

The administration reserves the right to determine whether a student was an active participant in the fight or was defending him/herself from bodily harm.

Unwanted Physical contact less than a fight such as minor shoving, pushing, grabbing, tripping, pinching, etc.

1st offense - Warning/detention
2nd offense - Detention to OSS
3rd offense - OSS

Horseplay (physical contact when active participants are playing/fooling around which could endanger themselves or others or could damage school property.

1st offense - Warning/detention
2nd offense - Detention to OSS
3rd offense - OSS

13. Assault and battery on a student (Police notification)

1st offense - 1-10 day OSS
2nd offense - 10 day OSS to recommended expulsion

14. Assault on a school employee

Assault: Any deliberate act of physical violence, including, but not limited to: hitting, kicking, punching, gouging, choking, spitting on, grabbing or bodily running into an individual, head-butting, the act of kicking or throwing any object at an individual that could inflict injury; damaging the individual's uniform/clothing and/or personal property (i.e. Vehicle, equipment, etc.)

Recommended expulsion as required by Public Act 104

15. Possession, sale or use of dangerous weapons or use of any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm.

1st offense - Suspension to recommended expulsion

Possession, sale or use of toy/look alike items/weapons:

1st offense - Warning to recommended expulsion

16. Misbehavior (conduct that is disruptive or detrimental to the normal functioning of school or school activities)

1st offense - Warning/Detention
2nd offense - Warning/Detention/Parent Conference 1-3 day OSS
3rd offense - Detention/1-5 day OSS

17. Extortion

1st offense - 1-10 day OSS
2nd offense - 10 day OSS to recommended expulsion

18. Indecent exposure/indecent liberties.

1st offense - 1-10 day OSS
2nd offense - 10 day OSS to recommended expulsion

19. Sexual assault

1st offenses - Warning/Expulsion (police notified)

20. Theft

1st offense - 1-3 day OSS and full restitution
2nd offense - 3-5 day OSS and full restitution
3rd offense - 5-10 day OSS to recommended expulsion and full restitution

21. Possession of stolen property

1st offense - Warning/1-5 day OSS
2nd offense - 5-10 day OSS
3rd offense - 10 day OSS to recommended expulsion

22. Willful destruction, defacement or misuse of school property or graffiti caused as a result of inappropriate behavior (all offenses require full restitution of labor and replacement costs)

1st offense - Warning/ 1-5 day OSS
2nd offense - 5-10 day OSS
3rd offense - 10 day OSS to recommended expulsion

23. Tobacco (use/possession/possession of lighter)

1st offense - Detention/parent conference 1-3 day OSS (police notified)
2nd offense - 3-5 day OSS (police notified)
3rd offense - 5-10 day OSS (police notified)

24. Controlled substances (drugs), alcoholic beverages, mind-altering substances, look-alike drugs, counterfeit drugs, and drug paraphernalia
- a. Possession:
 - 1st offense - 5-10 day OSS
 - 2nd offense - 10 day OSS to recommended expulsion
 - b. Use:
 - 1st offense - 5-10 day OSS
 - 2nd offense - 10 day OSS to recommended expulsion
 - c. Transfer: (*sale or supplying*)
 - 1st offense - 10 day OSS to recommended expulsion
25. Possession or use of fireworks or other explosive materials
- 1st offense - 1-10 day OSS
 - 2nd offense - 10 day OSS to recommended expulsion
26. Arson/attempted arson
- Suspension/recommended expulsion and full restitution
27. False fire alarm/bomb threat
- Suspension/recommended expulsion
28. Display of gang symbols, graffiti, illegal substances, etc.
- 1st offense - Warning/detention/parent conference
 - 2nd offense - 1-5 day OSS
 - 3rd offense - 5-10 day OSS
29. Tardies to Class (tardies to class are erased after each quarter)
- 1st offense - Teacher warning
 - 2nd offense - Principal conference/detention
 - 3rd offense - (3) SSL
30. Cell Phone Possession/Use
- 1st offense - Student will give phone to school personnel and may pick up phone in office after dismissal
 - 2nd offense - Student will give phone to school personnel and may pick up phone in office after dismissal/parent contact
 - 3rd offense - Student will give phone to school personnel, parent/guardian contacted to pick up the phone

4th offense - Student will lose their privilege of having their cell phone at school, as it has become a consistent distraction to the learning environment.

31. Instigating a fight

1st offense - Warning/parent notified
2nd offense - Detention/ISS
3rd offense - 1-3 day OSS
4th offense - 4-10 day OSS to recommended expulsion

32. Videotaping an altercation

1st offense - Conference with building administration/parent
2nd offense - 1-4 days ISS/OSS
3rd offense - 5-10 days OSS/recommended expulsion

33. Harassment (defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on sex, race, color, national origin, religion, height, weight, or disability. Harassment can be electronically transmitted through the internet, telephone or cell phone, computer etc.)

1st offense - Warning - expulsion

34. Sexual harassment may include but not limited to:

- A. Verbal harassment or abuse
- B. Pressure for sexual activity
- C. Repeated remarks with sexual or demeaning implications
- D. Unwelcome touching
- E. Sexual jokes, posters, cartoons etc
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety
- G. A pattern of conduct, which can be subtle in nature that has sexual and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

1st offense - Warning/detention
2nd offense - 1-10 day OSS
3rd offense - Recommendation for expulsion

35. Consensual Sexual Contact

1st offense -	Warning/detention/parent conference
2nd offense -	1-3 day OSS
3rd offense -	5-10 day OSS

36. Retaliation

1st offense -	Warning - recommended expulsion
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37. Bullying - a form of violence that is intentional, repeated, and involves an imbalance of power between the people involved. Bullying can take the form of a mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation, or property.

The Bullying and Other Aggressive Behavior Toward Students Policy may be viewed in its entirety by referencing Board of Education Policy #5517.01

Bullying Rubric	1st Time	2nd Time	3rd Time	4th Time
<p><u>Teasing:</u></p> <ul style="list-style-type: none"> • Name calling • Insulting remarks • Spreading rumors • Poking • Rude gestures • Mean notes • Playing a mean trick • Insulting or other behaviors that would hurt others feelings or make them feel bad about themselves • Other 	<p>Warning</p> <p>Student calls parent/guardian</p>	<p>1 lunch detention & 1 after school detention</p> <p>Student calls parent/guardian</p>	<p>1 day OSS</p> <p>Student calls parent/guardian</p>	<p>1-3 days OSS</p> <p>Student calls parent/guardian</p>
<p><u>Moderate Physical Contact and/or Intimidation:</u></p> <ul style="list-style-type: none"> • Hitting • Pushing/Shoving • Grabbing • Slapping • Intimidation • Systematic exclusion • Shunning • Other 	<p>2 lunch detentions & 2 after school detention</p> <p>Student calls parent/guardian</p>	<p>1 day OSS</p> <p>Parent/Guardian meeting</p>	<p>1-3 days OSS</p> <p>Parent/Guardian meeting</p>	<p>1-3 days OSS</p> <p>Parent/Guardian meeting</p>
<p><u>More Severe Physical Contact and Intimidation:</u></p> <ul style="list-style-type: none"> • Punching/Kicking • Knocking down • Extortion • Teasing based on: race, religion, gender, sexual, handicap or other • Harassment • Threats of emotional or physical violence • Planned exclusion of another • Other 	<p>1-3 days OSS</p> <p>Parent/Guardian meeting</p>	<p>3-5 days OSS</p> <p>Parent/Guardian meeting</p>	<p>5-10 days OSS</p> <p>Parent/Guardian meeting</p>	<p>10 days OSS with recommendation for expulsion</p> <p>Parent/Guardian meeting</p>

The examples in this rubric are the most common examples of disciplinary bully violations. The listed penalties are suggested guidelines and a greater or lesser penalty may be imposed at the discretion of the administrator. The administration has the right to invoke any disciplinary measures necessary to insure the safe and positive operation of the school.

SECTION VII – TRANSPORTATION

BUS TRANSPORTATION -- POLICY, RULES AND REGULATIONS

Bus transportation is a service provided by the Dowagiac Board of Education and is not mandated by state law. It is understood that bus riding is a privilege dependent on the student's good conduct.

Eligibility Policy Students in grades kindergarten through 4th grade, living one-half mile or more, and students in grades 5 through 12, living one mile or more from the schools they attend are eligible for bus transportation.

Service Policy: Students shall be assigned to buses and bus stop locations by the Transportation Supervisor. Parents are responsible for students going to, from, and at their bus stops. Students in grades kindergarten through 4th are expected to walk up to one-half mile to the bus stop, and bus stops will be located a minimum of one-quarter mile apart. Students in grades 5 through 12 are expected to walk up to one mile to the bus stop, and bus stops will be located a minimum of one-half mile apart.

Bus routes shall not be extended for babysitters. Shuttle bus stop locations for kindergarten through 4th grades in the city will be determined by the administration.

Parent Responsibility: Parents are to insure safety and protection for their children going to, from, and at the bus stop. Parents are expected to read and discuss bus riding policies, rules, and regulations with their children. Parents must accept responsibility in cooperation with school personnel for ensuring proper conduct of their children.

Regulations: Students must ride their assigned buses and be picked up and let off at their designated bus stops.

Requests for a student to ride a different bus or use a different bus stop must be made in writing by the parent and must be approved by the building principal. The requested change must not result in the overcrowding of any bus, alteration of any bus route, bus stop, or time schedule. Students who are not regular bus riders are not permitted to ride any bus with friends for social activities.

If a parent intends to pick up a child who normally rides a bus, the school office must be notified.

A. It is the student's responsibility to:

1. Arrive at the bus stop 5 minutes before the scheduled time of pick-up; buses will not wait for tardy students.
2. Walk to the bus stop facing traffic.
3. Wait for the bus off the traveled portion of the roadway.
4. Cross 10 feet away from the front of the bus upon driver's signal.
5. Enter or leave the bus using the front door only except in case of emergency and only with the consent of the driver.
6. Remain on school property once they leave the bus in the morning and board the bus

immediately after school is dismissed, after which time a student can be released only to his/her parent or guardian.

B. The following basic BUS RULES are posted in each bus:

1. OBSERVE CLASSROOM CONDUCT. DO NOT DISTRACT THE DRIVER'S ATTENTION FROM THE ROAD.
2. Be courteous. No profanity, vulgar or obscene gestures or language.
3. Remain seated. Change seats only with permission or instructions of the driver.
4. "Angel" seating is required.
5. Keep hands and feet to yourself, out of aisles and windows. Keep feet off seats.
6. Windows may be opened only to window lines with driver's permission.
7. No yelling, screaming, or throwing objects inside or at the bus from the outside.
8. No eating or drinking. No possession or use of tobacco products or look-alike products, or drugs or look-alike drugs.
9. No radios or audio/visual equipment are allowed on the bus.
10. Keep the bus clean and report vandalism.
11. No fighting or horseplay.
12. No pets, animals or insects are allowed on the bus. No glass bottles or containers.
13. All student projects and belongings shall be enclosed in a safe container and must be held by the student.
14. No possession or use of weapons, counterfeit or look-alikes. No possession or use of squirting devices or containers.

Student Conduct: Rules for student conduct necessary to the safe operation of the buses will be developed in cooperation with the Deputy Superintendent, Transportation Supervisor, other transportation personnel and school principals, and shall be approved by the Board of Education on the recommendation of the Superintendent. Rules are reviewed and published annually in student handbooks.

Programs for bus riding safety are presented annually in each school building.

Conduct of students on the bus is the same as required conduct in the classroom.

Bus drivers are responsible for the safety of all bus riders and the enforcement of all rules and regulations on the bus. This includes advising students concerning the rules, assigning seats, encouraging and praising good behavior and other generally- accepted means of maintaining and developing constructive student/ school relationships.

The priority in bus rule enforcement is the safety of the students and the student's behavior as it affects the safety of others.

Instances of misconduct will be ticketed in writing by the bus driver. The bus driver may issue a warning notice or issue a bus riding suspension under the following conditions:

- A. For violation of routine rules of conduct the bus driver will issue a Bus Misconduct Ticket warning notice to the student with a copy going to the parent, Transportation Supervisor, and building principal.

B. For repeated minor violations or an incident of gross misconduct the bus driver may issue a bus riding suspension with a copy going to the parent, Transportation Supervisor, and building principal.

1. The student must sign receipt of the ticket. The student must have the ticket signed by the parent and present it to the driver when returning from a suspension to bus riding on the day and date indicated.
2. Bus suspensions are progressive, beginning with one (1) day, up to ten (10) days.
3. Students receiving multiple suspensions may be permanently suspended for the remainder of the school year as determined at a meeting between the student and parent, bus driver, Transportation Supervisor, and Deputy Superintendent.

Bus riding suspensions issued during the last days of the school year will carry over to the beginning of the next school year and the full number of suspended days will be served.

The parent shall be responsible for the transportation of the student during the effective time of suspension of the student's bus riding privilege.

Parent appeals of a bus suspension are to be made to the Transportation Supervisor as a first step, the Deputy Superintendent, as the second step, and the Superintendent, as the final step.

Cases of mass gross misconduct or abusive behavior on the school bus will be dealt with severely and could result in all students being removed from the bus, and parents being called to pick up their student(s) at the school. Should circumstances warrant the bus will be pulled from the route until such time as the parents can be summoned to a meeting to discuss the problem? If a bus is pulled from a route it will not run again until such time as there is sufficient parental assurance that they will be responsible for the actions of their children.

In emergency cases of gross misconduct which demand immediate action the bus driver may request that a student be removed from the bus by the Transportation Supervisor or a principal. If individual students are so requested to leave a bus and they do not comply, they will be removed by the local law enforcement agency. No student will be ordered off a bus alone without an adult in authority receiving him/her.

Bus Misconduct Procedure

Bus drivers will explain rules and discipline procedures to students at the beginning of the year and thereafter as new students start riding.

Bus drivers will maintain a written log of disciplinary problems for each student.

DISCIPLINARY PROCEDURE:

A. Violation of routine rules:

- KICKING OR TRIPPING OTHERS
- TALKING/NOISES AT RR CROSSING
- CHANGING SEATS/BUS IN MOTION
- EXTENDED BODY THRU WINDOW
- INTERFERE WITH DRIVER DISCIPLINE WITH OTHERS
- EATING/DRINKING

- DID NOT USE ANGEL SEAT
- REFUSED ASSIGNED SEAT
- LEFT BUS WITHOUT PERMISSION
- EXCESSIVE NOISE
- STANDING WHILE BUS IS IN MOTION
- LEFT SCHOOL PROPERTY W/O PERMISSION
- VERBAL ABUSE OF OTHERS
- PROFANITY/OBSCENE GESTURES
- HITTING OTHERS/HORSEPLAY
- LITTERING
- STEALING
- BLOCKING AISLE
- VANDALISM
- OPEN WINDOW W/O PERMISSION
- OTHER

Bus driver will:

1. Issue verbal reprimand
2. Ticket - Warning Notice; student sign and assign seat for 2 weeks.
3. Ticket - Bus Suspension, 1-3 days; student and parent sign. Driver contact parent same day.
4. Ticket - Bus Suspension, 3-5 days; student and parent sign. Driver contact parent same day.
5. Ticket - Bus Suspension, 5-10 days; student and parent sign. Driver contact parent same day.
6. Ticket - Loss of Riding Privileges pending meeting between student, one parent, driver, Transportation Supervisor, and Deputy Superintendent to determine permanent suspension.

B. Gross misconduct which endangers either the student's safety or the safety of others.

- BUS STOP SAFETY VIOLATION
- PHYSICAL ABUSE OF OTHERS
- POSSESSION OF A WEAPON
- POSSESSION OF WATER/SQUIRT DEVICE
- LIGHT MATCHES/LIGHTER/FIRECRACKER
- FIGHTING
- DEFIANCE OF DRIVER/BACK TALK (REFUSAL TO COMPLY)
- THROWING THINGS IN & OUT OF BUS (DISCRETIONARY 1ST TIME)
- SUBSTANCE ABUSE - USE, POSSESSION, SALE
- LOOK-ALIKE OR COUNTERFEIT

Will result in:

1. Ticket - bus suspension, 3 days; student and parent sign. Driver contact parent same day.
2. Ticket - bus suspension, 5 days, depending on number of routine violations; student and parent sign. Driver contact parent same day.
3. Ticket - bus suspension, 10 days; student and parent sign. Driver contact parent same day.
4. Loss of riding privileges pending meeting between student, one parent, driver, Transportation Supervisor and Deputy Superintendent to determine permanent

suspension.

- C. All bus suspensions will be reported to the Transportation Supervisor by radio at time of issue. Drivers will make every effort to contact parents by telephone of all students suspended the same day.
- D. BUS STOP SAFETY VIOLATIONS:
1. Standing in the road when bus approaches.
 2. Running toward the bus before it comes to a complete stop.
 3. Shoving in the boarding line.
 4. Shoving or crowding up the bus steps.
 5. Crossing the roadway previous to driver instructions.
 6. Crossing within 10 feet of the front of the bus.
 7. Stopping, delaying, or playing in the roadway while crossing the roadway.
 8. Reclosing the roadway without driver instruction.
 9. Crossing the roadway behind the bus.
 10. Failure to cross the roadway.
 11. Touching the sides or rear of the bus while at stop or leaving the bus stop.
 12. Holding on to the bus and sliding behind while the bus pulls away.
 13. Approaching the bus after the entrance door closes.
 14. Fighting at the bus stop as bus is approaching, at, or leaving the bus stop.

Video System Monitoring:

The school district uses on-board video systems as an aid to monitoring student bus riding behavior. Cameras are scheduled on a rotating basis, although the number of incidents of misconduct or the seriousness of these reports may necessitate more frequent monitoring of a particular bus route. Videotapes are stored at the Transportation Office and recycled after two days. The tapes are periodically reviewed by the Transportation Director. If incidents are reported, or if incidents are viewed during random selection, the videotapes will be kept as evidence until final resolution of the problem has been reached. Parents or guardians may review the tape by appointment. Persons authorized to review the videotapes include school administration, transportation staff, parents or guardians of the students cited for discipline and law enforcement personnel.

DISCRIMINATION DISCLAIMER

Non-discrimination Policy

It is the policy of the Dowagiac Union School District that no person shall, on the basis of race, color, religion, national origin or ancestry, age*, sex, marital status*, height**, weight**, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, accommodations will be made to ensure that the lack of English language skills is not a barrier to admission and participation in activities.

Inquiries or complaints regarding nondiscrimination policies should be directed to: Coordinator for Title IX (Education Amendments of 1972), Title VI (Civil Rights Act of 1964), Title II (Americans with Disabilities Act of 1990), Section 504 (Rehabilitation Act of 1973), and the Age Discrimination Act of 1975, Dowagiac Union School District, 243 S. Front Street, Dowagiac, MI 49047; or contact via telephone at 269-782-4400. This coordinator will ensure that Federal and State regulations are complied

with and that any complaints are dealt with promptly in accordance with law.

*Under the education article, age and marital status are prohibited considerations for admissions only.

**In employment only.

All questions, requests for information, or complaints shall be directed to the following:

Mr. Paul Hartsig,
Superintendent
Dowagiac Union Schools
243 S. Front Street
Dowagiac, MI 49047
269-782-4400

UPON REQUEST TO THE BUILDING PRINCIPAL AND OR THE SUPERINTENDENT OF SCHOOLS REASONABLE ACCOMMODATIONS WILL BE MADE FOR INDIVIDUALS WITH DISABILITIES.

Dowagiac Union School District Administrative Procedure for
Disability & Sexual Harassment Policies 3362 and 4362

- Section 1: Any employee who believes he/she has been subjected to sexual or disability harassment may bring forward a verbal complaint to his/her immediate supervisor, building principal, or designee.
- Section 2: Any student who believes he/she has been subjected to sexual or disability harassment may bring forward a verbal complaint to his/her building principal or designee.
- Section 3: Any allegation brought to the school district's attention shall be reported to the superintendent or his/her designee. The school district shall investigate all allegations reported to it and shall take appropriate remedial action as necessary.
- Section 4: If, after discussing a sexual or disability harassment problem with his/her immediate supervisor, principal, or designee, a person is not satisfied with the decision or solution given, that person may file a written statement of harassment complaint, signed by the complainant and submitted to the immediate supervisor, building principal, or designee within five (5) working days of the receipt of an answer to the informal complaint.
- The immediate supervisor, principal, or designee shall be responsible for informing the person against whom the complaint has been made of his/her right to submit a written statement within five (5) working days of notice that they are the subject of a harassment complaint. Furthermore, the immediate supervisor, principal, or designee shall be responsible for submitting the copies of the written statements of the complaint and the source of the complaint to the charged party and the superintendent of schools or designee.
- The immediate supervisor, principal, or designee shall meet with all parties involved, propose a solution and respond in writing to the complainant, the charged party, and superintendent of schools or designee within ten (10) working days of receiving the complaint.
- Section 5: If the complainant wishes to appeal the decision of the immediate supervisor, principal, or designee, he/she may submit a signed statement of appeal to the superintendent of schools, or designee, within five (5) working days after receipt of the immediate supervisor's, building principals, or designee's response. The superintendent shall meet with all parties involved,

formulate a conclusion, and respond in writing to the complainant, the Board of Education, and all other parties, within ten (10) working days.

Section 6: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) working days of his/her receipt of the superintendent's response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) working days of the receipt of such an appeal. This meeting may be conducted in private, upon the request of the complainant or the person or persons who are being charged. A copy of the Board's disposition of the appeal shall be sent to all concerned parties within ten (10) working days of this meeting. The Board's decision shall be final.

Section 7: The Dowagiac Union School District will not tolerate any form of retaliation for men or women who have filed a harassment claim.

Section 8: Timelines may be extended with consent of the complainant and investigating party.

This procedure will be distributed to all principals and other appropriate supervisors.

FORMAL STUDENT HARASSMENT REPORT FORM

Statement of Policy Prohibiting Harassment

The Dowagiac Union School District maintains a firm policy prohibiting all forms of discrimination. All persons are to be treated with respect and dignity. Harassment by any person - male or female - that creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Student _____

Home address _____

Parent or guardian _____

Home telephone _____ Parent/Guardian work telephone _____

School building you attend _____

Date of alleged incident(s) _____

Name of person you believe harassed you _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, request, demands); what, if any, physical contact involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____

_____ has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Student signature _____ Date _____

Received by _____ Date _____

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Student Incident Reporting Form

Reporter's Name: _____

Grade: _____ Date: _____

What happened?

Who was involved? (Please give first name, last name, and grade (if possible))

When did it start? _____

How long has it been going on? _____

How often has it occurred? _____

Where did it happen? (Be specific.)

Witnesses that saw what happened.

Who else did you tell about this Incident? Parent? Friend? Teacher? Counselor? Advocate? Coach?

Is there any other information you would like us to know about this incident?

Did this incident involve any of the following? Please circle.

Cell phone

Facebook

Email

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

Report Received By _____

Date / Time Report Received _____

Action Taken:

Parent Contacts:

Name: _____ Date/Time _____

Name: _____ Date/Time _____

Name: _____ Date/Time _____

Name: _____ Date/Time _____

Notes:

(All SI reports determined to involve bullying need to be copied and placed in Bullying Documentation Binder.)

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY