

# Regular School Board Meeting

Monday, August 11, 2025 5:30 PM

High School Media Center, 420 Ypsilanti St., Dundee, MI 48131

I. **Board President's Statement to the Public:**  
"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the 'Public Comment' portion of the meeting"

II. **Pledge of Allegiance**

III. **Attendance**

IV. **Administration Reports**

V. **Informational Items**

V.A. Financials

V.B. Credit Card Purchases

VI. **Agenda**

VII. **Consent Agenda**

VIII. **Public Comment:**

*The purpose of public comment is to provide an opportunity for a member of the public to speak. The role of the board is to listen attentively and members of the Board will not be responding at this time. The presiding officer will refer questions to the Superintendent for research and response, if necessary. If you would like a response from the Superintendent or designee, you must provide contact information on the Public Comment Sign-In Sheet. We thank you in advance for sharing your thoughts and ideas.*

*» All members of the public that speak during "Public Comment" will need to state their name.*

*» We have designated up to 5 minutes per person.*

*No member of the public shall distribute materials at the meeting without prior approval. Please contact the Superintendent's office if you have any additional questions.*

IX. **New Business**

IX.A. Personnel

IX.A.1. Resignation

IX.A.1.a. HS English Teacher

IX.A.1.b. **Middle School Paraprofessional**

IX.A.2. Hiring

IX.A.2.a. HS English Teacher

IX.A.2.b. HS Guidance Counselor

IX.A.2.c. HS Social Worker

IX.A.2.d. Middle School Independent Facilitator

IX.A.2.e. High School Biology

IX.B. Choir trip to New York, NY

IX.C. High School Gym Bleachers

IX.D. Policy Update - 2340 - Second Reading,  
Discussion, and possible Adoption.

IX.E. Be Good People Curriculum

X. **Superintendent**

XI. **Board Comments**

XII. **Adjournment**

Dundee Community Schools

Financial Report  
July 2025

Check/Voucher Register	Food Service				2022 Debt										Total
	General Fund	School Service	Student Activity	Technology	Scholarship Schultz	2015 Debt Fund-35	2018 Debt Fund-31	Retirement Fund - 36	Capital Projects-41	Athletic Complex	CP LTGO BOND-44	Bond 2022 Capital Projects-45			
07/01/2025 - 07/31/2025	\$ 1,018,376.34	\$ -	\$ (230.99)	\$ 62,541.04	\$ -	\$ -	\$ -	\$ 500.00	\$ 2,043.10	\$ -	\$ -	\$ 18,125.40	\$ 1,101,354.89		
Credit Card Transactions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Gross payroll															
7/10/2025	\$ 659,068.60	\$ -		\$ 7,647.46									\$ 666,716.06		
7/25/2025	\$ 577,496.19	\$ -		\$ 7,647.46									\$ 585,143.65		
													\$ -		
<u>Year to date receipts</u>															
Receipts through 7-31-25	\$ 1,599,154.77	\$ 39,718.24	\$ 15,415.99	\$ 471.42	\$ -	\$ 992.66	\$ 372.44	\$ 1,572.08	\$ 1,161.19	\$ -	\$ -	\$ 2,487.31	\$ 1,661,346.10		
Percent of budget	7.05%	4.11%	4.40%	0.06%	0.00%	0.01%	0.06%	0.24%	0.57%	0.00%	0.00%	1.24%			
<u>Year to date disbursements</u>															
Disbursements 7-31-25	\$ 1,464,533.78	\$ 41.36	\$ (230.99)	\$ 77,476.47	\$ -	\$ -	\$ -	\$ 500.00	\$ 2,043.10	\$ -	\$ 18,125.40	\$ -	\$ 1,562,489.12		
Percent of budget	6.22%	0.00%	-0.07%	13.65%	0.00%	0.00%	0.00%	0.05%	0.20%	0.00%	0.00%	0.00%			

Bank	Type of investment/account
Old National	General Fund Checking
Old National	Debt Fund Checking
Old National	Student Activities
Old National	Food Service

Regular School Board Meeting  
Monday, July 14, 2025 5:30 PM Eastern

High School Media Center  
420 Ypsilanti St.  
Dundee, MI 48131

Christian Freshour: Present  
Tara McKenzie: Absent  
Patricia Motylinski: Absent  
Keith Pilbeam: Present  
Carol Reaume: Present  
Crystal Root: Absent  
Kimberly Wilkins: Present  
Present: 4, Absent: 3.

I. Board President's Statement to the Public: **"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the 'Public Comment' portion of the meeting"**

The board meeting was called to order at 5:34 p.m. by President, Christian Freshour.

II. Pledge of Allegiance

III. Attendance

IV. Closed Session

To go into Closed Session for the purpose of a re-admittance hearing. This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea

Yea: 4, Nay: 0, Absent: 3

Mr. Leach explained that with only four members at the meeting in order for an item to pass the vote will need to be 4-0. If a vote is less than 4-0 the item will need to be brought back to the August meeting for action.

V. Return to Open Session

7:21 p.m.

VI. Informational Items

VI.A. Financials

No Questions.

VI.B. Credit Card Purchases - These will be provided at the August Board Meeting.

VII. Agenda

To approve the July 14, 2025 Regular School Board Meeting Agenda as presented. This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour:

Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3  
No Discussion

### VIII. Consent Agenda

Approval of the June 9, 2025 Budget Hearing and Regular School Board Meeting Minutes; Approval of the purchase of district copy paper from CPG at a cost not to exceed \$18,564; Approval of General Fund Operational and Internal Accounts Invoices. This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3

The copy paper is the supply for the whole year.

### IX. Public Comment:

No Public Comment.

### X. New Business

#### X.A. Re-admittance of student #24250002

To approve the re-admittance of student #20242500003 to Dundee Community Schools effective with the 2025-2026 school year. This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3

No Discussion.

#### X.B. School Employee Compensation Resolution

The Board of Education certifies that it has never provided an increase to any employees' compensation for the purpose of "spiking" the amount of that employees' final average compensation, as calculated by the Office of Retirement Services. This motion, made by Kimberly Wilkins and seconded by Carol Reaume, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3

No Discussion.

#### X.C. Personnel

##### X.C.1. Hiring

To approve the hiring of Tess Fitzgerald, Elementary Lunch/Recess Paraprofessional at the hourly rate and benefits as outlined in the current DESPA contract. To approve the hiring of Angela Bekkala as the Executive Assistant to the Superintendent at a salary of \$55,000.00, full benefits, non-union. To approve the hiring of Bridget Bleau as the Technology Help Desk Technician at a salary of \$40,000, full benefits, non-union. To approve the hiring of John Manke as a High School English Teacher at the MA+30 Step 1 salary and benefits as outlined in the current EA contract. To approve the hiring of Nicole Bock, Elementary Independent Facilitator, at the hourly rate and benefits as outlined in the current DESPA contract. This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3  
No Discussion.

#### X.C.2. Resignations

To approve the resignation of Amanda Duval, Riverside Academy Administrative Assistant, effective 06/09/2025; To accept the resignation of Andrew Jasinski, Technology Assistant, effective 06/26/2025. This motion, made by Keith Pilbeam and seconded by Carol Reaume, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3

Mr. Leach said both were great employees and will be missed.

#### X.C.3. Promotion

To approve the promotion of Victoria Core to Technology Assistant at a salary of \$45,000. (Technology Funds). This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3

Mr. Leach explained the reason for the promotion.

X.D. Policy second reading and adoption. #0131.1, 2340, 5320, 5330, 5330.01, 5350, 5460, 8320, 8500, 8510, 8640.

To approve policy #s #0131.1, 5320, 5330, 5330.01, 5350, 5460, 8320, 8500, 8510, 8640 as presented. Table policy 2340. This motion, made by Keith Pilbeam and seconded by Kimberly Wilkins, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea  
Yea: 4, Nay: 0, Absent: 3

0131.1 2nd paragraph. Discussion regarding using the verbiage, Technical Corrections, and all other policies as required by law will have two readings.

2340 - Discussion regarding a chaperone agreement with the use of drugs and alcohol. - Suspend this policy until the August meeting.

5320 - Discussion that this policy seems to be promoting the HPV vaccine. This is the current policy. Today's action is for the corrections as recommended. Recommend to vote on the changes as presented today, then make a motion to have further discussion on the current policy. -Mr. Leach will contact NEOLA to get an explanation on the reason for including the wording on HPV vaccine.

#### X.E. Technology Purchase - GoGuardian

To approve the renewal of GoGuardian Teacher licensing for the 2025-26 school year at a cost not to exceed \$11,295 (this cost includes teacher training). (Technology Funds). This motion, made by Kimberly Wilkins and seconded by Keith Pilbeam, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea

Yea: 4, Nay: 0, Absent: 3

No Discussion.

#### X.F. Maintenance Requests

To approve Desbrough Excavating at a bid cost of \$12,000 to complete the installation of a concrete pad for the elementary parent pick-up loop. To approve Tanner Supply at a bid of \$13,850 to complete the replacement of both elementary main hallway boys bathroom toilet partitions. To approve Southeastern Fencing at a bid cost of \$20,500 to complete the installation of a 4ft fence to match the existing fence to prevent vehicle traffic access to the baseball and football practice areas. To approve Desbrough Excavating at a bid cost of \$20,000 to complete concrete repairs to the high school sidewalks, curbs, and parking lot areas behind the school. This motion, made by Keith Pilbeam and seconded by Carol Reaume, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour: Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea

Yea: 4, Nay: 0, Absent: 3

Discussion regarding the High School Sidewalks and Curbs - Desbrough is a vague bid. In the future, make sure all specifications are listed on all bids. Before a contract is signed, a walk-through should be done to be sure the square footage for the project is understood.

#### XI. Superintendent Comments

- The concrete pad at the high school is needed because the students walk on the grass, and it gets muddy.
- No budget from the state yet.
- Keep Kim's family in our prayers.
- If the board has questions, please let Mr. Leach know prior to the board meeting so that research can be done, and complete answers can be found ready at the board meeting.
- Mr. Leach appreciates the support from the board for the reinstatement of the student.
- Mr. Leach is excited about the next school year.

#### XII. Board Comments

- Sad to hire a replacement for Jenny - She will be missed.
- Appreciate positions that have been created within the district to assist with mental health
- Parents will be notified of the speaker regarding the student suicide presentation, and parents will have the option to opt out.

XIII. Adjournment

To adjourn the July 14, 2025 Regular School Board meeting. This motion, made by Kimberly Wilkins and seconded by Keith Pilbeam, Passed.

Tara McKenzie: Absent, Patricia Motylinski: Absent, Crystal Root: Absent, Christian Freshour:

Yea, Keith Pilbeam: Yea, Carol Reaume: Yea, Kimberly Wilkins: Yea

Yea: 4, Nay: 0, Absent: 3

No Discussion. 7:59 p.m.

Closed Session  
Monday, July 14, 2025 5:30 PM Eastern

High School Media Center  
420 Ypsilanti St.  
Dundee, MI 48131

Christian Freshour: Present  
Tara McKenzie: Absent  
Patricia Motylinski: Absent  
Keith Pilbeam: Present  
Carol Reaume: Present  
Crystal Root: Absent  
Kimberly Wilkins: Present  
Present: 4, Absent: 3.

I. Attendance

II. Readmittance Hearing

III. Parent/Student Comments

IV. Return to Open Session

DATE: 08/05/2025  
 TIME: 09:57:08

DUNDEE COMMUNITY SCHOOLS  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
 ACCOUNTING PERIOD: 2/26

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
9101	101159	V 01/16/25	10325	MADONNA UNIVERSITY	1129300000001366	7416	CHEER INVITE 2/7/25	0.00	-150.00	
9101	102576	V 04/03/25	67670	HENRY SCHEIN, INC.	1129300000001350	5991	INVOICE # 33537894	0.00	-34.12	
9101	104078	V 06/19/25	9131	TRU BY HILTON KANSA	1124100000001400	3220	2 NIGHT STAY FOR AC	0.00	-68.64	
9101	104078	V 06/19/25	9131	TRU BY HILTON KANSA	1128300076650000	3220	2 NIGHT STAY FOR AC	0.00	-386.04	
TOTAL CHECK									0.00	-454.68
9101	104469	07/10/25	P0019030	DUNDEE COMMUNITY SC	11	9404	DED:0160 INSURANCE	0.00	1,471.04	
9101	104469	07/10/25	P0019030	DUNDEE COMMUNITY SC	11	9450	DED:0155 INSURANCE	0.00	9,111.80	
TOTAL CHECK									0.00	10,582.84
9101	104470	07/10/25	P0020950	EQUITABLE ANNUITY	11	9446	DED:1002 EQUITABLE	0.00	400.00	
9101	104472	07/10/25	P0041878	FLEXIBLE SPENDING A	11	9447	DED:0157 UNINSURED	0.00	1,145.85	
9101	104473	07/10/25	P0024935	GLP ASSOCIATES	11	9443	DED:1009 GLP INV	0.00	2,382.37	
9101	104478	07/10/25	P0061482	PARADIGM EQUITIES	11	9441	DED:1006 PARADIGM	0.00	2,015.00	
9101	104480	07/10/25	P0000551	THRIVENT MUTUAL FUN	11	9460	DED:1005 AAL	0.00	50.00	
9101	104481	07/10/25	8489	UMB BANK CUSTODIAN,	11	9448	DED:2009 UMB BANK	0.00	816.06	
9101	104482	07/10/25	P0087605	UNITED WAY	11	9455	DED:1000 U WAY	0.00	19.00	
9101	104483	07/10/25	P0089328	VARIABLE ANNUITY LI	11	9444	DED:1003 VALIC	0.00	50.00	
9101	104484	07/09/25	10102	MIDWEST TRANSIT EQU	1127100026900000	6650	2022 IC CE 77 PASS	0.00	99,967.00	
9101	104525	07/10/25	7809	AKITABOX	1126100000000000	3195	6-29-25 TO 6-28-26	0.00	6,818.86	
9101	104526	07/10/25	8603	APPTEGY, INC.	1128400000000000	3450	THRILLSHARE SCRIPT	0.00	11,200.00	
9101	104528	07/10/25	19028	DUNDEE ACE HARDWARE	1132100000000000	5940	CHLORINATOR	0.00	47.92	
9101	104528	07/10/25	19028	DUNDEE ACE HARDWARE	1126100000000000	5940	CHLORINATOR, BRUSH	0.00	85.87	
TOTAL CHECK									0.00	133.79
9101	104529	07/10/25	27312	GUARDIAN ALARM	1126600024940000	3193	JULY 25 SUPERS OFFI	0.00	33.59	
9101	104529	07/10/25	27312	GUARDIAN ALARM	1126600024940000	3193	JULY 25 RIVERSIDE	0.00	145.00	
9101	104529	07/10/25	27312	GUARDIAN ALARM	1126600024940000	3193	JULY 25 HIGH SCHOOL	0.00	657.99	
9101	104529	07/10/25	27312	GUARDIAN ALARM	1126600024940000	3193	JULY 25 MS/ELEMENTA	0.00	1,487.24	
TOTAL CHECK									0.00	2,323.82
9101	104530	07/10/25	9126	HOT RODS MOTORCYCLE	1126600024940000	5193	3 BUDDY BENCHES	0.00	2,572.21	
9101	104532	07/10/25	10279	MICHIGAN ASSOC OF S	1123100000000000	7412	2025-26 MEMBER DUES	0.00	4,695.14	
9101	104533	07/10/25	8162	PERRY PRO TECH	1128400000000000	3450	PAPERCUT ANN RENEWA	0.00	1,779.80	
9101	104535	07/10/25	74976	STEVENS DISPOSAL &	1126100000000000	3840	JULY 25 WASTE SERVI	0.00	1,909.42	

DATE: 08/05/2025  
TIME: 09:57:08

DUNDEE COMMUNITY SCHOOLS  
CHECK REGISTER - BY FUND

PAGE NUMBER: 2  
ACCTPA21

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
ACCOUNTING PERIOD: 2/26

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
9101	104536	07/10/25	6790	DEBORAH L ROUSE	1125200000000000	7910	PAYROLL A1 7-10-25	0.00	1,110.58	
9101	104558	07/17/25	8521	ACCUSHRED, LLC	1125700000000000	3195	7-09 SHREDDING	0.00	144.00	
9101	104559	07/17/25	10034	ASCD	1123200000000000	7412	12-2025 TO 11-2026	0.00	289.00	
9101	104560	07/17/25	7420	COMCAST	1126100000000000	3410	JULY 2025 INTERNET	0.00	183.85	
9101	104562	07/17/25	7926	CUTTING EDGE LAWN A	1126100000000000	3126	7-07 LAWN SERVICE	0.00	1,525.00	
9101	104563	07/17/25	6334	D & P COMMUNICATION	1126100000000000	3410	JUL 2025 PHONE SERV	0.00	1,924.55	
9101	104564	07/17/25	19028	DUNDEE ACE HARDWARE	1126100000000000	5940	PAINT SUPPLIES	0.00	94.17	
9101	104565	07/17/25	8936	FIVE-STAR TECHNOLOG	1123100000000000	3450	2025-26 PIVOT EVALS	0.00	4,400.00	
9101	104566	07/17/25	8926	GARDINER SERVICE CO	1126100000000000	3195	JUN/JUL/AUG BILLING	0.00	690.00	
9101	104567	07/17/25	10325	MADONNA UNIVERSITY	1129300000001366	7416	CHEER INVITE 2/7/25	0.00	150.00	
9101	104568	07/17/25	42730	MEMSPA	1124100000004300	7412	MEMSPA/NAESP PROFES	0.00	599.00	
9101	104569	07/17/25	10279	MICHIGAN ASSOC OF S	1123100000000000	3220	2025 BTS WORKSHOP	0.00	125.00	
9101	104571	07/17/25	10349	NEOLA, INC	1123100000000000	3190	UPDATE SRV VOL 40 #	0.00	1,375.00	
9101	104572	07/17/25	7767	US BANK EQUIPMENT F	1111100000004300	4220	ELMENTARY COPIER	0.00	168.73	
9101	104714	07/25/25	P0019030	DUNDEE COMMUNITY SC	11	9404	DED:0160 INSURANCE	0.00	1,471.04	
9101	104714	07/25/25	P0019030	DUNDEE COMMUNITY SC	11	9450	DED:0155 INSURANCE	0.00	9,111.80	
TOTAL CHECK									0.00	10,582.84
9101	104715	07/25/25	P0020950	EQUITABLE ANNUITY	11	9446	DED:1002 EQUITABLE	0.00	400.00	
9101	104717	07/25/25	P0041878	FLEXIBLE SPENDING A	11	9447	DED:0157 UNINSURED	0.00	1,145.85	
9101	104718	07/25/25	P0024935	GLP ASSOCIATES	11	9443	DED:1009 GLP INV	0.00	2,382.37	
9101	104724	07/25/25	P0061482	PARADIGM EQUITIES	11	9441	DED:1006 PARADIGM	0.00	2,252.50	
9101	104726	07/25/25	P0000551	THRIVENT MUTUAL FUN	11	9460	DED:1005 AAL	0.00	50.00	
9101	104727	07/25/25	8489	UMB BANK CUSTODIAN,	11	9448	DED:2009 UMB BANK	0.00	816.06	
9101	104728	07/25/25	P0087605	UNITED WAY	11	9455	DED:1000 U WAY	0.00	19.00	
9101	104729	07/25/25	P0089328	VARIABLE ANNUITY LI	11	9444	DED:1003 VALIC	0.00	50.00	
9101	104730	07/23/25	9154	SOUTHEASTERN FENCIN	1126100000000000	4120	INSTALL APPROX 895	0.00	10,250.00	

DATE: 08/05/2025  
TIME: 09:57:08

DUNDEE COMMUNITY SCHOOLS  
CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
ACCOUNTING PERIOD: 2/26

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	104749	07/29/25	8487	ARNOLD SALES COMPLE	1126100000000000	5940	SUPPLIES	0.00	3,170.67
9101	104749	07/29/25	8487	ARNOLD SALES COMPLE	1126100000000000	5940	SUPPLIES	0.00	5,644.33
TOTAL CHECK									8,815.00
9101	104751	07/29/25	10006	CAROLINA BIOLOGICAL	1111200000003300	5117	PERCH, OWL PELLETS,	0.00	364.11
9101	104753	07/29/25	7926	CUTTING EDGE LAWN A	1126100000000000	3126	7-20 LAWN SERVICE	0.00	1,525.00
9101	104754	07/29/25	46248	MONROE COUNTY INTER	1123200000000000	7412	SUPT ASSOCIATION DU	0.00	250.00
9101	104754	07/29/25	46248	MONROE COUNTY INTER	1128300000000032	8220	INV# HLEA000219 202	0.00	1,944.00
9101	104754	07/29/25	46248	MONROE COUNTY INTER	1128300000000032	8220	INV# HLEA000228 202	0.00	808.08
TOTAL CHECK									3,002.08
9101	104755	07/29/25	8162	PERRY PRO TECH	1124100000001300	5910	OFFICE/WKRM STAPLES	0.00	126.72
9101	104756	07/29/25	61637	QUILL CORPORATION	1111100000004300	5110	TEACHER/CLASSROOM S	0.00	146.43
9101	104758	07/29/25	7199	ANDREA SCHROEDER	1111100000004300	5110	PENCIL BOXES	0.00	50.44
9101	104759	07/29/25	74899	STATE INDUSTRIAL PR	1126100000000000	5940	SLUDGE HAMMER	0.00	356.31
9101	104760	07/29/25	74976	STEVENS DISPOSAL &	1126100000000000	3840	JULY 2025 SERVICE	0.00	2,359.42
9101	104761	07/29/25	6564	TOWN AND COUNTRY PO	1132100000000000	5940	HYDROCHLORIC ACID	0.00	577.50
9101	V104311	07/11/25	6638	EDUSTAFF-VOID	1112500029040000	1630	R. SALENBIEN-SUMMER	0.00	950.79
9101	V104471	07/10/25	P10158	VOID FED WITHHOLDIN	11	9430	DED:*FM MEDICARE	0.00	10,907.12
9101	V104471	07/10/25	P10158	VOID FED WITHHOLDIN	11	9430	DED:*FT FED TAX	0.00	32,297.12
9101	V104471	07/10/25	P10158	VOID FED WITHHOLDIN	11	9430	DED:*FI FICA	0.00	46,637.94
TOTAL CHECK									89,842.18
9101	V104474	07/10/25	7125	MEA	11	9452	DED:0302 MEA DUES	0.00	1,588.71
9101	V104475	07/10/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0100 RETIREMENT	0.00	2,408.21
9101	V104475	07/10/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0120 RETIREMENT	0.00	5,410.85
9101	V104475	07/10/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0119 RETIREMENT	0.00	8,349.22
9101	V104475	07/10/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0117 RETIREMENT	0.00	13,046.47
9101	V104475	07/10/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0127 RET PP2	0.00	14,702.58
9101	V104475	07/10/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0101 RETIREMENT	0.00	62,260.59
TOTAL CHECK									106,177.92
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9458	DED:0110 HCC 3.0	0.00	6,218.67
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9432	DED:0126 PP2	0.00	3,356.27
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9432	DED:0106 MIP GRADED	0.00	3,667.81
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9432	DED:0115 MIP 7%	0.00	5,273.91
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9432	DED:0121 MIP PLUS	0.00	201.35
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9432	DED:0104 MIP FIXED	0.00	215.95
9101	V104476	07/10/25	P0013285	MPSERS - MIP	11	9432	DED:0109 MIP P PLUS	0.00	1,755.29
TOTAL CHECK									20,689.25

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	V104477	07/10/25	P0044010	MPSERS-DC	11	9432	DED:0113 PHF	0.00	6,810.04
9101	V104477	07/10/25	P0044010	MPSERS-DC	11	9432	DED:0112 DEF CONT	0.00	17,000.84
TOTAL CHECK									23,810.88
9101	V104479	07/10/25	P0041375	STATE OF MICHIGAN	11	9431	DED:*SMI MI WHOLD	0.00	13,181.23
9101	V104531	07/10/25	41645	MASB-SEG	1126100000000000	3193	GENERAL LIABILITY	0.00	16,770.00
9101	V104531	07/10/25	41645	MASB-SEG	1125900000000000	3920	EXCESS LIABILITY	0.00	10,500.00
9101	V104531	07/10/25	41645	MASB-SEG	1125900000000000	3920	EDUCATORS LEGAL LIA	0.00	13,596.00
9101	V104531	07/10/25	41645	MASB-SEG	1126100000000000	3910	PROPERTY INSURANCE	0.00	127,222.00
9101	V104531	07/10/25	41645	MASB-SEG	1126100000000000	3910	INLAND MARINE	0.00	4,038.00
9101	V104531	07/10/25	41645	MASB-SEG	1126100000000000	3910	EQUIPMENT BREAKDOWN	0.00	7,970.00
9101	V104531	07/10/25	41645	MASB-SEG	1128400000000000	3910	CYBER COVERAGE	0.00	9,000.00
9101	V104531	07/10/25	41645	MASB-SEG	1126100000000000	3910	SAFE GUARD/CRIME	0.00	1,561.00
9101	V104531	07/10/25	41645	MASB-SEG	1127100000000000	3930	AUTOMOBILE LIABILIT	0.00	16,287.00
TOTAL CHECK									206,944.00
9101	V104534	07/10/25	41879	SEG WORKERS' COMPEN	11	9480	FIRST QUARTER WORKE	0.00	2,311.00
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1112759400001300	2130	JUL 2025 CTE BUSINE	0.00	1,967.20
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1112219420213300	2130	JUL 2025 MS SPEC ED	0.00	563.93
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1124100000001400	2130	JUL 2025 RIVSD OFFI	0.00	570.49
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1124100000003300	2130	JUL 2025 MS OFFICE	0.00	655.73
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1111800034054300	2130	JUL 2025 GSRP HEALT	0.00	655.73
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1112758000001300	2130	JUL 2025 CTE FIRE	0.00	786.88
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1129300000001350	2130	JUL 2025 ATHLETICS	0.00	786.88
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1112753800001300	2130	JUL 2025 CTE FIRE	0.00	786.88
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1121821000001400	2130	JUL 2025 RIVSDE SP	0.00	885.24
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1112219420211300	2130	JUL 2025 HS SPEC ED	0.00	1,081.96
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1121600030611300	2130	JUL 2025 HS SOCIAL	0.00	1,573.76
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1112219420214300	2130	JUL 2025 EL SPEC ED	0.00	3,540.96
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1111300000001400	2130	JUL 2025 RA TEACHER	0.00	5,331.11
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1111300000001300	2130	JUL 2025 HS TEACHER	0.00	11,029.43
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1111200000003300	2130	JUL 2025 MS TEACHER	0.00	24,996.54
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1111100000004300	2130	JUL 2025 EL TEACHER	0.00	28,721.10
9101	V104537	07/15/25	6828	BLUE CROSS BLUE SHI	1124100000001300	2130	JUL 2025 HS OFFICE	0.00	2,360.64
TOTAL CHECK									86,294.46
9101	V104538	07/15/25	6870	BLUE CROSS BLUE SHI	1124100000004300	2130	JUL 2025 EL OFFICE	0.00	2,680.43
9101	V104538	07/15/25	6870	BLUE CROSS BLUE SHI	1121600024943300	2130	JUL 2025 HS SOC WOR	0.00	2,881.46
9101	V104538	07/15/25	6870	BLUE CROSS BLUE SHI	1121600030611300	2130	JUN 2025 HS SOC WOR	0.00	2,881.46
9101	V104538	07/15/25	6870	BLUE CROSS BLUE SHI	1125200000000000	2130	JUL 2025 BUS OFFICE	0.00	1,608.26
9101	V104538	07/15/25	6870	BLUE CROSS BLUE SHI	1123200000000000	2130	JUL 2025 SUPT OFFIC	0.00	2,010.32
9101	V104538	07/15/25	6870	BLUE CROSS BLUE SHI	1124100000001300	2130	JUL 2025 HS OFFICE	0.00	2,010.32
TOTAL CHECK									14,072.25
9101	V104545	07/15/25	42864	MESSA	11	9450	MESSA INSURANCE JUL	0.00	895.04
9101	V104545	07/15/25	42864	MESSA	1111100000004300	2150	MESSA INSURANCE JUL	0.00	673.11
9101	V104545	07/15/25	42864	MESSA	1124100000001400	2150	MESSA INSURANCE JUL	0.00	4.56
9101	V104545	07/15/25	42864	MESSA	1122200000004300	2150	MESSA INSURANCE JUL	0.00	4.87
9101	V104545	07/15/25	42864	MESSA	1122200000001300	2150	MESSA INSURANCE JUL	0.00	4.87

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9101	V104545	07/15/25	42864	MESSA	1112758000001300	2150	MESSA INSURANCE JUL	0.00	5.22
9101	V104545	07/15/25	42864	MESSA	1112753800001300	2150	MESSA INSURANCE JUL	0.00	5.22
9101	V104545	07/15/25	42864	MESSA	1112750100001300	2150	MESSA INSURANCE JUL	0.00	6.54
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2150	MESSA INSURANCE JUL	0.00	9.32
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2150	MESSA INSURANCE JUL	0.00	10.44
9101	V104545	07/15/25	42864	MESSA	1121821000001400	2150	MESSA INSURANCE JUL	0.00	15.73
9101	V104545	07/15/25	42864	MESSA	1112759400001300	2150	MESSA INSURANCE JUL	0.00	15.73
9101	V104545	07/15/25	42864	MESSA	1129300000001350	2150	MESSA INSURANCE JUL	0.00	15.93
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2150	MESSA INSURANCE JUL	0.00	20.03
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2150	MESSA INSURANCE JUL	0.00	20.88
9101	V104545	07/15/25	42864	MESSA	1112754000001300	2150	MESSA INSURANCE JUL	0.00	21.10
9101	V104545	07/15/25	42864	MESSA	1112756000001300	2150	MESSA INSURANCE JUL	0.00	21.10
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2150	MESSA INSURANCE JUL	0.00	22.27
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2150	MESSA INSURANCE JUL	0.00	22.88
9101	V104545	07/15/25	42864	MESSA	1121900000004300	2150	MESSA INSURANCE JUL	0.00	29.22
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2150	MESSA INSURANCE JUL	0.00	30.11
9101	V104545	07/15/25	42864	MESSA	1121300024944300	2150	MESSA INSURANCE JUL	0.00	30.11
9101	V104545	07/15/25	42864	MESSA	1121600024944300	2150	MESSA INSURANCE JUL	0.00	30.11
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2150	MESSA INSURANCE JUL	0.00	30.11
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2140	MESSA INSURANCE JUL	0.00	81.12
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2140	MESSA INSURANCE JUL	0.00	88.98
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2140	MESSA INSURANCE JUL	0.00	90.98
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2140	MESSA INSURANCE JUL	0.00	90.98
9101	V104545	07/15/25	42864	MESSA	1121600024944300	2140	MESSA INSURANCE JUL	0.00	123.13
9101	V104545	07/15/25	42864	MESSA	1121300024944300	2140	MESSA INSURANCE JUL	0.00	123.13
9101	V104545	07/15/25	42864	MESSA	1121821000001400	2140	MESSA INSURANCE JUL	0.00	127.90
9101	V104545	07/15/25	42864	MESSA	1112754000001300	2140	MESSA INSURANCE JUL	0.00	127.90
9101	V104545	07/15/25	42864	MESSA	1112756000001300	2140	MESSA INSURANCE JUL	0.00	127.90
9101	V104545	07/15/25	42864	MESSA	1112759400001300	2140	MESSA INSURANCE JUL	0.00	127.90
9101	V104545	07/15/25	42864	MESSA	1112219420214300	2140	MESSA INSURANCE JUL	0.00	190.80
9101	V104545	07/15/25	42864	MESSA	1121200000001300	2140	MESSA INSURANCE JUL	0.00	200.51
9101	V104545	07/15/25	42864	MESSA	1112219420211300	2140	MESSA INSURANCE JUL	0.00	255.80
9101	V104545	07/15/25	42864	MESSA	1112219420213300	2140	MESSA INSURANCE JUL	0.00	271.75
9101	V104545	07/15/25	42864	MESSA	1111300000001400	2140	MESSA INSURANCE JUL	0.00	346.61
9101	V104545	07/15/25	42864	MESSA	1111200000003300	2140	MESSA INSURANCE JUL	0.00	1,122.68
9101	V104545	07/15/25	42864	MESSA	1111300000001300	2140	MESSA INSURANCE JUL	0.00	1,712.99
9101	V104545	07/15/25	42864	MESSA	1111100000004300	2140	MESSA INSURANCE JUL	0.00	4,454.03
9101	V104545	07/15/25	42864	MESSA	1129300000001350	2140	MESSA INSURANCE JUL	0.00	4.66
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2140	MESSA INSURANCE JUL	0.00	4.87
9101	V104545	07/15/25	42864	MESSA	1125200000000000	2140	MESSA INSURANCE JUL	0.00	9.32
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2140	MESSA INSURANCE JUL	0.00	9.32
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2140	MESSA INSURANCE JUL	0.00	30.11
9101	V104545	07/15/25	42864	MESSA	1125200000000000	2150	MESSA INSURANCE JUL	0.00	31.85
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2150	MESSA INSURANCE JUL	0.00	31.85
9101	V104545	07/15/25	42864	MESSA	1121200000001300	2150	MESSA INSURANCE JUL	0.00	42.20
9101	V104545	07/15/25	42864	MESSA	1111300000001400	2150	MESSA INSURANCE JUL	0.00	42.63
9101	V104545	07/15/25	42864	MESSA	1112219420211300	2150	MESSA INSURANCE JUL	0.00	51.94
9101	V104545	07/15/25	42864	MESSA	1112219420213300	2150	MESSA INSURANCE JUL	0.00	68.47
9101	V104545	07/15/25	42864	MESSA	1112219420214300	2150	MESSA INSURANCE JUL	0.00	94.35
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2150	MESSA INSURANCE JUL	0.00	123.13
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2150	MESSA INSURANCE JUL	0.00	139.06

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	V104545	07/15/25	42864	MESSA	1111200000003300	2150	MESSA INSURANCE JUL	0.00	173.11
9101	V104545	07/15/25	42864	MESSA	1123200000000000	2150	MESSA INSURANCE JUL	0.00	192.87
9101	V104545	07/15/25	42864	MESSA	1111300000001300	2150	MESSA INSURANCE JUL	0.00	274.16
9101	V104545	07/15/25	42864	MESSA	1126100000000000	2150	MESSA INSURANCE JUL	0.00	278.11
9101	V104545	07/15/25	42864	MESSA	1112753800001300	2140	MESSA INSURANCE JUL	0.00	31.45
9101	V104545	07/15/25	42864	MESSA	1112758000001300	2140	MESSA INSURANCE JUL	0.00	31.45
9101	V104545	07/15/25	42864	MESSA	1112750100001300	2140	MESSA INSURANCE JUL	0.00	33.86
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2140	MESSA INSURANCE JUL	0.00	34.77
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2140	MESSA INSURANCE JUL	0.00	34.93
9101	V104545	07/15/25	42864	MESSA	1124100000001400	2140	MESSA INSURANCE JUL	0.00	37.09
9101	V104545	07/15/25	42864	MESSA	1123200000000000	2140	MESSA INSURANCE JUL	0.00	50.14
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2140	MESSA INSURANCE JUL	0.00	57.83
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2140	MESSA INSURANCE JUL	0.00	62.90
9101	V104545	07/15/25	42864	MESSA	1126100000000000	2140	MESSA INSURANCE JUL	0.00	69.54
9101	V104545	07/15/25	42864	MESSA	1112219420213300	2110	MESSA INSURANCE JUL	0.00	40.74
9101	V104545	07/15/25	42864	MESSA	1123200000000000	2110	MESSA INSURANCE JUL	0.00	42.75
9101	V104545	07/15/25	42864	MESSA	1112219420214300	2110	MESSA INSURANCE JUL	0.00	48.00
9101	V104545	07/15/25	42864	MESSA	1111200000003300	2110	MESSA INSURANCE JUL	0.00	67.50
9101	V104545	07/15/25	42864	MESSA	1111300000001300	2110	MESSA INSURANCE JUL	0.00	116.76
9101	V104545	07/15/25	42864	MESSA	1111100000004300	2110	MESSA INSURANCE JUL	0.00	250.20
9101	V104545	07/15/25	42864	MESSA	1124100000001400	2110	MESSA INSURANCE JUL	0.00	0.87
9101	V104545	07/15/25	42864	MESSA	1112758000001300	2110	MESSA INSURANCE JUL	0.00	1.50
9101	V104545	07/15/25	42864	MESSA	1112753800001300	2110	MESSA INSURANCE JUL	0.00	1.50
9101	V104545	07/15/25	42864	MESSA	1122200000001300	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1122200000004300	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1112759400001300	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1121821000001400	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2110	MESSA INSURANCE JUL	0.00	3.00
9101	V104545	07/15/25	42864	MESSA	1129300000001350	2110	MESSA INSURANCE JUL	0.00	4.50
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2110	MESSA INSURANCE JUL	0.00	6.00
9101	V104545	07/15/25	42864	MESSA	1112756000001300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1112750100001300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1112754000001300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1125200000000000	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1121300024944300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1121600024944300	2110	MESSA INSURANCE JUL	0.00	9.00
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2110	MESSA INSURANCE JUL	0.00	12.00
9101	V104545	07/15/25	42864	MESSA	1111300000001400	2110	MESSA INSURANCE JUL	0.00	12.93
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2110	MESSA INSURANCE JUL	0.00	13.50
9101	V104545	07/15/25	42864	MESSA	1121900000004300	2110	MESSA INSURANCE JUL	0.00	18.00
9101	V104545	07/15/25	42864	MESSA	1121200000001300	2110	MESSA INSURANCE JUL	0.00	18.00
9101	V104545	07/15/25	42864	MESSA	1112219420211300	2110	MESSA INSURANCE JUL	0.00	24.00
9101	V104545	07/15/25	42864	MESSA	1126100000000000	2110	MESSA INSURANCE JUL	0.00	27.00
9101	V104545	07/15/25	42864	MESSA	1111300000001400	2120	MESSA INSURANCE JUL	0.00	35.31
9101	V104545	07/15/25	42864	MESSA	1112219420213300	2120	MESSA INSURANCE JUL	0.00	37.27

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 TIME: 09:57:08

DUNDEE COMMUNITY SCHOOLS  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
 ACCOUNTING PERIOD: 2/26

FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	V104545	07/15/25	42864	MESSA	1121200000001300	2120	MESSA INSURANCE JUL	0.00	41.97
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2120	MESSA INSURANCE JUL	0.00	57.88
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2120	MESSA INSURANCE JUL	0.00	57.88
9101	V104545	07/15/25	42864	MESSA	1123200000000000	2120	MESSA INSURANCE JUL	0.00	62.50
9101	V104545	07/15/25	42864	MESSA	1111200000003300	2120	MESSA INSURANCE JUL	0.00	156.36
9101	V104545	07/15/25	42864	MESSA	1111300000001300	2120	MESSA INSURANCE JUL	0.00	236.36
9101	V104545	07/15/25	42864	MESSA	1111100000004300	2120	MESSA INSURANCE JUL	0.00	586.35
9101	V104545	07/15/25	42864	MESSA	1124100000001400	2120	MESSA INSURANCE JUL	0.00	3.78
9101	V104545	07/15/25	42864	MESSA	1129300000001350	2120	MESSA INSURANCE JUL	0.00	4.75
9101	V104545	07/15/25	42864	MESSA	1112753800001300	2120	MESSA INSURANCE JUL	0.00	6.52
9101	V104545	07/15/25	42864	MESSA	1112758000001300	2120	MESSA INSURANCE JUL	0.00	6.52
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1124100000004300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1125200000000000	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1121600024944300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1121300024944300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2120	MESSA INSURANCE JUL	0.00	9.50
9101	V104545	07/15/25	42864	MESSA	1121821000001400	2120	MESSA INSURANCE JUL	0.00	13.03
9101	V104545	07/15/25	42864	MESSA	1112754000001300	2120	MESSA INSURANCE JUL	0.00	13.03
9101	V104545	07/15/25	42864	MESSA	1121600030611300	2120	MESSA INSURANCE JUL	0.00	13.03
9101	V104545	07/15/25	42864	MESSA	1112750100001300	2120	MESSA INSURANCE JUL	0.00	13.03
9101	V104545	07/15/25	42864	MESSA	1112756000001300	2120	MESSA INSURANCE JUL	0.00	13.03
9101	V104545	07/15/25	42864	MESSA	1112759400001300	2120	MESSA INSURANCE JUL	0.00	13.03
9101	V104545	07/15/25	42864	MESSA	1124100000001300	2120	MESSA INSURANCE JUL	0.00	14.25
9101	V104545	07/15/25	42864	MESSA	1112219420211300	2120	MESSA INSURANCE JUL	0.00	26.06
9101	V104545	07/15/25	42864	MESSA	1112219420214300	2120	MESSA INSURANCE JUL	0.00	26.06
9101	V104545	07/15/25	42864	MESSA	1126100000000000	2120	MESSA INSURANCE JUL	0.00	28.50
9101	V104545	07/15/25	42864	MESSA	1124100000003300	2120	MESSA INSURANCE JUL	0.00	28.94
TOTAL CHECK								0.00	16,053.25
9101	V104574	07/25/25	6638	EDUSTAFF-VOID	1112500029040000	1240	SUMMER SCHL SALENBI	0.00	107.58
9101	V104716	07/25/25	P10158	VOID FED WITHHOLDIN	11	9430	DED:*FM MEDICARE	0.00	9,636.64
9101	V104716	07/25/25	P10158	VOID FED WITHHOLDIN	11	9430	DED:*FT FED TAX	0.00	26,581.52
9101	V104716	07/25/25	P10158	VOID FED WITHHOLDIN	11	9430	DED:*FI FICA	0.00	41,204.76
TOTAL CHECK								0.00	77,422.92
9101	V104719	07/25/25	7125	MEA	11	9452	DED:0302 MEA DUES	0.00	1,588.71
9101	V104720	07/25/25	8803	MEDICAL AIR SERVCIE	11	9450	DED:1012 MASA	0.00	339.00
9101	V104721	07/25/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0100 RETIREMENT	0.00	1,578.47
9101	V104721	07/25/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0120 RETIREMENT	0.00	5,343.10
9101	V104721	07/25/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0119 RETIREMENT	0.00	7,119.79
9101	V104721	07/25/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0117 RETIREMENT	0.00	9,654.63
9101	V104721	07/25/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0127 RET PP2	0.00	11,001.63
9101	V104721	07/25/25	P0043287	MPSERS - ER PAID RE	11	9458	DED:0101 RETIREMENT	0.00	54,999.97
TOTAL CHECK								0.00	89,697.59

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DUNDEE COMMUNITY SCHOOLS  
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ACCTPA21

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FUND - 11 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9458	DED:0110 HCC 3.0	0.00	5,433.66
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9432	DED:0104 MIP FIXED	0.00	126.49
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9432	DED:0121 MIP PLUS	0.00	213.77
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9432	DED:0109 MIP P PLUS	0.00	1,388.08
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9432	DED:0126 PP2	0.00	2,511.43
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9432	DED:0106 MIP GRADED	0.00	3,569.73
9101	V104722	07/25/25	P0013285	MPSERS - MIP	11	9432	DED:0115 MIP 7%	0.00	4,801.96
TOTAL CHECK								0.00	18,045.12
9101	V104723	07/25/25	P0044010	MPSERS-DC	11	9432	DED:0113 PHF	0.00	5,504.92
9101	V104723	07/25/25	P0044010	MPSERS-DC	11	9432	DED:0112 DEF CONT	0.00	13,906.36
TOTAL CHECK								0.00	19,411.28
9101	V104725	07/25/25	P0041375	STATE OF MICHIGAN	11	9431	DED:*SMI MI WHOLD	0.00	11,575.35
9101	V104757	07/29/25	8631	ARBITERSPORTS LLC	11	9192.001	REF PA6Y	0.00	12,000.00
TOTAL CASH ACCOUNT								0.00	1,018,376.34
TOTAL FUND								0.00	1,018,376.34

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DUNDEE COMMUNITY SCHOOLS  
CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
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FUND - 27 - TECHNOLOGY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	104573	07/17/25	8243	JAMF HOLDINGS INC.	2728400000000000	3450	JAMF PRO	0.00	3,078.00
9101	104573	07/17/25	8243	JAMF HOLDINGS INC.	2728400000000000	3450	JAMF CONNECT	0.00	825.00
9101	104573	07/17/25	8243	JAMF HOLDINGS INC.	2728400000000000	3450	JAMF SCHOOL	0.00	302.50
9101	104573	07/17/25	8243	JAMF HOLDINGS INC.	2728400000000000	3450	JAMF PRO	0.00	72.00
9101	104573	07/17/25	8243	JAMF HOLDINGS INC.	2728400000000000	3450	JAMF CONNECT BASIC	0.00	50.00
9101	104573	07/17/25	8243	JAMF HOLDINGS INC.	2728400000000000	3450	JAMF SCHOOL LIFETIM	0.00	175.00
TOTAL	CHECK							0.00	4,502.50
9101	104763	07/29/25	6620	INACOMP TSG	2728400000000000	3450	FORTINET SUPPORT	0.00	2,732.12
9101	104764	07/29/25	7382	SEHI COMPUTER PRODU	2728400000000000	6420	HP FORTIS G10 CHROM	0.00	45,288.00
9101	104764	07/29/25	7382	SEHI COMPUTER PRODU	2728400000000000	3450	CHROME MANAGEMENT C	0.00	5,960.00
TOTAL	CHECK							0.00	51,248.00
9101	V104539	07/15/25	6870	BLUE CROSS BLUE SHI	2728400000000000	2130	JUL 2025 TECH HEALT	0.00	3,618.58
9101	V104546	07/15/25	42864	MESSA	2728400000000000	2120	MESSA INSURANCE JUL	0.00	28.50
9101	V104546	07/15/25	42864	MESSA	2728400000000000	2110	MESSA INSURANCE JUL	0.00	27.00
9101	V104546	07/15/25	42864	MESSA	2728400000000000	2150	MESSA INSURANCE JUL	0.00	304.09
9101	V104546	07/15/25	42864	MESSA	2728400000000000	2140	MESSA INSURANCE JUL	0.00	80.25
TOTAL	CHECK							0.00	439.84
TOTAL	CASH ACCOUNT							0.00	62,541.04
TOTAL	FUND							0.00	62,541.04

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FUND - 36 - DEBT SERVICE 2022 BOND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9181	V104765	07/29/25	7547	HUNTINGTON NATIONAL	3651100000000000	7412	DUNDEE COMMUNITY SC	0.00	500.00
TOTAL CASH ACCOUNT								0.00	500.00
TOTAL FUND								0.00	500.00

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DUNDEE COMMUNITY SCHOOLS  
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ACCTPA21

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
ACCOUNTING PERIOD: 2/26

FUND - 41 - CAPITAL PROJECTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9102	104766	07/29/25	8246	ADRIAN MECHANICAL S	4126100000000000	6450	HS POOL DECK DRN RE	0.00	2,043.10
TOTAL CASH ACCOUNT								0.00	2,043.10
TOTAL FUND								0.00	2,043.10

DATE: 08/05/2025  
TIME: 09:57:08

DUNDEE COMMUNITY SCHOOLS  
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ACCTPA21

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
ACCOUNTING PERIOD: 2/26

FUND - 45 - CAP PROJ 2022 BOND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9103.001	104767	07/29/25	8246	ADRIAN MECHANICAL S	4526100000000000	6450	HS POOL DECK DRN RE	0.00	18,125.40
TOTAL CASH ACCOUNT								0.00	18,125.40
TOTAL FUND								0.00	18,125.40

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 TIME: 09:57:08

DUNDEE COMMUNITY SCHOOLS  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='26' and transact.period='1'  
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FUND - 61 - AGENCY FUNDS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9101	99462 V	10/22/24	44205	MICHIGAN SCHOOL VOC	61	9309	6-7-8-9 ST HNRS CHO	0.00	-90.00
9101	99462 V	10/22/24	44205	MICHIGAN SCHOOL VOC	61	9309	6-7-8-9 ST HNRS CHO	0.00	-90.00
TOTAL CHECK								0.00	-180.00
9101	101951 V	02/26/25	6859	DEANNA L BRESSLER	61	9346	ROBOTICS EXPENSES	0.00	-17.98
9101	104454 V	07/08/25	9136	JADYN SPAU/UNIV OF	61	9396	25SCHOLARSHIP	0.00	-500.00
9101	104467 V	07/08/25	8229	NATALIE STAHL/UNIVE	61	9394	25SCHOLARSHIP	0.00	-1,000.00
9101	104527	07/10/25	14825	CULLIGAN OF IDA	61	9334	JULY 2025 WATER	0.00	56.00
9101	104527	07/10/25	14825	CULLIGAN OF IDA	61	9329	JULY 2025 WATER	0.00	56.00
TOTAL CHECK								0.00	112.00
9101	104561	07/17/25	14825	CULLIGAN OF IDA	61	9322	SERVICE FOR JULY 20	0.00	104.00
9101	104570	07/17/25	44205	MICHIGAN SCHOOL VOC	61	9309	6-7-8-9 ST HNRS CHO	0.00	90.00
9101	104570	07/17/25	44205	MICHIGAN SCHOOL VOC	61	9309	6-7-8-9 ST HNRS CHO	0.00	90.00
TOTAL CHECK								0.00	180.00
9101	104750	07/29/25	7463	CARLSON ATHLETIC CL	61	9307	JV VARSITY ATTENDED	0.00	325.00
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	V-NECK MIDRIFF-ROYA	0.00	79.95
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	V-NECK MIDRIFF ROYA	0.00	207.87
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	V-NECK MIDRIFF ROYA	0.00	191.88
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	V-NECK MIDRIFF ROYA	0.00	31.98
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	V-NECK MIDRIFF ROYA	0.00	31.98
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	V-NECK MIDRUFF ROYA	0.00	31.98
9101	104752	07/29/25	9109	KATAMY CORPORATION	61	9330	CO SHIPPING	0.00	45.35
TOTAL CHECK								0.00	620.99
9101	104762	07/29/25	8946	WIND IN THE WILLOWS	61	9329	FOR DARICE BOCK	0.00	125.00
TOTAL CASH ACCOUNT								0.00	-230.99
TOTAL FUND								0.00	-230.99
TOTAL REPORT								0.00	1,101,354.89

# DUNDEE ELEMENTARY STUDENT/PARENT HANDBOOK



**DUNDEE COMMUNITY SCHOOL DISTRICT**

**School Year - 2025-2026**

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# **Student/Parent Handbook**

for

DUNDEE ELEMENTARY SCHOOL

*Welcome to Dundee Elementary School. We are pleased to have you as a part of our school community and we'll do our best to help make your experience productive and successful!*

Shana Love, Principal 734-529-2350 #12000

Jay Briggs, Assistant Principal 734-529-2350 #12005

Diana Edwards, Admin. Asst. 734-529-2350 #12002

**Ginger Agby, Admin. Asst. 734-529-2350 #12003**

Brandy Raymer, General Education Social Worker, 734-529-2350 #11020

**Rachel Palmer, Nurse 734-529-2350 #11013**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2023. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.

## **MISSION**

Dundee Community Schools is setting a course for student success. We will challenge and inspire every student, every day, in every class through innovation and dedication - promoting knowledgeable, responsible, and caring citizens.

At Dundee Elementary, we believe in treating everyone with kindness and respect, creating a safe and happy place for all. Our mission is to prioritize students above all else, fostering a future where Dundee Elementary staff, students, and families embody respect, ownership, and wise choices as fundamental values. Together with our families and staff, we cultivate a community grounded in lifelong learning, where every individual is empowered to reach their full potential. Through innovative teaching methods, strong interventions, engaging curriculum, and meaningful partnerships with families, we inspire a love for learning that lasts a lifetime. We actively engage parents and guardians, recognizing that their involvement is essential to the success and well-being of our students. As a community, we nurture curious minds, compassionate hearts, and confident spirits, preparing our students to thrive in a rapidly changing world.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. The right of the student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Mr. Bryan Schroeder  
DHS Principal  
734-529-2350 #14000

Mrs. Shana Love  
DES Principal  
734-529-2350 #12000

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 Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **PARENT INVOLVEMENT**

Dundee Elementary School encourages all parents to have an active role in their students' academic and social lives through involvement with the school.

### **SCHOOL DAY**

Doors Open: 8:15 AM  
School Start Time: 8:35 AM  
School End Time: 3:40 PM

\*\*\* Half Day End Time: 12:05 PM

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect fair treatment, and are required to respect their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure fairness before a student is removed because of the student's behavior. In that respect, the District will consider the use of restorative practices when imposing discipline.

Parents have the right to know how their child is performing in school and will be provided information on a regular basis and otherwise as needed. At times it will be the student's responsibility to deliver that information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from Brandy Raymer, General Education Social Worker.

### **STUDENT WELL-BEING**

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

State law requires that all students must have an emergency medical card 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 office.

### **INJURY AND ILLNESS**

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

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

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes for medical or psychological reasons.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the elementary principal. The District will provide homebound instruction only for those medical or psychological confinements expected to last at least five (5) days.

Applications for individual instruction shall be supported by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must certify the nature and existence of a medical condition; state the probable duration of the

confinement; request such instruction; and/or present evidence of the student's ability to benefit from such an educational program.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

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. a birth certificate or similar document,
- B. proof of residency,
- C. proof of immunizations,
- D. court papers allocating parental rights and responsibilities, or custody (if appropriate).

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The elementary office staff 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 District Liaison for Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non resident students.

New students eighteen (18) years of age or older or emancipated minors are not required to be accompanied by a parent or guardian when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. Adult students and emancipated minors are solely responsible for their conduct.

Following an appropriate hearing, a student who has been suspended or expelled by another public school in Michigan may be 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 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 had the student committed the offense while enrolled in the District. Prior to denying

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 to be relevant.

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **EARLY DISMISSAL FROM SCHOOL**

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

### **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 Dundee Elementary 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. Parents are encouraged to contact the Dundee Elementary School office for specific details.

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

### **WITHDRAWAL FROM SCHOOL**

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

### **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 Rachel Palmer, District Nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate

in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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

### **USE OF MEDICATIONS**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the nurse's office.
- D. Medication that is brought in will be properly secured.

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

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

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.

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

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non Prescribed (Over-the-Counter) Medication - Elementary (Grades Y5-4th)**

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non prescribed medications. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **DIRECT 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 their 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 definitive evidence to warrant exclusion.

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.

## **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. Contact the Principal at 734-529-2350, #12000, to inquire about evaluation procedures and programs.

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

## **STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

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 program offered by the District. Parents should contact the Principal, at 734-529-2350, #12000 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;

- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. height if member of an athletic team;
- I. weight, if member of an athletic team which requires disclosure to participate;
- J. dates of attendance;
- K. date of graduation;
- L. awards received;
- M. honor rolls;
- N. scholarships;
- O. telephone numbers for inclusion in school or PTO directories;
- P. school photographs or videos of students participating in school activities, events or programs.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES, FINES, AND SUPPLIES**

Dundee Elementary School charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit, unless it is an approved fundraiser.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

- Community Ed. Courses
- Intramurals

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

Crowdfunding activities are governed by Board Policy 6605 and Associated Guidelines

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

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

Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fundraising activity.

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

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

## **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 class, 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.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the elementary principal.

The school participates in the National School Lunch Program and makes lunches available to students for the following prices: Breakfast \$1.85, Lunch (Y5-4th) \$3.40. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without following sign-out procedures.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that the student is eligible, contact food service at 734-529-2350, #11014.

### **FIRE, LOCK DOWN 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. The alarm signal for fire drills consists of a voice prompt with lights flashing throughout the school.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a P.A. announcement.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a P.A. announcement.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by utilizing the following:

- Alert using the school's notification system
- All local news networks, websites

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

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

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

## **USE OF THE LIBRARY OR MEDIA CENTER**

The library or media center is available to students throughout the school day from 8:30-2:00 pm. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library on or before the weekly due date.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is posted in the hallway outside of the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at various announced times throughout the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of central office. Violation of this may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **ELECTRONIC DEVICES**

Cell phones that belong to students are to be kept in the off position in the students' locker. Cell phones are not to be used during school hours. If a cell phone is seen by a staff member, the steps below will be followed. The cell phone will be kept in the office until a parent picks it up.

Smartwatches are allowed to be worn as long as they are not a distraction to students during school hours. Smartwatches should not be receiving communications from their cell phone during school hours. Similar to cell phones, if the smartwatch is receiving communications or is being used to communicate from their cell phone and is a distraction, the steps below will be followed.

Video games, tablets, and other electronic devices should not be brought to school, unless permitted for a special occasion or circumstance. The device should be kept in the off position in the students' locker until they are permitted to use them by a staff member. If an electronic device is seen by a staff member, it will be confiscated by school personnel and the steps below will be followed.

- 1<sup>st</sup> Offense- verbal warning, device given back at end of the school day
- 2<sup>nd</sup> Offense- confiscated device and parent has to pick up device from the office
- 3<sup>rd</sup> Offense- insubordination consequence, device confiscated and parents notified

Please see Board Policy 5136 for additional information.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

In addition to the elementary core curriculum that consists of English/language arts, math, science, and social studies, computers, art, physical education, and music are offered.

All traditional seated courses may be offered virtually. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications.

### **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 consent of a parent or guardian.

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

## **GRADES**

Dundee Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades/feedback based on effort, achievement, and skill acquisition. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

### **Grading Periods**

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

## **PROMOTION, PLACEMENT, AND RETENTION**

Promotion, placement, and retention to the next grade (or level) is based on the following criteria:

1. current level of achievement (classroom data, AIMS Web, NWEA, standardized test data)
2. potential for success at the next level
3. emotional, physical, behavioral, and/or social maturity
4. attendance
5. Light's retention scale rating

Parents are highly encouraged to follow the recommendation of the retention team regarding their student. However, parents may sign a form that allows for placement of their student when retention is recommended by the team.

## **HOMEWORK**

The assignment of homework can be expected. Homework will be an extended learning opportunity to what is taught in class. It is expected that students complete their homework as assigned.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Before any student may take advantage of the school's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed to kindergarteners and any enrolling students.

## **SECTION III - STUDENT ACTIVITIES**

### **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 superintendent's office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that the event will not interfere with school activities. All school rules will still apply regarding behavior and equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot without permission.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

## Truancy

Unexcused absence from school (truancy) is not acceptable. After 11 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

a hearing before a judge in a court of law;

a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### Truancy Procedures:

1. After eight (8) absences a letter or phone call to the parent will occur.
2. After fifteen (15) absences a letter or phone call to the parent will occur, to schedule an appointment time to meet with the Principal, Truancy Officer and/or Liaison Officer, before review is sent to the County Prosecutor.

## Absences

All absences are considered absences regardless if they are excused or not. However, the office will notate when an absence is a result of an appointment, illness, or death and will not include such absences in truancy decisions.

Absences not calculated into truancy are:

	A.	illness
	B.	recovery from accident
	C.	required court attendance
	D.	professional appointments

	E.	death in the immediate family
	F.	observation or celebration of a legitimate religious holiday

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

It is encouraged that parents provide an explanation for their child's absence by no later than 9AM on the day of the absence or by the following day. They are to call our attendance line at 734-529-2350, press 1, and explain the reason for the absence.

The following attendance codes will be used:

**A** – Absent from class (excused or unexcused)

**PC** – Parent Contact

**T** – Tardy

**HB** – Homebound

**ISS** – In School Suspension

**S** – Suspended from school

**SR** – School Related (such as field trips or projects where a certified teacher is present)

Students who are excusably absent from school shall be given the opportunity to make up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make up work. If a student misses a teacher's test due to excused absence, the student may make arrangements with the teacher to take the test.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the student's assigned teacher(s) beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Unless they have explicit permission from their building principal, suspended students are prohibited from being on school property or attending any school events, whether on campus or off-site. Violating this rule may result in trespassing charges and further school discipline.

### **Vacations During the School Year**

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

### **Excusable, Non-approved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and the student may be given the opportunity to make up the school work that is missed.

### **Unexcused Absences**

Any student who is absent from school for all of any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

### **Tardiness**

A student who is not in their assigned location by 8:35 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Students arriving after the first 45 minutes of school or leaving before the last 45 minutes of school will be considered  $\frac{1}{2}$  day absent.

## **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. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, 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.

## **CODE OF CONDUCT**

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

Student Conduct is governed by the rules and provisions established in the Student Code of Conduct.

### **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 in class;

work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive;

act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Any disruptive or immodest clothing, jewelry or make-up is not permitted. This includes clothing with **gang insignias, weapons, profanity**, tobacco, alcohol, drug logos or sexual connotations or other inappropriate symbols.
2. Tank tops **that reveal undergarments** or **open** muscle shirts are not permitted unless they are worn in combination with other clothing that meets dress code requirements.
3. Hats, sweatshirt hoods, sweatbands, bandanas (male or female) or dark glasses are not to be worn inside the school. Dark glasses may be worn if prescribed by a doctor.
4. Halter tops, spaghetti straps, bare midriff apparel, **or tops that bare cleavage** are not allowed. Slit skirts, boxer shorts or pants that expose normally covered areas of the body are not allowed.
5. Bare feet are not allowed. **Only hard-soled** shoes or sandals with backs or straps must be worn.
6. Any type of style of "see through" or sheer clothing that exposes normally covered areas of the body or undergarments are not permitted.

***The School Administration reserves the right to make the determination of any student in question of violating the dress code.***

Students who are representing Dundee Elementary at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

**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. Prohibited gang paraphernalia will be specifically identified and posted by the building Principal.

**Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

**TITLE IX SEXUAL HARASSMENT**

See Board Policy 2266 on Nondiscrimination on the Basis of Sex in Education Programs or Activities.

**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.

**EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**  
(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

**1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

**2. Use of Breath-Test Instruments**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this

handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

#### **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

#### **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

#### **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

#### **10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

#### **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is actually dangerous misconduct. Violations of this rule could result in suspension or expulsion.

## **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access to school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **17. Theft**

When a student is caught stealing another's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization

from their teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **18. Disobedience**

School staff members are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

### **19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

### **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

### **21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

### **22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

### **25. Possession of Personal Communication Devices (PCDs)**

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

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

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student may fail the exam and/or be suspended.

## **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the Transportation Department).

## **28. Disruption of the educational process**

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

## **29. Harassment**

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

Harassment is 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 any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the director of student services, and/or the Principal. Complaints will be investigated in accordance with AG 5517. Please also see Board Policy 5517 for full information regarding prohibited harassment.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

## **Harassment**

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive

environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is 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 grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones 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.

Please see Board Policy 5517 for complete information regarding all forms of prohibited harassment.

### **29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;

- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

## **29b. Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Bullying is one-sided and takes place repeatedly over time.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the

appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes they have been or they are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy,

independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual bullying training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

## Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

	A.	substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
	B.	adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
	C.	having an actual and substantial detrimental effect on a student's physical or mental health; and/or
	D.	causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

	A.	Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
	B.	Verbal – taunting, malicious teasing, insulting, name calling, making threats.
	C.	Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall consider discipline, up to and including the permanent expulsion of any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

### Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **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 Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunchtime/recess detention
- after-school detention;
- in-school restriction
- restorative practices/restitution

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or the student's parents are responsible for transportation.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, by following due process and appeal procedures. Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

### **Disciplinary Code of Conduct**

Before suspending or expelling a student, school officials must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior poses a security risk, restorative practices, and whether less intervention would properly address the behavior.

The District strives to provide an atmosphere which is conducive to education in an environment that provides for the welfare and safety of all who attend. The District's primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, disciplinary action may be warranted.

In all disciplinary matters, the administration will determine whether it is necessary to request intervention from the school psychologist, school social worker, or another qualified individual.

The following list is not an attempt to state a rule for every situation. The school functions on the belief that students have developed a sense of self-respect and dignity suitable to conduct themselves in most situations. **Should any student act in such a manner that is detrimental to him/her, others, or the school environment, even though a specific rule has not been written for that action, appropriate corrective measures will be taken.**

As you study this section on student behavior, please keep the following points in mind:

- Administration may invoke any or all of the corrective measures listed for each offense.
- The administrator has the obligation to consider a student's disciplinary history when determining appropriate discipline for an infraction.
- Off-campus student behavior which has a negative impact on the school and/or school program may be subject to discipline.
- As in society, ignorance of the rules is no excuse for non-enforcement.
- Administrators may invoke restorative practices at any time.
- The progressive discipline range listed below may be modified in a particular situation if the misconduct is egregious or previous discipline or interventions have not curbed the behavior.
- The conduct below may have additional athletic or extracurricular consequences.

### Code of Conduct

OFFENSE	PROGRESSIVE DISCIPLINE RANGE
1) Failure to comply with a request, including dress code violations	Warning, up to 3 day suspension/Student may removed student from class, subject, or activity
2) Rude, abusive, vulgar, inappropriate behavior, or language	Warning, up to 3 day suspension/Student may removed student from class, subject, or activity
3) Classroom disruption	Warning, up to 3 day suspension/Student may removed student from class, subject, or activity
4) Falsification of records, notes, statements	Warning, up to 5 day suspension
5) Leaving building/class without permission: skipping, tardiness	Warning, up to 5 day suspension
6) Possession of articles prohibited in school	Warning, up to 3 day suspension
7) Defacing property, vandalism	Warning/Restitution/Detention/Up to permanent expulsion

8)Inappropriate use of technology, possession of electronic devices	Warning, up to permanent expulsion, in addition to the consequences outlined in our Acceptable Use Policy
9)Theft	Warning, up to 3 day suspension
10)Theft by use of threat, force, or extortion	Warning, up to permanent expulsion
11)Possession/use of fireworks	Warning, up to permanent expulsion
12)Setting off false fire alarms	Warning, up to permanent expulsion
13)Bullying, threats, intimidation, inappropriate physical contact, harassment, fighting	Warning, up to permanent expulsion
14)Possession/Use/Distribution and Sale of tobacco, tobacco products, or electronic nicotine delivery systems	3 day suspension, notification to law enforcement officials
15)Possession/Use/Distribution and Sale of alcoholic beverages: including any beverages with alcoholic content. Student may be asked to take a breath-alcohol test. Refusal to submit a test may result in disciplinary action.	1 <sup>st</sup> offense: Up to 5 day suspension 2 <sup>nd</sup> offense: Up to 10 day suspension 3 <sup>rd</sup> offense: Up to Expulsion
16)Possession/Use/Distribution and Sale of controlled substance or other substance prohibited by law, including but not limited to: marijuana, illegal pills, narcotics, look-alike drugs, and drug paraphernalia.	Warning, up to permanent expulsion
17)Possession of weapons, look-alike weapons, or an object which may be used to cause or threaten harm to others	Warning, up to permanent expulsion
18) Possession of a firearm in a weapon free school zone.	Permanent expulsion from all public schools in Michigan
19)Possession of a dangerous weapon("firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife operated by a mechanical device, iron bar, or brass knuckles")defined by State law	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
20)Threat directed at a school employee, volunteer, or contractor("any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger or bodily injury or harm")	Warning, up to permanent expulsion
21)Bomb threat or similar threat directed at a school building or other school property or school event	Suspension up to permanent expulsion
22)Physical assault of a student ("intentionally causing or attempting to cause physical harm to another through force or violence")	Suspension up to permanent expulsion

23)Physical assault of a school employee, volunteer, or contractor	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
24)Arson in a school building or on school grounds(including busses, dugouts, garages, etc)	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
25)Criminal sexual conduct on campus or against another student	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.

***\*\*The foregoing list of inappropriate behavior which may result in student discipline is not considered all-inclusive. The Michigan School Code authorizes the Dundee School Board of Education to suspend or expel from school a student guilty of “gross misdemeanor or persistent disobedience when, in its judgment, the interest of the school may demand it.” School officials may also refer matters to local law enforcement.***

### **Discipline of Students with Disabilities**

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

### **Due Process and Appeal Procedures**

The constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Dundee Community Schools. Federal constitutional law does not require more than an informal hearing except in cases involving long term suspensions (potentially eleven (11) days or more).

1. The hallmark of the exercise of disciplinary action shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. Suspension of one (1) to eleven (11) days.
  - A. An informal meeting with the principal will be held prior to suspension.
    - i. The student will be presented with oral or written notice of the specific charges, which are the basis for disciplinary action to be taken against him/her and an explanation of the evidence against him/her.
    - ii. The student will have the right to present any relevant information that will support his/her defense.
    - iii. If the school principal suspends the student, the principal will notify the parents as soon as possible of the suspension, the reason for it and the steps required for the student’s return. The principal will meet with the parents or guardians and the student to plan the satisfactory return of the student to the school setting, if requested.
  - B. Unfavorable decisions in suspension of one (1) to four (4) days may be appealed to the superintendent.

- i. Such appeals shall be made within the period of suspension. During the time of the appeal to the superintendent, the student will remain out of school. The superintendent shall affirm or modify the terms of the principal's action within two (2) working days of the appeal. The superintendent's decision in cases of short-term suspensions (one (1) to four (4) days) shall be final.
- ii. A suspension of more than ten (10) days must have superintendent approval through the Board of Education. A hearing with the Board of Education or Board Committee will be granted after a written request for a hearing or appeal is received by the superintendent. Appeals may be requested only if unfavorable decisions of suspensions of (10) days or more. Appeals may be made to the board of education, which shall review the decision to determine if competent material and substantial evidence supports the decision.

### **HEARING PROCEDURES – BOARD OF EDUCATION**

The following procedural guidelines will govern the expulsion/suspension process of the board of education or its designee.

1. Written notice of charges against a student will be supplied to the student and their parent/guardian. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.
2. Parents or guardians should be present at the hearing.
3. Legal counsel may represent the student, parent/guardian.
4. The student shall be given an opportunity to give their version of the facts. He/she should be allowed to offer the testimony of other witnesses and other evidence. The witness's name must be reported to the board of education a minimum of two (2) school days prior to the hearing. The student shall be allowed to observe all evidence offered against the student. Only in suspensions of eleven (11) or more days will the student be allowed to question witnesses.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The board of education shall state, within a reasonable time, its decision as to expulsion/suspension or other penalty it deems appropriate. The student may be suspended during this interim period.

The findings of the hearing authority (superintendent or board of education) shall be reduced to writing and sent to the student and their guardian.

### **SEARCH AND SEIZURE**

Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated

the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school Principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the Director of Transportation at 734-529-2350, #11011.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the transportation director.

The transportation director may approve a change in a student's regular assigned bus stop to address a special need, upon the approval of a note from the parent or guardian stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

be on time at the designated loading zone 5 minutes prior to scheduled stop);

stay off the road at all times while walking to and waiting for the school transportation;

line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

refrain from crossing a highway until the driver signals it is safe to cross;

go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

remain seated while the school transportation is in motion;

keep head, hands, arms, and legs inside the school vehicle at all times;

not litter in the school vehicle or throw anything from the vehicle;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other riders;

not eat or play games, cards, etc.;

not tamper with the school vehicle or any of its equipment.

### Leaving the bus

Each student shall:

remain seated until the vehicle has stopped;

cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board of Education may install video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

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# DUNDEE MIDDLE SCHOOL

## 2025-2026 STUDENT HANDBOOK



*"No one Rides, We all Row"*

Zak Holstein, Middle School Principal  
Laura Sawyer, Middle School Assistant Principal

## **WELCOME**

We are glad that you will be part of the middle school this year. We have spent much of the summer anxiously preparing for your arrival.

Students, we are committed to working as hard as we can to help you find success. We will do our best, and we expect that you will work hard at becoming the best that you can be.

Parents, this is a transitional time in your child's life. They are going through many changes. There are times where there will be many questions or unusual behaviors. Remember, we are here to help. It is important that we work together and keep the lines of communication open. We will share with you the good as well as the not so good things that are happening at school. We welcome your thoughts, questions and ideas.

With all of us working together toward a common goal . . . **kids**, this year is bound to be successful for all! Let's have a great year!

## **MIDDLE SCHOOL DAY**

**Regular Schedule:**

Doors Open: 7:00am for students getting breakfast

School Begins: 7:25am

School Ends: 2:20pm

**½ Day Schedule:**

Doors Open: 7:00am

School Begins: 7:25am

School Ends: 11:00am

## **SCHOOL TELEPHONE NUMBERS**

Middle School	529-2350 ext. 13002
Principal	529-2350 ext. 13000
Assistant Principal	529-2350 ext. 12100
Social Worker	529-2350 ext. 13416
Superintendent	529-2350 ext. 11001
Elementary School	529-2350 ext. 12002
Nurse	529-2350 ext. 11013
Transportation	529-2350 ext. 11011
Athletic Director	529-2350 ext. 11015

## **DUNDEE MIDDLE SCHOOL MISSION STATEMENT**

**DCS MISSION**—Dundee Community Schools is setting a course for student success. We will challenge and inspire every student, every day, in every class through innovation and dedication – promoting knowledgeable, responsible, and caring citizens.

**DMS MISSION** – Learning Today for a Successful Tomorrow

**DCS VISION** – “Students First” – Inspire, Educate, Innovate, Celebrate

**DMS VISION**—No one rides, we all row.

**GOALS:**

1. To assist the student in becoming a self-directing individual with competent skills in reading, writing, speaking, listening, and using numbers, reasoning and thinking.
2. To assist the student in developing independent work habits resulting in a sense of pride for the work produced.
3. To assist the student in understanding his/her mental, physical, and emotional growth and development.
4. To assist the student in acquiring the knowledge and attitudes essential in developing a healthy body and in the achievement of lifelong wellness.
5. To provide for the student the opportunity to develop effective citizenship skills.
6. To assist the student in developing respect for our democratic heritage and for all the people, past and present.
7. To assist the student in discovering and developing effective leadership skills.
8. To assist the student in developing creativity and in applying that creativity to learning.
9. To assist the student in developing an appreciation for beauty in art, music, literature and nature.
10. To assist the student in understanding how science, technology and society interrelated and apply this knowledge in making decisions as a responsible citizen.

**SCHOOL SPIRIT, LOYALTY AND RESPONSIBILITY**

As a middle school student you are now ready to accept more responsibility for yourself and for your school. You show school spirit by taking part in school activities, by being courteous and respectful toward teachers, fellow students, school personnel and visitors and by showing good sportsmanship at all times. You show pride in yourself, your schoolmates, school property and in all phases of your school's program.

As a middle school student you have more freedom and more responsibilities. You have the responsibility for seeing that you have your books and materials for each class, for properly taking care of all books, supplies and equipment supplied by the school and by assuming responsibility for any damage you cause to the school property or equipment.

A Dundee Middle School student shows loyalty by supporting the school and by doing his/her best in the classroom and in extracurricular activities.

**NOTICE OF RIGHTS OF CONFIDENTIALITY OF EDUCATION RECORDS**

(For parents of students under 18 and for students 18 years or older)

The Dundee Community Schools have compiled records on students for the use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following.

1. Your right to access education records, which include the right to inspect and review them, to request explanation or interpretation of portions you do not fully understand, and to request copies of portions thereof.
2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading. You also have a right to a due process hearing.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies that shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of education records, if and when educational agency has decided that records are no longer needed for the educational and/or administrative purposes they were collected, including your right to be notified at such times as graduation or other forms or termination of enrollment, or when your child reaches age 26.

5. Your right to protest if you think that the administrative procedures of Dundee Community Schools are not in compliance with the law, to:

The Family Educational Rights & Privacy Act Office  
United States Department of Education  
3330 Independence Avenue, S.W.  
Washington, D.C. 20201

## **PROCEDURES AND PROGRAMS SECTION**

### **SIGNING STUDENT(S) OUT**

Only approved and predetermined contacts will be permitted to sign student/students out during the school day. The approved individual must present a drivers license or state issued ID to the middle school office staff.

### **ADDRESS/TELEPHONE/EMAIL CHANGES**

Please inform the middle school office immediately of any change of address, email address, and/or telephone number so that all records may be kept up to date. This information is urgently needed in the event of illness or emergency.

### **SCHOOL CLOSING PROCEDURE**

Parents can enroll in the Infinite Campus notification system to be called or emailed on days when school is delayed or canceled. For more information, call the Middle School Office.

### **ATHLETICS**

Athletics offer the middle school student opportunities for the development of individual character and leadership. To be eligible to participate in athletics a student must maintain good grades. If a student has 2 or more Fs during any grade check they are at that point deemed ineligible. A student is not eligible to participate if he/she has failed more than one class the previous semester in grades seven and eight. Dundee Middle School provides the following opportunities for seventh and eighth grade students: **Fall:** football, volleyball. **Winter:** basketball, swimming, wrestling. **Spring:** track.

### **SCHOOL SPONSORED ACTIVITIES**

Students at or in the area of school sponsored activities during or outside regular school hours (summer, evening, week-ends, included) on or off campus shall be governed by school district rules, regulations and penalties. In addition to school code violation penalties the student will be denied the privilege of participation and/or attendance at school sponsored activities for a period of time to be determined by the seriousness of the violation and circumstances at the time.

High school students are not allowed to attend middle school dances or activity nights. Middle school students are not allowed to attend high school dances, including the prom. Participation in middle school parties/dances is limited to Dundee Middle School students. The sponsoring group may limit participants to a certain group(s) or organization but students must be enrolled in the middle school at the time of the activity. To be able to participate in school sponsored activities, including dances, students must be in attendance for a minimum of three (3) hours on the day of the event. Once students leave an event, they may not return.

### **CLASS/ORGANIZATIONS**

All classes or organizations must be registered. To become registered, the group must have the permission of the administration, a faculty advisor, and a list of the goals and objectives of the

organization.

### **CLASS RULES**

Each teacher will have classroom rules in addition to the rules found in the Student Code. Students will be informed of the classroom rules at the beginning of the year and copies of these rules will be furnished to parents upon request.

### **SOCIAL WORK SERVICES**

Social Work services are provided to help students meet their needs academically, socially and emotionally. Students are helped to develop communication and problem solving skills which will enable them to deal more effectively with the variety of relationships, decisions and problems they may face. Our Social Worker is available to students and parents by contacting the middle school office (734 529 2350, ext. 13416).

### **FUNDRAISING**

Fundraisers are only allowed by an annual approval from the appropriate building administrator. During school hours only approved fundraisers will be permitted to be sold by students. Forms for the approval of a fund raiser are available in each building office. After each fund raiser is approved it will be placed on a district calendar so we can avoid any overlap of sales.

### **GUESTS**

Students from other schools are not permitted to attend our school as a visitor or guest. If a student from another school district would like to examine our school for purposes of attendance here, an appointment can be made with our building office for a discussion and tour.

### **HALL PASSES**

To leave the classroom, a student must have a hall pass from the teacher. Students found loitering in the halls or found in the hall without a hall pass may be subject to disciplinary action.

### **LOCKERS/LOCKS**

The locker is loaned by the school to the student and locks must be used that are provided by the school. Students are to use their assigned lockers only and are to keep their combinations confidential. Lockers will not be changed except for unusual circumstances. Students are expected to keep their lockers neat and clean. No open containers of food or liquid allowed in lockers. The school is not responsible for lost or stolen items. Students are responsible for the upkeep and maintenance of lockers while in their use.

### **LOST AND FOUND**

Students looking for lost items should check the stage area in the cafeteria.

### **LUNCH POLICIES:**

1. When dismissed from your class you are to go directly to the cafeteria.
2. Students who wish to go outside, after eating, weather permitting, must follow the directions of the supervisors.
3. All students are to remain seated while eating.
4. Students are to put waste in waste containers and tables and the floor should remain clean. If you have a spill, please inform a supervising teacher.
5. Only water is allowed in the classroom and only unopened containers are to leave the lunchroom.
6. Students are to walk at all times.
7. Students are expected to follow school rules and to mind the instructions given by the lunch supervisors.
8. Students are to eat only their lunch and to not share or purchase lunch for others.

## **BREAKFAST PROCEDURES**

A breakfast program will be provided for all middle school students who are interested. Breakfast will be served at 7:10 am in the Middle School Cafeteria. Students will be expected to follow the same rules as we have established for lunch with the following additions:

1. Middle school students wanting to eat breakfast must enter through the canopy doors. These doors will open at 7:00 am.
2. All food must be eaten in the cafeteria.
3. Please throw away any trash and leave the area clean when you leave.
4. There is a bell that rings at 7:20 am. That bell should be your signal to head for your first hour class.
5. Reminder-all school rules are in effect. LET'S BE RESPONSIBLE AND RESPECTFUL!

## **STUDENT ASSISTANCE TEAM (SAT) AND RESPONSE TO INTERVENTION (RTI)**

We have a tiered program at DMS to help students grow academically, socially, and emotionally. This multi-tiered system of support helps determine the right amount of support each student needs. To determine students' academic needs, a SAT team meets regularly to discuss student growth. If your child is recommended by teachers, they will notify you of the process beforehand. If you feel your child is struggling and needs help, you may request a meeting with the teachers and SAT team.

## **STUDENT CONDUCT BEFORE AND/OR AFTER SCHOOL**

Under state law, students are under the jurisdiction of the school during the period from home to return home, on or off school grounds. Students are to conduct themselves in such a way as to bring credit to themselves and to the school. Any activity that infringes on the rights of property owners, pedestrians, or motorists, or that could be or is a distraction to classes within the building, or is a possible safety hazard is not permitted. Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document. Example: Fighting, profanity, disrespect, etc., "playing in the street," loitering.

## **TELEPHONE**

Use of the telephone is granted only through the permission of a middle school staff person. Generally, students cannot use the telephone during class time. We prefer that students do not interrupt their parents during the day for such matters as forgotten lunches, misplaced homework assignments, etc. School personnel will be responsible for calling if a child is sick or injured.

## **ATTENDANCE SECTION**

### **ABSENCES**

When a student is absent from school for any reason, the child, when returning to the building, must report to the middle school office with a note signed or phone call by the parent/guardian stating the reason for the absence. If the absence is because of a doctor's appointment, a signed note by the doctor will be excused. Funerals of relatives or close friends and court required appearances will also be excused.

### **PRE-EXCUSED ABSENCES**

A pre-excused form should be completed by the student planning a trip. The student must have each of his/her teachers sign the form indicating their approval or disapproval but the final decision is the parents. Notifying teachers in advance allows the teacher to give some of the assignments to the student. The student is responsible for making up all of the work missed. The same number of days of absence will be permitted to complete the missed work. You may receive an individual student's progress by calling the middle school office for an appointment (734 529 2350).

## **ATTENDANCE**

On a student's return after an absence, the absence will be either excused or unexcused primarily based on the written or verbal statement of the student's parent. Students who are present in school but not able to participate in a class because of doctor's orders (verified) will be assigned appropriate make-up work by the teacher. The student will not be considered absent from class.

## **EXCUSED ABSENCE**

When a student's absence is excused, the student is provided an opportunity to make up missed work when requested by the student. The student may also ask for and receive assistance from the teacher. Work missed must be made up within a reasonable amount of time as established by the teacher. In order for a student to receive an excused absence, the following conditions must be met: (1) the parent has prior knowledge of and has given permission for the absence, and (2) the written or verbal request is received by the school before the close of school on the day of the student's return to classes. Students are encouraged to bring in a doctor's note which verifies their absence. Where applicable, students will have five (5) days to produce a doctor's note.

## **UNEXCUSED ABSENCE**

When a student's absence is unexcused, the student will be provided an opportunity to make up missed work. The completed work will be graded accordingly.

The following are examples of absences which will be unexcused; they are not inclusive, but serve only as a guide: shopping, hunting (if not part of family vacation), auto repair or purchase, missing the school bus, ill pets, oversleeping, visiting relatives or friends, washing cars, cleaning the house, birthdays, needed at home or personal (without acceptable explanation), and/or athletic physicals.

Extended absence under the care of a doctor should be reported to the school as soon as possible, and a request should be made by the parents for the student to be placed in the Homebound Program. A student in this program is not considered absent from school.

A student who is ill for even one (1) period should report to the office. If this is not done, the absence will be unexcused. *Excessive absences of students under the age of 18 will result in an attendance report being filed with the appropriate authorities. Excessive absences of students may result in a hearing before the Board of Education. The Board will then take whatever action it considers appropriate.*

## **TARDINESS**

A teacher will define a student as being tardy if the student is not physically present in the classroom or seated in his/her assigned seat when the class starts. Repeated tardiness may result in disciplinary action.

## **TRUANCY**

Truancy is considered to be absent without school or parent permission prior to the absence. Dundee Middle School will follow the [Monroe County Truancy Protocol](#), working with families to improve attendance. If attendance does not improve and the truancy process continues, truant families will be reported to the Monroe County Prosecutor's Office.

## **ACADEMIC ACHIEVEMENT SECTION**

### **INFINITE CAMPUS**

Infinite Campus is an online computer operated program that enables parents and students to retrieve current grades on all assignments and tests. This tool allows parents to follow the progress of their child throughout the school year. Contact the Middle School office 734 529 2350, ext 13002.

## **HOMEWORK**

In a transitional building, like Dundee Middle School, all programs gradually become more involved and demanding by older groups of children. This transitional theme is an inherent part of the Middle School's homework philosophy.

## **MAKE-UP RESPONSIBILITY**

Students who miss school for acceptable reasons are given an excused absence which allows them to make up any work that they have missed during their absence. It is the responsibility of the student to find what work needs to be made up for each class as well as when the work is due. It is also the student's responsibility to arrange a time to make up any tests that may have been missed. Students are allowed equal number of calendar days to make up work as they were absent.

## **REPORT CARDS AND GRADES**

Report cards are issued at the end of each 9 week marking period. There are two types of report cards at DMS:

### **Traditional**

In grades 6, 7, and 8, report cards contain the grade for each class, the attendance for the marking period, and comments from the teacher regarding behavior. Grades range from A for excellent to F for failing.

### **Standards-Based Grading**

In grade 5, report cards contain multiple grades for each class, broken down by standard and student understanding of that standard, the attendance for the marking period, and comments from the teacher regarding behavior. Grades range from 1 for minimal understanding to 4 for advanced understanding.

In an effort to become a paperless school, we will only be printing report cards and progress reports upon request. Report Cards are available for viewing in Parent Portal. They can be printed from home.

## **PROMOTION REQUIREMENTS**

Parents of students who are in danger of being retained will be notified at the end of the second trimester. A parent may request that his son/daughter be considered for retention at any time. During the month of May, a committee for each grade level composed of the teachers of the core subjects (English, math, science, social studies) will meet to review the status of each student on the tentative retention list. The committee may make a recommendation to the principal regarding each student's placement should the student fail 50% or more semester grades during the year. Under certain isolated conditions a student's position may be reviewed by the administration.

## **HEALTH SECTION**

### **NURSE**

We have a full-time nurse assigned to the district. Her hours may vary from day to day. Students needing to see the nurse must report to the office first. Parents will be notified of any serious problems.

### **MEDICATION**

For medication to be administered by the Nurse, or designated personnel, the parent or guardian should have completed the request for administration of medication and should furnish the school district with a completed physician's authorization and instructions regarding the administration of medication. (This form is available from each office.) This policy includes any over-the-counter drugs, such as Tylenol, cough medicine, etc. The medication must be in the prescription bottle in which it was issued. The bottle

must be clearly labeled with complete instructions for dispensing. Medication provided by the parent or guardian is stored and given to the student in the middle school office. Medication to be taken at school must be delivered by the parent.

### **EMERGENCY HEALTH CARE**

A student who has an accident or becomes ill during the school day must report to the office. Arrangements will be made to call the parents. Students should not leave the building for a health or accident reason without permission from the office. Students having chronic health problems, such as diabetes, should notify the office at the beginning of the school year.

### **IMMUNIZATIONS**

The following minimum immunization standards must be met by all students enrolled in public, private and parochial schools unless a valid medical/religious exemption (waiver) is presented. Every Student must have completed a basic series of at least:

- 4 doses DPT (diphtheria-pertussis-tetanus)
- 3 doses Polio
- 2 dose Measles, rubella, mumps
- 3 doses hepatitis B

Failure to complete these basic immunization requirements in the absence of valid exemptions, requires a student to be excluded from school attendance.

## **TRANSPORTATION SECTION** **STUDENT CONDUCT CODE**

Board Adopted: June 2004

The safety of all is our number one priority. Riding the bus to and from school is a privilege not a right. Students that do not follow the rules as listed may be subject to disciplinary action.

The Board of Education is obligated to do what it determines to be necessary to provide for the safety of all student passengers. Those acts of misconduct that directly or indirectly threaten the welfare of others cannot be permitted. Disregarding the rules of conduct that jeopardize the safety of others may result not only in denial of transportation but also removal from classes up to and including expulsion by the Board of Education.

Students in PRE-K through TWELFTH grade are expected to follow all rules listed in the transportation student conduct code. Students who violate the rules listed in this code will be referred to the transportation director/building principal for disciplinary action. Disciplinary actions under this policy, may include warnings, parental contacts, required parental conferences, denial of transportation and suspension from school.

The parents of PRE-K through Kindergarten students must supply a responsible person to wait with the child at the bus stop for the safety of the child. If no one is waiting when the child is dropped off the child will be brought back to school.

Bus drivers have the responsibility and authority to take or recommend disciplinary action for acts of misconduct that take place prior to boarding the bus, while riding the bus and during a time period after leaving the bus.

Offenses are counted (first, second, third) for each school year separately but the student's entire record will be taken into consideration when Board action is required.

Disciplinary actions and corrective measures are not limited to the following lists, they are to serve only as guidelines for carrying out the conduct philosophy of the Board of Education. Appeals should be directed to the Superintendent of the Dundee Community Schools.

The maximum period for denial of transportation by the Administration is ten (10) days for any one offense. This denial of transportation may be extended beyond ten (10) days by action of the Board of Education.

An effort has been made to have transportation code penalties in agreement with penalties established for students during the regular school day.

#### **BUS OFFENSES**

First Offense	Warning
Second Offense	One day bus suspension
Third Offense	Three day bus suspension
Fourth Offense	Up to ten days bus suspension
Fifth Offense	Loss of transportation privileges

#### **GENERAL RULES**

Generally, but not always, the first reported offense for violation of the following rules, one through twelve, as stated below, will result in a warning and parent notification. For second and third violations transportation will be denied one to three days and may require a parent conference before reinstatement. Appropriate action will be taken in those situations where students are not transported daily to and from school but are being transported for a field trip, athletic trip, band trip, etc.

To maintain a safe efficient transportation system students are expected:

1. To remain seated at all times after boarding the bus and until getting off the bus. To occupy a particular seat if one is assigned by the driver. To get off the bus only at the stop authorized by the driver. Permission to get off the bus other than at the student's regular stop will be granted (or not granted) only on a written or verbal request by the parent or guardian to the principal or transportation director. For a student to get on the bus in the morning (other than their regular stop) they must present a note from their parent or guardian to the bus driver. If this is more than a one day duration you must have a form "Permission to Ride School Bus" completed by the office. Requests should be made as far in advance as possible. The student will be given a completed request form which they are to present to the driver.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. There must be complete silence when approaching and crossing railroad crossings.
3. To obey the driver's and chaperone's instructions at all times.
4. To be at the designated pick up point at least five minutes prior to expected arrival in the morning. Students are to stay at least ten (10) feet from the road while waiting for the bus to arrive and come to a full and complete stop before attempting to get on the bus. After school you are to go to your bus within the time limits provided. Once on the bus you must stay on the bus until you have reached your bus stop or you have permission from the bus driver to get off the bus. Bus riders are to go directly to the bus after school. In the morning when students arrive at school they are to go directly into the school. At no time are students leaving school property. The driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
5. To stay off the traveled roadway at all times while waiting for a bus.
6. To wait until the bus has come to a complete stop before attempting to get on or off.
7. To enter or leave the bus only at the front door except in case of emergency.
8. To cross the traveled highway (if necessary) after leaving the bus in the following manner: You may not cross the highway for any reason except to reach your residence, until your bus and any other buses have left the area.)
  - a. Make sure the bus is stationary.
  - b. After getting off the bus, take at least ten giant steps (10 feet) in front of the bus, if the bus does not have a front gate. Wait for a proper signal from the driver before crossing. Stop at the traffic side (the front of the bus) and look both ways. Cross only if approaching traffic has

stopped. Walk (not run) across the roadway. Do not stop or return if any item is dropped. Do not pick up mail, etc. at this time.

9. To keep hands, head, etc. (all body parts) inside the bus at all times. Do not throw anything out the window.
10. To report to the driver any damage to the bus that is observed.
11. No littering.
12. No eating or drinking on the bus.
13. According to state law, our buses can only transport students enrolled in Dundee Community Schools. Visitors or guests for a day may not ride the bus to or from school. Arrangements need to be made for transportation when requesting the visitors pass.

### **SPECIFIC RULES AND PENALTIES**

In order to establish consistency between transportation penalties and student conduct code penalties, the transportation penalties have been made to conform to the student conduct code. Any change in student conduct code penalties will automatically change the corresponding penalty in the transportation code. Students will be notified of changes.

The following rules and penalties are listed for your information. An explanation can be found within the Student Conduct Code.

1. Aggressive Behavior toward Other Students
2. Aggressive Misbehavior toward School Personnel
3. Controlled Substances, Drugs, Including Alcohol
  - A. Use and Possession
  - B. Distribution
4. Criminal Acts
5. Dangerous or Inappropriate Objects
6. Disrespect
7. False Fire Alarms and Bomb Threats
8. Fighting
9. Forgery
10. Harassment
11. Instigation - For purpose of disrupting the normal transportation of students, premeditated or not premeditated, up to three (3) days suspension and may include a Board hearing on a recommendation of expulsion. Grades 6 through 12, normal, one (1) day, first offense. Grade 5, normal, warning on the first offense, one (1) day suspension on the second offense.
12. Insubordination
13. Persistent Disobedience
14. Profanity, Obscene Language or Gestures
15. Stealing, Theft
16. Student Conduct Relative to Staff Members during other than regular school and school sponsored activity hours.
17. Tobacco Products, including lighters.
18. Undue Familiarity
19. Vandalism
20. Weapons

### **ATHLETIC/FIELD TRIP BEHAVIOR**

Students being transported by school bus on athletic or field trips are expected to conduct themselves in a way as to avoid the possibility of distracting the driver. (Example: Standing or switching seats while the bus is in motion, loud talking or yelling, throwing things including paper, obscene gestures or comments, interference with driver, teacher or chaperone by remark or actions.)

Students being transported by school bus to an athletic or field trip are expected to ride to and from each event on the bus. If a parent/guardian wants to take their child home with them at the end of the event a written note with the parent/guardians' signature, must be provided to the coach/chaperone prior to departure. Students will only be permitted to ride home with a friend's parents if there is an emergency, such as an illness or injury.

There may be situations where athletes/students may be given permission by the coach, teacher or chaperone to eat, drink or chew gum. This permission may also include the use of headphones. (Radios, tape players without headphones are never acceptable on the bus.) If athletes/students are not responsible with these privileges they may be denied and additional penalties may result with a referral to the office. Penalties may range from a warning to denial of extracurricular transportation, and or suspension from school.

### **BUS RULES / ATHLETIC TRIPS**

1. Athletes should stay seated.
2. No sitting backwards.
3. Aisle must stay clear, no feet out in the aisle way.
4. All equipment must be put in or under a seat, out of the aisle way. (Every attempt will be made to store equipment out of the aisle.)
5. No yelling on the bus. However, if our team wins, cheers may be allowed leaving the opponent's town and when they get to Dundee only.
6. All windows must be closed when leaving the bus.
7. Food and pop must be cleaned up after a field trip. The captain and co-captain are responsible to check the bus after the team exits the bus. Bus should be restored to the condition it was before the field trip. Any equipment left on the bus will be available for pick up at the bus lot.
8. Take valuables with you. Drivers are not responsible for any personal items left on the bus.

### **BUS CONDUCT REPORT**

This report is used to inform you of a disciplinary incident involving the student on the school bus. Parents/guardians are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated on the date of issue. The parent/guardian's signature indicates that you have read the report. **THIS SIGNATURE IS REQUIRED BEFORE THE STUDENT WILL BE PERMITTED TO RIDE THE BUS.**

### **STUDENT CONDUCT CODE SECTION**

*Revised & Adopted: June 2015*

#### **PREAMBLE**

A primary responsibility of the schools of Michigan and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. School is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship within the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy rights of citizenship is to respect the laws of the community.

The courts have stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed, or in other ways altered, except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression.

Teachers and administrators also have rights and duties. Teachers are required by law to maintain suitable

environments for learning; administrators are responsible for maintaining and facilitating educational programs.

### **PHILOSOPHY**

Proper student behavior is a primary responsibility of the student. Since parents are also responsible for their child's conduct, the school will keep parents informed of the development or continuation of any unacceptable behavior patterns. Cooperation between parents and school is, therefore, essential to the process of bringing about desired attitude and value changes.

The school is obligated to provide, to the best of its ability, an environment that is conducive to learning; and no individual has a right to detract from this environment. Thus, the purpose of disciplinary action taken by the school may be two-fold. Not only will discipline be used to bring about desired behavior changes; but also, to provide a school atmosphere where a student's right to an education is protected.

### **BASIS IN LAW**

No. 380.1311. The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the Board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with the rules of the State Board, the pupil shall be evaluated immediately by the intermediate school district of which the local school district is constituent in accordance with section 1711.

No. 380.1300. The Board of a district shall make responsible regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.

No. 380.1261. The Board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district.

No. 380.1312. 1. A teacher or superintendent may use reasonable physical force necessary to take possession of a dangerous weapon carried by a pupil. 2. A teacher or superintendent may use reasonable force on the person of a pupil necessary for the purpose of maintaining proper discipline over pupils in attendance at school.

### **GENERAL AUTHORITY**

Because students are compelled to attend school until the age of 16, the Board of Education has the general responsibility to supervise these students under the doctrine of *in loco parentis*, that is "in the place of the parent." Thus, the School District must at times take action to fulfill its responsibility under this doctrine because of student health, safety, or welfare considerations. The conduct code is in effect from the time a student leaves home until he or she has a reasonable amount of time to return home after school. Students who are not present in school when school is in regular session are still subject to the disciplinary codes of the school. This means a student who skips school or who is already suspended may be disciplined for his or her actions during school hours as defined by the conduct code.

### **ZERO TOLERANCE – Serious Violations in School**

Monroe County has adopted a "Zero Tolerance" policy for all county schools. The purpose of a Zero Tolerance Policy is to give police and school personnel a tool to react quickly to serious violations of the law which have arisen within the school setting. Examples of situations where the Zero Tolerance Policy might be used are assault and battery, use of a weapon in the perpetration of an offense, inciting student riots, and/or drug trafficking.

## **ADMINISTRATIVE CORRECTIVE MEASURES**

### **CONFERENCE**

In cases of misconduct, conferences among involved parties: the student, parents/guardians, teachers, and/or any other person deemed necessary, will most often be the initial step.

### **DETENTION**

Detentions are held with a supervisor after school for one hour. A minimum of twenty-four hour's notice will be given so the student can provide for his or her transportation. The teacher recommending the detention will turn a copy into the office and contact the parents. If a detention is issued, parent contact will be made via phone, email or conduct report. Detention time in conflict with extracurricular activities or jobs will not be valid reasons for dismissal or postponement of the established time. Failure to serve a detention will result in further consequences as determined by administration.

### **SUSPENSION**

Suspensions will be used for serious cases of misconduct. They will be for no longer than ten (10) consecutive school days with the exception of indefinite suspensions. Indefinite suspensions will be issued in cases where behavior is such that a conference with the parents is thought necessary and beneficial, or the circumstances and seriousness of the misbehavior warrant a hearing with the Board of Education. The length of suspension in these cases will be either until a conference is held or until a Board hearing is determined to be mandatory, or both.

In each case of suspension, an attempt will be made to contact parents by telephone. Additionally, parents will be notified by a letter that states the reason the student has received the suspension. **A copy of the letter will be filed.** Suspensions may be from classes and extracurricular activities or from extracurricular activities only. Students who are suspended from school are not allowed to be on or near school property or attend any after-school activities or contests, both home and away. Examples of school activities that suspended students may not attend or participate in are athletic practices and competitions, club meetings, dances, and/or any other school sponsored activities. The student will be responsible to have all work missed completed at the time they return. They will also be immediately responsible for tests and quizzes upon their return.

Students with documented disabilities, according to Michigan Special Education Rules, will be afforded all of the rights provided by the special education rules regarding suspension and expulsion.

### **SNAP SUSPENSION**

The student will be removed from class. The teacher will contact administration and the parent as to the reason for the removal.

### **BOARD OF EDUCATION**

In situations where corrective measures appear to be ineffectual, a student may be referred to the Board of Education or a committee of the Board. The purpose of such a conference will be to inform the Board of the situation relating to a particular student, and to provide both parties an opportunity to discuss the matter in a private (or public, if parents so chose) forum. In situations where extreme behavior problems exist, the administration may recommend action to be taken by the Board of a nature reserved to it by law.

## **GUIDELINES FOR SPECIFIC ADMINISTRATIVE DISCIPLINARY ACTION**

Actions by the administration are not limited to those items listed nor are corrective measures limited to those included in this conduct code. Incidents of misconduct and the administrative actions cited in this document are to serve only as guidelines in carrying out the student conduct philosophy of the Board of Education.

### **AGGRESSIVE BEHAVIOR TOWARD SCHOOL PERSONNEL OR SCHOOL PROPERTY**

Threats of any kind made to and/or physical contact with school personnel or school property constitutes,

at a minimum, aggressive behavior. This includes after school and extracurricular activities.

**CANINE SEARCHES**

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff-out and alert staff to the presence of illegal controlled substances and/or drugs, including alcohol and gunpowder, in school lockers and in student’s vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

**METAL DETECTOR SEARCHES**

The school may use metal detectors at random, with or without cause, at times to be determined by the School Board or school administration.

**SURVEILLANCE CAMERAS**

The campus is under camera surveillance. Anyone on campus may be monitored at any time.

**ELECTRONIC DEVICES**

Electronic devices have become a distraction from the learning process. During school hours, cell phones are to be kept in the off position (for safety reasons) in the students’ locker. Cell phones are not to be used during school hours (From 7:25 to 2:20).

If a cell phone is seen or used in the building during school hours it will be confiscated by school personnel. Cameras and cell phones that have picture taking capability are not to be used in the locker rooms or bathrooms. Taking unwanted/unauthorized photos or videos of others, or photos/videos of things that violate the student code of conduct, will result in disciplinary action. “Smartwatches” may be used in the classroom as a timekeeping device. However, any misuse of these devices to communicate with others, access the internet, etc., may result in disciplinary action using the handbook policy outlined for cell phones.

**Device Confiscation Consequences:**

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
Device confiscated, student may pick it up from the office after school.	Device confiscated, parent must pick it up from the office.	Device confiscated, parent must pick up and student/parent must meet with administration regarding consequences.

**ACADEMIC DISHONESTY** Cheating is defined as copying or allowing others to copy one’s work and turning it in as their own assignment. Plagiarism is the stealing of original creations, ideas, or words from a variety of sources, such as books, TV, magazines, journals, databases, artwork, and Internet sources for one’s personal and/or scholastic benefit. Plagiarism is the most serious academic offense one can commit. The plagiarist incorporates ideas, statistics, and examples he or she did not research and presents it as if he or she had done so. Plagiarists lift direct quotes or paraphrase ideas and fail to cite the source of information through either footnotes or citation, according to the instructor’s preference. Plagiarists also fail to use a works cited or bibliography page; thus, students fail to give proper credit to their sources. Plagiarism includes stealing ideas from other students as well as “recycling” papers from year to year.

## **CONTROLLED SUBSTANCES AND DRUGS, INCLUDING ALCOHOL**

### **USE AND POSSESSION**

Students who are in possession of drug-related paraphernalia or who use, possess, or are under the influence of controlled substances and drugs including alcohol, narcotics, amphetamines, hallucinogens, inhalants, or other dangerous drugs including look-alike drugs such as Mini-thins, appedrine, Ginseng, or any other over-the-counter medications on or near (adjacent to) district property during school hours or at any school sponsored activity either on or off campus,

### **DISTRIBUTING**

Students who share and/or sell alcohol, narcotics, amphetamines, hallucinogens, inhalants, ecstasy, or other dangerous drugs; including look-alike drugs such as Mini-thins, appedrine, Ginseng, or any other over-the-counter medications to other students or persons on or near (adjacent to) district property during school hours or at any school-sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

### **PARAPHERNALIA**

Students who possess or distribute drug-related paraphernalia such as roach clips, bongos, pipes, and other related paraphernalia to other students or persons on or near (adjacent to) school district property during school hours or at any school sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

### **OVER-THE-COUNTER DRUGS**

Misuse, use, and possession, distribution or sale - parent notification, suspension until a parent conference has been held and referral to counselor/outside agency.

### **CRIMINAL ACTS**

Any student who commits a criminal act will be reported to the proper law enforcement agencies. Appropriate action will, additionally, be taken by school authorities. The following activities are among those defined as criminal under the laws of the State of Michigan and are listed here as examples; they are not inclusive, but serve only as a guide. Some examples of criminal acts are as follows: arson; assault; burglary; battery; extortion; blackmail or coercion; having, using, and/or threatening to use firearms or explosives; larceny; malicious mischief; robbery; sale, use, and/or possession of alcoholic beverages or illegal drugs; trespassing; unlawful interference with school authorities; unlawful intimidation of school authorities; and/or vandalism.

Violations of the law that occur at times other than when school is in session or at times when the student is not attending school sponsored activities will be handled by appropriate police and/or legal agencies. Additional disciplinary action may be taken by the Board of Education. Disciplinary action may also be taken by the building principal.

### **INAPPROPRIATE AND/OR POTENTIALLY DANGEROUS OBJECTS**

Any object that is considered inappropriate or potentially dangerous in the school setting will be confiscated immediately by school personnel. Examples of some objects that the school considers inappropriate are as follows: guns, knives, toy guns, rubber knives, matches, lighters, handcuffs, squirt guns, loud toys, laser pens, pepper spray, CD players, MP3 players, and/or handheld electronic games. CD players, MP3 players, and/or handheld electronic devices may be allowed at appropriate times (breakfast, lunch) by the discretion of the building administrator.

### **DISRESPECT**

Disrespect is any behavior that degrades or is intended to degrade another.

## **EXPLOSIVES**

Explosives or possession of, in the nature of firecrackers and including "smoke bombs."

## **FALSE FIRE ALARMS AND BOMB THREATS**

Causing and/or involvement in a false fire alarm and/or making a bomb threat is a serious school offense, as well as a violation of the law. Immediate suspension from classes and extracurricular activities will be given to any student who is thought to have participated in these types of acts pending investigation by police agencies and action by the Board of Education.

## **BULLYING**

Bullying is abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault, manipulation or coercion and may be directed persistently towards particular victims, perhaps on grounds of race, religion, gender, sexual orientation, or ability. **Bullying includes encouraging others to harm themselves in any way.**

## **SEXUAL HARASSMENT**

Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Sexual harassment involves a range of behavior from mild annoyances to sexual assault and rape.

[Sexual Harassment and Sexual Assault Information Guide](#)

## **INSUBORDINATION**

Insubordination is defined as defiance of authority and disobedience toward school employees.

## **PERSISTENT DISOBEDIENCE**

Persistent disobedience is the continual disregard and/or violation of classroom, playground, bus, and/or other school rules.

## **PHYSICAL ASSAULTS COMMITTED BY STUDENTS AGAINST OTHER STUDENTS**

**LEVEL 1 – CONFRONTATION** – Verbal or physical pushing, shoving, placing hands and/or threats made to another student. Penalty: warning up to a three (3) day suspension.

**LEVEL 2 – AGGRESSIVE BEHAVIOR** – Physical or verbal, may or may not include inappropriate language or threats. (Neutral party needed for intervention.) Penalty: warning up to a three- (3) day suspension. Continued offenses will result in persistent disobedience and an additional suspension. The police will be notified.

**LEVEL 3 – FIGHT** – Physical nature, three (3) days of suspension up to ten (10) days. Police will be notified. Grades 9-12, normal, first offense three (3) day suspension. Second offense, five (5) days, third offense, ten (10) day suspension which can be reduced to five (5) days if the student will agree to attend anger management classes. Fourth offense will result in a hearing before the Board of Education.

Grades 5-8, first offense, out of school suspension from one (1) to three (3) days, parent notification. Second offense, three (3) to a five (5) day out of school suspension with a parent conference required before readmittance to school. Third offense, suspension of five (5) days up to a total of ten (10) days with an anger management class required. Fourth offense will result in a hearing before the Board of Education.

**LEVEL 4 – BATTERY / ASSAULT** – This is a fight that may involve premeditation, or a fight that occurs after a direct warning not to fight, or in the case of parties refusing to stop fighting when so directed. Up to a ten (10) day out of school suspension. Police will be notified.

## **REFERRAL TO OFFICE**

Referral to office is the failure to report to the office as instructed by a school employee.

### **STEALING**

Stealing is the taking of another's property without permission.

### **STUDENT COOPERATION**

Students are expected to cooperate honestly and fully with school officials in the investigation of disciplinary matters. This is for the safety and welfare of everyone within the school community. Confidentiality will be maintained by the administration whenever possible.

### **STUDENT DRESS**

Students are expected to dress in a manner that reflects pride in themselves, their classmates, their teachers and takes into consideration the fact they are students and their appearance should be that of students. Their dress must be conducive to the purpose of their being here; education. Dress or grooming which is disruptive to the educational process is prohibited. Shoes will be worn at all times. Suggestive clothing or any item with vulgar, sexual, profane imprinting or imprinting that supports alcohol, tobacco or other drug usage will not be permitted. Undergarments, along with the chest, buttocks, and groin areas, must be fully covered at all times. Hats and hoods are not permitted in the building at any time.

If a student violates the dress code, the student will be given an opportunity to correct the violation. School personnel will communicate with the student and their parent or guardian about the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures including but not limited to an assigned lunch detention, after school detention, ISS, or having a parent/guardian pick up their child from school.

### **TECHNOLOGY**

The Dundee Community School District's telecommunications network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network no expressed or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of, which are available in school offices, the following are not permitted:

- \*Sending or displaying offensive messages or pictures
- \*Using obscene language

- \*Harassing, insulting or attacking others
- \*Damaging computers, computer systems or computer networks or other technologies
- \*Violating copyright laws
- \*Using another's password
- \*Trespassing in another's folders, work, mail or files
- \*Intentionally wasting limited resources
- \*Employing the network for commercial purposes
- \*Any other actions deemed inappropriate by the administration

The following are some examples of items deemed inappropriate by the use policy: Internet games, chat programs, commercial e-mail, online auction sites, streaming audio and video (including Internet radio) for entertainment purposes, and the transfer of files and software to district computers. Changing of the computer configuration including but not limited to desktop appearance, printer setup, screensavers, and task bar configurations. The use of outside media and flash devices including CD's, floppy discs, USB memory and MP3 players. Anonymous communication and attempts to circumvent district policies. Violations may result in a loss of access as well as other disciplinary, monetary or legal action.

### **TOBACCO PRODUCTS**

Possession of any tobacco product, including cigarettes, e-cigarettes, vapes, cigars, chewing tobacco or tobacco snuff, and any look-a-like cigarettes, cigars, tobacco snuff prohibited on school property or school sponsored activities either on or off campus. This would include students going to and from the school bus regardless of whether they are on school property.

### **PHYSICAL DISPLAYS OF AFFECTIONS**

Physical display of affection is limited to hand holding.

### **TERRORIST THREATS/ACTS**

The Building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following guidelines shall be applied:

1. The Building Principal shall immediately suspend the student until the investigation is complete.
2. The Building Principal shall promptly report the incident to the Superintendent and, if necessary, law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terrorist threats or committing terrorist acts, prior to readmission the Board may require, but is not limited to, one or more of the following:

1. That the student provides competent and credible evidence that the student does not pose a risk of harm to others.
2. That the student participates in a counseling program approved by the Superintendent.
3. That the student makes restitution for damage and expense incurred as a result of the incident.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

### **DANGEROUS WEAPONS, ARSON AND RAPE**

Any item or device on the person or school property that circumstances indicate was brought to school for use as a weapon will be confiscated immediately by school personnel. Police and parents will be notified. School action, up to and including expulsion for use/possession of a weapon, will be based on conditions that exist at the time.

If the weapon falls under the category of a dangerous weapon the following will take place:

The possession or use of any dangerous weapon, the act of arson, and the act of rape are

prohibited on District property or at District sponsored activities. A dangerous weapon includes:

1. Firearms
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of and explosive;
  - b. The frame or receiver of any such weapon;
  - c. Any firearm muffler or silencer; or
  - d. Any destructive device, including bombs, rockets, or any other explosive type devices.
2. Dagger
3. Dirk
4. Stiletto
5. Knife with a blade over three inches in length
6. Pocket knife opened by mechanical blade
7. Iron bar
8. Brass knuckles
9. Pellet or air gun

School officials are authorized to confiscate such weapons from students or other persons.

The parents and guardians of students in violation of this policy shall be notified.

Students violating this policy shall be expelled from school permanently, subject to possible reinstatement as described later, unless the student establishes a clear and convincing manner at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

The complete policy is available upon request at the building administrative offices.

### **DISCIPLINARY GUIDELINES**

**The following identifies the penalties in place for certain types of misconduct. This list is not inclusive and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.**

### **PROGRESSIVE DISCIPLINE**

It is important to note that the disciplinary policies outlined are progressive. Students who repeatedly violate school rules are subject to increased penalties with each offense. Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals may be subject to exclusion from school and/or placement in a credit recovery program.

### **AGGRESSIVE BEHAVIOR TOWARD SCHOOL PERSONNEL OR SCHOOL PROPERTY**

Any student thought to be behaving aggressively toward school personnel or property will receive an immediate suspension from all classes and school activities pending an investigation. The police may be notified. Additional action may also be taken by the Board of Education.

### **ELECTRONIC DEVICES**

Misuse of an electronic device in the school will cause the object to be confiscated and will be returned only to a parent. Pictures that are taken without the person knowing will be dealt with severely. Parents will be called and law enforcement officials involved. Students may be suspended for up to five (5)

school days with the possibility of board hearing.

### **ACADEMIC DISHONESTY**

For a first or second offense, the student will be referred to the office and receive a zero on the test or assignment. Parents will be notified.

For a third offense, the student will be referred to the office and fail the trimester.

Again, parents will be notified by a letter. The offenses are cumulative for each trimester in each class.

### **CONTROLLED SUBSTANCES AND DRUGS, INCLUDING ALCOHOL**

The suspension or expulsion of handicapped students shall follow procedures outlined in the district's administrative procedures for handicapped child suspension/expulsion.

**First offense** - the administration shall:

(a) notify appropriate law enforcement agencies, if circumstances warrant;

(b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee;

(c) suspend the student for violation of district rules for ten (10) days, with an expulsion recommendation pending.

If, however, an assessment is completed by an approved third party at the parents/guardians expense, and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension; however, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and expulsion recommendation will stand.

Additionally, the student, as well as each of the student's parents, will be required to attend a drug education program for six weeks. Students that do not attend the recommended drug education program will be subject to further suspension.

**Second and/or subsequent offenses** - the same procedure as set forth for first offenses will be followed with an additional recommendation being made for expulsion.

### **EXTRACURRICULAR ACTIVITIES AND SUBSTANCE ABUSE**

Students involved in extracurricular activities, including organizations and clubs, may lose the privilege of participation. Additional guidelines, which apply to all student athletes, exist in the Athletic Handbook. Discipline and intervention procedures for extracurricular activities correspond to those found in the District Substance Abuse policy. Guidelines for the controlled substances including alcohol are included in the Student Assistance Program. Copies are available in each school office.

### **CRIMINAL ACTS**

If the act occurs within the school or at a school sponsored event, a minimum of one day suspension, police notification and if the act committed is thought to be violent, the student may additionally be required to attend six (6) weeks of anger management classes as a condition of returning to classes.

### **INAPPROPRIATE AND/OR POTENTIALLY DANGEROUS OBJECTS**

An object which has been confiscated by the school will be returned only to parents. Parents must make arrangements to pick up the confiscated item within one (1) week of it having been seized. After one week the object will be disposed of. A first offense requires a conference with parents. Second offenses will result in a suspension of up to three (3) days contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

### **DISRESPECT**

Irreverent and disrespectful behavior shown toward any other student and/or school personnel, including

their authority, will result in suspension. Circumstances will determine the length of suspension which will be from one (1) to three (3) days contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

### **EXPLOSIVES**

Minimum of one (1) day suspension for possession. Use of these devices on the campus will result in immediate suspension from classes and extracurricular activities from three (3) to ten (10) school days contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

Continued possession or use of these devices will result in a Board hearing with a recommendation of expulsion. Explosives in the nature of "caps/snappers," for possession, first offense, warning. For use: suspension up to three (3) days, normal, one (1) day.

### **BULLYING**

Penalty – up to a five (5) day suspension and a parent conference before the student is allowed to return to school. Additional incidents may result in suspension until a board hearing with a parent conference and involvement from appropriate law enforcement agencies.

### **SEXUAL HARASSMENT**

Penalty – up to a five (5) day suspension and a required parent conference before the student is allowed to return to school. Additional incidents may result in suspension until a board hearing with a parent conference and involvement from appropriate law enforcement agencies.

### **INSUBORDINATION**

Penalty - up to a three (3) day suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

### **PERSISTENT DISOBEDIENCE**

Penalty - suspension of up to three (3) days may be given, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference. Additionally, a referral to a Board of Education hearing may be made if other interventions fail.

### **PHYSICAL ASSAULTS COMMITTED BY STUDENTS AGAINST OTHER STUDENTS**

**LEVEL 1 – CONFRONTATION** -Penalty: warning up to a three (3) day suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

**LEVEL 2 – AGGRESSIVE BEHAVIOR** – Penalty: warning up to a three- (3) day suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

Continued offenses will result in persistent disobedience and an additional suspension. The police will be notified.

**LEVEL 3 – FIGHT** – Physical nature, three (3) days of suspension up to ten (10) days. Police will be notified. Second offense, three (3) to a five (5) day out of school suspension with a parent conference required before readmittance to school. Third offense, suspension of five (5) days up to a total of ten (10) days with an anger management class required. Fourth offense will result in a hearing before the Board of Education.

**LEVEL 4 – BATTERY / ASSAULT** – This is a fight that may involve premeditation, or a fight that occurs after a direct warning not to fight, or in the case of parties refusing to stop fighting when so directed. Up to a ten (10) day out of school suspension. Police will be notified.

### **REFERRAL TO OFFICE**

Penalty-warning, detention or one day suspension from school, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

## **STEALING**

First offense, up to three (3) days suspension, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference, restitution, parent notification, possible police involvement.

## **STUDENT DRESS**

First offense-warning and phone call home to retrieve different items to wear. Second offense-detention. Third offense-suspension up to 3 days, contingent upon the severity and/or the frequency of the infraction and satisfactory parent conference.

## **TOBACCO PRODUCTS**

First offense: one (1) day suspension. Second offense: three- (3) day suspension.

Students are required to attend the six (6) week drug education class. A student may miss a class with a valid excuse one time. This class must be made up. Students that miss two (2) days of class will receive an additional day of suspension (out of school) and will be rescheduled for the next drug education classes. Students that miss any classes in the second session of drug classes will be suspended out of school for five (5) days and must appear at a school board hearing.

## **PHYSICAL DISPLAYS OF AFFECTION**

First offense will be a warning and a call to parents; second offense, the student involved would be issued a detention; third offense, a one (1) day suspension.

## **RIGHTS, RESPONSIBILITIES, PROCEDURES**

### **FREEDOM OF SPEECH AND ASSEMBLY**

1. Students are entitled to verbally express their personal opinions at appropriate times and places as determined by school authorities. In no case shall an opinion be expressed that could reasonably be expected to lead to disruption. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document.

### **FREEDOM TO PUBLISH**

1. Students are entitled to express in writing their opinions at appropriate times and places as determined by the school authorities. In no case shall an opinion be expressed if its purpose is to disrupt or lead to disruption. The disruption of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.
2. Students, who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
3. Libel, obscenity and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the distribution without charge of non-school sponsored student newspapers published by students of the school district. Publication will not be on school property and distribution will only be at times and places designated by school authorities.

### **SEARCH AND SEIZURE**

The school system has the right to search a student or a student's possessions if the search is justified at its

inception and is reasonably related in its scope. Under normal circumstances, this means that the school may search a student or a student's possessions if there are reasonable grounds to believe that the student has violated (or has evidence of a violation of) federal, state, or local law or school rule and the search is reasonably related to the objectives of the search given the circumstances.

The school district also maintains lockers and desks for student use. The school system retains the right to make regular and unannounced inspections of all of its property, including lockers and desks used by students.

Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or school authorities may seize the security of others.

## **DUE PROCESS**

The constitutional rights of individuals assure the protection of due process of law; therefore this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Dundee Community Schools. Federal constitutional law does not require a Board level hearing except in cases involving long term suspensions (potentially eleven [11] days or more.)

1. The hallmark of the exercise of disciplinary action shall be reasonableness and fairness.

2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.

3. Suspension of one (1) to eleven (11) days.

A. An informal meeting with the principal will be held prior to suspension.

1. The student will be presented with oral or written notice of the specific charges, which are the basis for disciplinary action to be taken against him/her and an explanation of the evidence against him/her.

2. The student will have the right to present any relevant information that will support his/her defense.

3. If the school principal suspends the student, the principal will:

a. Notify the parents as soon as possible of the suspension, the reason for it, and the steps required for the student's return.

b. Meet with parents, or guardian, and the student to plan the satisfactory return of the student to the school setting, if requested.

B. Unfavorable decisions in suspensions of (1) to four (4) days may be appealed to the Superintendent.

1. Such appeals shall be made within the period of suspension. During the time of the appeal to the Superintendent, the student will remain out of school. The Superintendent shall affirm or modify the terms of the principal's action within two (2) working days of the appeal. The Superintendent's decision in cases of short-term suspensions (one [1] to four [4] days) shall be final.

2. Only in unfavorable decisions of suspensions of four (4) days or more may appeals be made to the Board of Education, which shall review the decision to determine if competent material and substantial evidence supports the decision.

## **HEARING PROCEDURES - BOARD OF EDUCATION**

The following procedural guidelines will govern the expulsion /suspension process of the Board of Education.

1. Written notice of charges against a student will be supplied to the student and his/her parent or guardian. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.

2. Parents or guardians should be present at the hearing.

3. Legal counsel may represent the student, parent, or guardian.

4. The student shall be given an opportunity to give his/her version of the facts. He/she should be allowed to offer the testimony of other witnesses and other evidence. The witness's name must be reported to the Board of Education a minimum of two (2) school days prior to the hearing. The student shall be allowed to observe all evidence offered against him/her. Only in suspensions of eleven (11) or more days will the student be allowed to question witnesses.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The Board of Education shall state, within a reasonable time, its findings and its decision as to expulsion/suspension or other penalty it deems appropriate. The student may be suspended during this interim period.
8. The findings of the hearing authority (superintendent or Board of Education) shall be reduced to writing and sent to the student and his/her guardian.

#### **STUDENTS WITH DISABILITIES:**

- a. Students suspected of having a disability or who have been identified as having a disability may be suspended up to ten (10) school days without additional due process requirements.
- b. Students with a disability who have been suspended for more than ten (10) school days will be afforded the due process rights required in the Individuals with Disabilities Education Act (IDEA).
- c. Students suspected of having a disability will be evaluated according to the Revised Administrative Rules for Special Education prior to repeated suspensions beyond ten (10) school days.
- d. Students suspected of having a disability or who are identified as having a disability may be placed in a 45-calendar day interim alternative educational setting. The alternative educational setting may be considered in situations where weapons or illegal drugs/controlled substances were involved or where the student's current placement is determined to be dangerous to him or to others.

### **ATHLETIC SECTION**

#### **ATHLETIC CODE TRAINING RULES AND PENALTIES FOR ATHLETES**

#### **PHILOSOPHY OF MIDDLE SCHOOL ATHLETICS**

Middle school is a time of great transition. Their bodies are involved in unique developmental changes which affect the physical, mental and social aspects. Children begin to pull away from their family and align with their friends. Image is important.

It is a goal of the staff of Dundee Middle School to create a variety of positive experiences for our students. Athletics is an important part of these experiences. We will make every attempt to include as many students as possible in our athletic participation.

Our staff will promote the fundamentals of each sport at all grade levels. We will stress the importance of sportsmanship, skill development and the academic skills necessary to create life-long learners. We can hopefully create a love of sports and a love of the game within each individual.

The following Athletic Code consisting of training rules and penalties for athletes was adopted by the Board of Education on June 9, 1997 and will be revised in April of 1998 and every two years thereafter.

Any penalty which is imposed that is to be continued over into another season must be served in the next sport in which the athlete chooses to participate.

1. Absolutely no use of drugs or possession of drugs of any kind (including alcohol) unless it is a prescription drug and registered in the office.

PENALTY: First offense will be immediate suspension and will miss 50% of that season. If less than 50% of that season remains the penalty will be carried over into the next season. A second offense will result in suspension from athletics for the remainder of the middle school career.

2. The use of possession of tobacco or any tobacco product at any time is prohibited. PENALTY: 25% of the contests, second offense is to be one athletic season.

3. An athlete cannot change sports after the first scheduled game has been played in either sport unless by consent of the coaches involved. In addition, an athlete's participation will be limited to one sport per athletic season.

4. The Athletic Code has set a guideline of ten days (10) of organized practice prior to the athlete's participation in an athletic contest. Conditioning may be counted as a practice.

5. School Attendance: Athletes are expected to be in school at all times. Participation in athletics does not give anyone the right to stay home the day of a contest or the day after the contest unless prior approval has been given by the administration at least one (1) day in advance on a pre-absence request form (special circumstances may apply).

6. Practices: An athlete is expected to attend all practice sessions unless excused in advance by the coach. In order to practice, an athlete must be in attendance one-half day that school day unless excused in advance by the administration.

7. Bus Transportation: All athletes must ride the bus to all away games and return home on the bus. Only if the parents personally request that their son or daughter be allowed to return home with them will permission be granted.

8. Sportsmanship: All athletes are expected to maintain the highest standards of sportsmanship both as contestants and as spectators. When a student is disqualified during a contest for unsportsmanlike conduct, that student shall be withheld by the school for at least the next contest for that team. This is required by the MHSAA.

9. Care of the Equipment: The equipment issued to you as a participant in athletics represents a capital investment of hundreds of dollars annually. The proper care of this equipment is expected and is your responsibility. It is issued for your use only and is not to be used by anyone other than yourself. Using or borrowing equipment issued to others will not be tolerated. You will be held responsible for reimbursing the cost of lost equipment. **No athlete may practice for the next season until all obligations (equipment, money) are met from the previous season.**

10. Appearance of Athletes (Groom and Dress Code):

A. When our school athletic teams dress away from home, athletes will be required to be appropriately dressed. Appropriately dressed will be determined by the Athletic Director and Coach of the sport. This rule also applies to our athletes when they appear at a home contest where there is an admission charge.

B. No beards will be allowed.

C. Hair will be kept neat and well groomed at all times.

D. During an athletic event, all parts of the uniform issued must be worn. Headbands and other substitute clothing will not be permitted.

E. During outside athletic events, any additional clothing worn during competition must be approved by the Athletic Director.

11. The Athletic Code and Training Rules are minimum standards and any coach may set rules which are more strict. Coaches additional rules must be given to the athletes in writing. A copy of the rules must also be given to the athletic director.
12. Code Revision:
  - A. The Athletic Code will be revised every two years.
  - B. The revision committee will consist of:
    1. Two (2) Board of Education members
    2. Building Principal
    3. Athletic Director
    4. Minimum two (2) representative coaches selected by A.D. If possible, the coaches: 1) one must be on staff (2) represent a boys' as well as a girls' sport.
    5. Two (2) parents, one male and one female.
  - C. After the committee has acted on revision of the Athletic Code and Training Rules, the Board of Education must give final approval for the revision to become official. The code will be printed and included in the student handbook.

### **MHSAA ELIGIBILITY**

The guidelines listed below are minimum standards and must be followed or the athlete may forfeit participation. We encourage all students to be familiar with these guidelines.

1. To be eligible for interscholastic athletics, a student must be enrolled in a junior high/middle school not later than the fourth Friday after Labor Day (first Semester) or the fourth Friday of February (second Semester).
2. No student who is enrolled in the sixth grade or below may compete on the same team with or against seventh and/or eighth graders
3. A seventh grade student who competes in any interscholastic athletic contest must be under fourteen (14) years or age, except that a student whose (14th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.
4. An eighth grade student who competes in any interscholastic athletic contest must be under fifteen (15) years of age, except that a student whose (15th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.
5. No student shall be eligible to represent a junior high/middle school for whom there is not on file in the offices of the superintendent or principal of that school a statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practice and contests.
6. A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a value or cost to exceed \$15.
7. After one representing an MHSAA school in competition in any sport, a junior/middle school student shall not be eligible to represent his or her school if that student: (1) receives money or other valuable considerations from any source for participating in athletics, sports, or games listed in Section B; (2) receives money or other valuable consideration for officiating in interscholastic athletic contests, or (3) signs a professional athletic contract.
8. A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a junior high/middle school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests and a maximum of the remainder of that season in that school year.

### **WEEKLY ELIGIBILITY**

A seventh or eighth grade student to be eligible for weekly competition may not receive more than one F per class. A student who receives two (2) or more F's will receive a warning for the first week. The

second week of two (2) or more F's during that season would make that student ineligible to compete in any athletic contests or scrimmages for that week or until grades are improved.

### **MARKING PERIOD ELIGIBILITY**

Seventh Grade - For the first marking period, all seventh grade students are eligible for athletic competition. Participation would be denied if the student could not maintain weekly eligibility.

To be eligible to participate in second marking period athletics a student must not receive more than one F on his report card. Two or more F's would make this student ineligible for the entire second semester.

Eighth Grade - To be eligible to participate in first marking period athletics a student must not receive more than one F on his final report card of the seventh grade year. Two or more F's would make this student ineligible for the first marking period.

If a student receives two or more F's for the first semester, that student will be ineligible for second semester of the eighth grade year.

### **INJURIES AND INSURANCE**

Athletes are to report all injuries immediately to their respective coaches. The coaches in turn will notify the Athletic Director.

It should be understood that the Dundee Community Schools assumes no liability for injuries incurred through your participation in the Dundee Athletic Programs.

### **INCLEMENT WEATHER – SCHOOL CLOSING POLICY**

The middle school may infrequently close due to inclement weather. When school is closed due to the weather, all games or practices which were scheduled for that date will be canceled. If some unusual circumstance existed where we would allow practice, the coach will be responsible for contacting the athletic director to get special permission, and the coach will be responsible for contacting all the athletes. If on the rare occasion a practice is held and an athlete cannot get to practice it shall not be held against that athlete.

### **HOLIDAY PRACTICE**

Practice held over a holiday period shall be on a voluntary basis and not made mandatory.

### **LENAAWEE COUNTY ATHLETIC ASSOCIATION (LCAA):**

The purpose of the Association is to create worthwhile competitive athletic relationships among the member schools. Members at present are: Blissfield, Clinton, Dundee, Ida, Hudson and Onsted.

Schools compete in football, basketball, track, and wrestling for boys. Girls' sports include basketball, cheerleading, track, and volleyball.

The Association is governed by a constitution and by-laws and its activities are directed by the athletic directors and principals of the member schools.

### **SPORTS OFFERED**

Fall:               Volleyball  
                      Football  
                      Cross Country

Winter:           Basketball  
                      Swimming  
                      Wrestling

Spring:           Track & Field

## **SEASON GUIDELINES**

### **FALL**

1. The fall season begins the Monday before Labor Day, or the first day of school; whichever comes first.
2. It is the coaches' responsibility to schedule ten (10) days before the first scheduled contest.

### **WINTER**

1. An athlete must choose between basketball and wrestling and will not be able to compete in both, due to safety concerns.
2. Athletes upon permission from the coach may be able to participate in swimming at the end of the basketball season.
3. An athlete cannot change sports after the first scheduled game has been played in any sport until the season is completed, unless consent is given by the coaches involved.

# Dundee Community High School



## Student Handbook 2025-2026

**Mr. Bryan Schroeder, Principal**

**Mr. Ross Crow, Asst. Principal, Athletic Director**

**Mrs. Jessica Keegan, Guidance Counselor**

**Mrs. Nancy Scharboneau, Student Service Coordinator**

**Our Mission Statement:**

Dundee High School will provide an optimal educational environment where every student will have the opportunity to learn and acquire the necessary skills to be successful in our ever-changing society

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# Dundee High School Time Schedule 2025-2026

## DAILY SCHEDULE

1st Hour	7:30-8:20	
2nd Hour	8:25-9:15	
3rd Hour	9:20-10:10	
4th Hour	10:15-11:05	
5th Hour (A Lunch)	11:10-12:00 (LUNCH)	11:40-12:30 (CLASS)
5th Hour (B Lunch)	11:10-12:00 (CLASS)	12:00-12:30 (LUNCH)
6th Hour	12:35-1:25	
7th Hour	1:30-2:25	

## ADVISORY SCHEDULE (Wednesdays)

1st Hour	7:30-8:16	
2nd Hour	8:21-9:07	
3rd Hour	9:12-9:58	
4th Hour	10:03-10:49	
5th Hour (A Lunch)	10:49-11:19	11:24-12:10
5th Hour (B Lunch)	10:54-11:40	11:40-12:10
<b>ADVISORY</b>	<b>12:15-12:41</b>	
6th Hour	12:46-1:32	
7th Hour	1:37-2:25	

Half Day Schedule
1st Hour: 7:30- 7:55
2nd Hour 8:00-8:25
3rd Hour: 8:30- 8:55
4th Hour: 9:00- 9:25
5th hour: 9:30-9:55
6th Hour: 10:00- 10:25
7th Hour: 10:30- 11:03

<b>Assembly Schedule</b>
1st hour- 7:30-8:09 (39 min.)
2nd hour- 8:14-8:53 (39 min.)
3rd hour- 8:58-9:37 (39 min)
4th hour- 9:42-10:21 (39 min)
<b>5th hour (1st L)- 10:21- 10:51, 10:56 - 11:35 (39 min.)</b>
<b>5th hour- 10:26-11:05 (39 min) (2nd L) 11:05-11:35</b>
6th hour- 11:40- 12:19 (39 min)
7th hour- 12:24-1:03 ( 39 min)
<b>Assembly- 1:03-2:25 (82 min)</b>
<b>High School</b>
<b>2 Hr. Delay (Advisory cancelled on 2 hour delay)</b>
1st hour 9:30 – 10:04 (34 m)
2nd hour 10:09 – 10:43 (34 m)
3rd hour 10:48 – 11:22 (34 m)
4th Hour. 11:27-12:01. (34 min)
<b>1st Lunch (12:01-12:31) 12:36- 1:10 (34 M Class)</b>
<b>12:06- 12:40 (34m class 2nd lunch(12:40-1:10)</b>
6th hour 1:15 – 1:49 (34 m)
7th hour 1:54 – 2:25 (31 m)
<b><u>1st Day Exam (Dec. 18) (June 4)</u></b>
<b><u>7:30-9:10 (100 min) 1st hour EXAM</u></b>
<u>9:15-9:25 (10 min.) 2nd hour</u>
<b><u>9:30-11:10 (100 min) 3rd hour EXAM</u></b>
<u>11:15-11:20 (5 min) 4th hour</u>
<u>(A) 11:20-11:50 (30 min. lunch) 5th Hour 11:55-12:25 (30 min)</u>
<u>(B) 5th Hour 11:25-11:55 (30 min.) 11:55 -12:25( 30 min. lunch)</u>
<b><u>12:30 -2:10 (100 min) 6th hour EXAM</u></b>
<u>2:15-2:25 (10 min) 7th hour</u>
<b><u>2nd Day Exam (1/2 Day) (Dec. 19) (June 5)</u></b>
<b><u>7:30-9:10 (100 min) 2nd hour EXAM</u></b>
<b><u>9:10-9:20 (10 min) Passing Time</u></b>
<b><u>9:20-11:00 (100 min) 4th hour EXAM</u></b>
<b><u>11:03-Dismissal</u></b>

<b><u>3rd Day Exam (1/2 Day) (Dec. 20) (June 6)</u></b>
<b><u>7:30-9:10 (100 min) 5th hour EXAM</u></b>
<b><u>9:10-9:20 (10 min) Passing Time</u></b>
<b><u>9:20-11:03 (100 min) 7th hour EXAM</u></b>
<b><u>11:03- Dismissal</u></b>

## **DUNDEE HIGH SCHOOL STUDENT CONDUCT CODE**

### **PREAMBLE**

A primary responsibility of the schools of Michigan and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

School is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship within the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy rights of citizenship is to respect the laws of the community.

The courts have stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments and these rights may not be abridged, obstructed or in other ways altered, except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression.

Teachers and administrators also have rights and duties. Teachers are required by law to maintain suitable environments for learning; administrators are responsible for maintaining and facilitating educational programs.

### **PHILOSOPHY**

Proper student behavior is a primary responsibility of the student. Since parents are also responsible for their child's conduct, the school will keep parents informed of the development or continuation of any unacceptable behavior patterns. Cooperation between parents and school is, therefore, essential to the process of bringing about desired attitude and value changes.

The school is obligated to provide, to the best of its ability, an environment that is conducive to learning; and no individual has a right to detract from this environment. Thus, the purpose of disciplinary action taken by the school may be two-fold. Not only will discipline be used to bring about desired behavior changes, but also to provide a school atmosphere where a student's right to an education is protected. In that respect, the District will consider the use of restorative practices when imposing discipline.

## **RESTORATIVE JUSTICE/PRACTICE**

Restorative Justice is a practice that emphasizes repairing the harm done to the victim and/or the school community caused by a student's misconduct. (House Bill no. 5619). The building administrator will consider using restorative justice as an alternative or in addition to suspension or expulsion. Restorative practices may include victim-offender conferences, community service, counseling, paying restitution, etc. Restorative practices can take the place of a suspension or expulsion or can be included with a suspension or expulsion with the purpose of providing an opportunity for the offender to benefit from the situation. All restorative practices are on a volunteer basis, so if an offender refuses the opportunity, a suspension will be assigned and/or procedures to expel the offender will be started.

## **GENERAL AUTHORITY**

Schools have the general responsibility to supervise students under their control. Thus, the school district must at times take action to fulfill this responsibility because of reasons including student health, safety or welfare considerations. The conduct code is in effect at school, school-related activities and, at times, while in transit to and from school and related activities.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down 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 an emergency medical card 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 Office.

## **INJURY AND ILLNESS**

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

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

## HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the High School Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## SECTION I - GENERAL INFORMATION 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.

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. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their

previous school in order to have credits transferred. The High School Secretary 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 District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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 had the student committed the offense while enrolled in the District. Prior to denying 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 to be relevant.

### **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 high school counselor. Students may be denied course enrollment due to a 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.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or a person whose signature is on file in the School office or the parent coming to the school office to request the release. The only

exception to this will be for persons listed on the emergency card filed in the office.

#### **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 Dundee Community High 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. Parents are encouraged to contact The High School Principal for specific details.

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

#### **WITHDRAWAL FROM SCHOOL**

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

#### **IMMUNIZATIONS**

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

#### **EMERGENCY MEDICAL AUTHORIZATION**

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

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

## USE OF MEDICATIONS

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

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

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

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

D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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

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

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

### Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### Non-prescribed (Over-the-Counter) Medications

Are not to be carried by students or taken by students while at school. School

staff are not permitted to give students over-the-counter medication without written permission from the physician and parent.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

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

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

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

#### **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 definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS

(Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), 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.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), 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.

#### **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. Contact Bryan Schroeder at 734-529-7008, Ext. 14000, to inquire about evaluation procedures and programs.

#### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular 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 extra-curricular program offered by the District. Parents should contact the High School Counselor at 734-529-7008 ext. 14007 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT FEES, FINES, AND SUPPLIES**

Dundee Community High School charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship and are determined on a case by case basis.

Students using school property and equipment can be fined for excessive abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

## **STUDENT VALUABLES**

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

## **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 class, 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.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Bryan Schroeder (principal).

The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Debbie Rouse in the High School main office.

## **FIRE, LOCK DOWN 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. The alarm signal for fire drills consists of a loud buzzing with lights flashing in the classrooms and hallways.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a P.A. announcement explaining the situation.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a P.A. announcement and/or code words that the staff are aware of.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations and an alert will go out to students and their families by phone and email. Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon arrival. Any visitor found in the building without a pass will be reported. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE MEDIA CENTER**

The Media Center is available to students throughout the school day. Books on the shelves may be checked out.

In order to avoid late fees, all materials checked out of the Media Center must be returned to the Media Center on or before the due date.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the Main Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the High School Principal. Violation of this may lead to disciplinary action.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## **GENERAL POLICIES**

### **SCHOOL SPONSORED ACTIVITIES**

Students at or in the area of school sponsored activities during or outside regular school hours (summer, evening, and weekends included) on or off campus shall be governed by school district rules, regulations and penalties. In addition to school code violation penalties, the student will be denied the privilege of participation and/or attendance at school sponsored activities for a period of time to be determined by the seriousness of the violation and circumstances at the time. To be able to participate in school sponsored activities, including dances, students must be in attendance for a minimum of three (3) full class hours on the day of the event.

### **STUDENT CONDUCT BEFORE AND/OR AFTER SCHOOL**

Students are to conduct themselves in such a way as to bring credit to themselves and to the school. Any activity that infringes on the rights of property owners, pedestrians or motorists or that could be or is a distraction to classes within the building or is a possible safety hazard is not permitted.

Penalties for violation of school policies will be guided by penalties set forth elsewhere in this document. Example: Fighting, profanity, disrespect, loitering.

Students will drive appropriately to and from school. Penalties may range from a simple warning and suspension of driving privileges and/or a suspension from school. In some

cases appropriate police authorities may be notified.

#### **STUDENT CONDUCT RELATIVE TO STAFF MEMBER DURING NON-SCHOOL HOURS**

Students are not to take part in threats, aggressive behavior or physical violence directed at school personnel or their property. This would include acts on or off school grounds including times other than regular school or school sponsored activity hours. Students violating this directive should keep in mind that the staff member would be encouraged to file a complaint with the police. Complaints registered by a staff member with the school will result in a parent contact regarding the complaint and an investigation of the incident. A report of the investigation will be filed with the Board of Education. The Board may require a hearing. The hearing will follow the established procedures set forth in the Student Conduct Code under “Hearing Procedures – Board of Education”.

#### **DRIVING TO SCHOOL**

Students must have a valid driver’s license to drive to school. All students are required to park in the West student parking lot. Driving on school property is a privilege and may be revoked by administration if unsafe acts are reported. (Reckless driving on school property).

#### **CLASS/ORGANIZATIONS**

All classes or organizations must be registered. To become registered, the group must have the permission of the administration, an advisor and a list of the goals and objectives of the organization.

#### **DANCES**

Students from other schools may attend the dance, if a Dundee High School student signs them up prior to the dance and are approved by school administration. Individuals 21 years of age or older will not be permitted to attend a dance as a guest.

Students of Dundee Community Schools Riverside Academy may attend the dance if they are accompanied by a Dundee High School student and approved by school administration.

Homeschooled students are allowed to attend dances as long as they are accompanied by a Dundee High School student. The homeschooled student must show proof that they are enrolled in a homeschooled program and are approved by school administration.

Those people who have dropped out of school will not be allowed to attend dances.

Anyone bringing a guest is responsible for their behavior and may be disciplined if they do not follow the rules.

## STUDENT DRESS

Students are expected to dress in a manner that reflects pride in themselves, their classmates, their teachers, and their community. Dress must be conducive to the school's educational purposes.

Any clothing that would reasonably be expected to disrupt, distract, discriminate or intimidate should not be worn to school. Clothing should be worn in the manner and place it was intended. Exceptions may be made at the discretion of the administration of each building. Classes may establish special dress requirements when necessary for health or safety. (Examples: Industrial Arts, Physical Education or Chemistry). Student dress and appearance should fall within general limits of cleanliness, good grooming and proper taste. Student dress requirements may be altered from time to time on approval of the administration to allow for special occasions such as traditional senior "dress down day" or "spirit days".

The following is not allowed:

1. Any disruptive, distracting, or immodest clothing, jewelry or make-up is not permitted. This includes clothing with gang insignias, profanity, tobacco, alcohol, drug logos or sexual connotations or other inappropriate symbols.
2. Hats, hoods, or dark glasses are not to be worn inside the school. Dark glasses may be worn if prescribed by a doctor and approved by the building principal.
3. Bare midriff or tops that reveal undergarments or open muscle shirts are not permitted. Skirts, shorts or pants that expose normally covered areas of the body are not allowed.
4. Any type of style of "see through" or sheer clothing that exposes normally covered areas of the body or undergarments are not permitted.

*The School Administration will make the determination of any student in question of violating the dress code. Students will have the choice to change their clothing or be sent home. Multiple infractions can lead to administrative action.*

## TECHNOLOGY

The Dundee Community School District's telecommunications network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network, no expressed or implied guarantee is made regarding the privacy of electronic mail (e-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

As outlined in board policy and procedures on student rights and responsibilities, the following are not permitted:

- Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or attacking others
  - Damaging computers, computer systems or computer networks or other technologies
  - Violating copyright laws
  - Using another's password
  - Trespassing in another's folders, work, mail or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Any other actions deemed inappropriate by the administration
- The following are some examples of items deemed inappropriate by the use policy: Social Media Networks,

Internet games, chat programs, commercial e-mail, online auction sites, streaming audio and video (including Internet radio) for entertainment purposes, the transfer of files and software to district computers, changing of computer configuration including, but not limited to, desktop appearance, printer setup, screensavers and task bar configurations, the use of outside media and flash devices, including CD's, iPods, USB memory and MP3 players, anonymous communication and attempts to circumvent district policies. Violations may result in a loss of access as well as other disciplinary, monetary or legal action.

### **SURVEILLANCE CAMERAS**

The campus is under camera surveillance. Anyone on campus may be monitored at any time.

### **CAMERAS**

Cameras are not to be used during school hours. If there is a special project going on in a class that necessitates the use of a personal camera, permission must be given from the principal or assistant principal. Cameras are not to be used in the cafeteria, restrooms or locker room areas for any reason.

### **CELL PHONES**

Cell phones have become a huge distraction for students. In order to avoid disruption of the educational environment and protect students' right of privacy, student use of cell phones or personal communication devices (PCDs) is restricted to before and after school hours and during a student's assigned lunch period. Students shall have no expectation of confidentiality with respect to their use of cell phone/PCDs on school premises/property.

Any cell phone or electronic device visible or in use without appropriate authority during school hours other than identified above will be confiscated. Failure to comply with a request to hand over the cell phone will result in an automatic suspension for insubordination.

If a phone or electronic device is confiscated it will be turned over to the building administration.

**1<sup>st</sup> offense-** Confiscated and returned only to the parent or guardian during school office hours

**2<sup>nd</sup> offense-** Confiscated and returned only to the parent or guardian during school office hours

**3<sup>rd</sup> offense- Confiscated and returned only to the parent or guardian during school office hours.**

**4<sup>th</sup> or more offense- Students are subject to the code of conduct under “Insubordination”.**

**If this problem persists beyond two incidents per semester, the student may be subject to additional administrative action, up to suspension.**

### **HEADPHONES/EARBUDS**

**Students will be required to have headphones/earbuds for educational purposes. In order to avoid disruption of the educational environment or distractions to student learning opportunities, student use of headphones/earbuds is restricted to before and after school hours, during a student’s assigned lunch period and when approved by a staff member for educational purposes. Only with a staff member’s permission or direction can these devices be used at any other time during a school day or during a class period. Any headphone/earbuds device visible or in use without appropriate authority during school hours will be confiscated. Failure to comply with a request to hand over the device will result in an automatic suspension for insubordination. If a device is confiscated it will be turned over to the principal.**

**1<sup>st</sup> offense- Confiscated and returned only to the parent or guardian during school office hours**

**2<sup>nd</sup> offense- Confiscated and returned only to the parent or guardian during school office hours**

**3<sup>rd</sup> offense- Confiscated and returned only to the parent or guardian during school office hours.**

**4<sup>th</sup> or more offense- Students are subject to the code of conduct under “Insubordination”.**

**If this problem persists beyond two incidents per semester, the student may be subject to additional administrative action, up to suspension.**

### **BACKPACKS**

**Student safety is a priority and to maintain their safe educational environment,**

backpacks and duffle bags are not permitted in the classroom. (P.E. Class is an exception) Students are to use their assigned lockers for storage.

### **SIGN OUT PROCEDURE**

To leave during school hours, students must “sign out” in the Main Office. A student will be allowed to sign out on the basis of a parent’s written or verbal request. Students may not leave the building at any time without signing out. Students must have permission of their parent/guardian to sign out and may not sign out during lunch unless their parent comes into the office to sign the student out personally. Failure to comply will result in disciplinary action. Students are not allowed to sign out for lunch.

### **CLOSED CAMPUS**

Closed campus means students are not permitted to leave the school grounds during the school day without following the proper procedures to sign out. Students are not permitted to leave school property for lunch. This policy is in place for the safety and security of all students. No food deliveries are permitted during school hours.

### **BOARD OF EDUCATION**

In situations where corrective measures appear to be ineffective, a student may be referred to the Board of Education or a committee of the Board. The purpose of such a conference will be to inform the Board of the situation relating to a particular student and to provide both parties an opportunity to discuss the matter in a private (or public, if parents so choose) forum. In situations where extreme behavior problems exist, the administration may recommend action to be taken by the Board of a nature reserved to it by law.

### **STUDENT COOPERATION**

Students are expected to cooperate honestly and fully with school officials in the investigation of disciplinary matters. This is for the safety and welfare of everyone within the school community. Confidentiality will be maintained by the administration whenever possible. Lying or intentionally misleading officials will result in serious penalties.

### **LOCKERS (Gymnasium/Hall)**

School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers which have been provided for the convenience of students.

The school authorities may conduct periodic general inspections of lockers for any reason, at any time, without notice or student consent. The Liaison Officer may be involved in locker searches. The entire Board policy which outlines the guidelines for locker searches can be found in the Superintendent's Office. It is the student's responsibility to lock up their valuables.

#### METAL DETECTOR SEARCHES

The school may use metal detectors at random, with or without cause, at times to be determined by the school board or school administration.

#### CANINE SEARCHES

In an effort to keep the school and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances and/or drugs, alcohol and gunpowder in school lockers and in students' vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

#### ACADEMIC POLICIES

##### TESTING OUT

A student who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of not less than a C+ (77) for the final exam and/or other comprehensive paper, portfolio, presentation, project or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit under this policy will earn a grade of "pass" and shall not be used in computations of grade point average but will count towards their total required credits for graduation. Credit may be used to fulfill prerequisites for other courses and subjects which are credit requirements for graduation.

##### POLICY TO ALLOW STUDENTS TO MAKE UP CREDITS

Dundee High School requires that all students pass 26 credits to receive a diploma. Most students complete this requirement in the traditional manner. However, some students fail classes and need alternative opportunities to make up credits so it is possible for them to graduate on time with their class. This policy is designed to clarify the alternative methods open to Dundee High School students to make up credits. Students can elect to

make up credits in the following ways:

1. Repeat the class at next available semester
2. Use a credit recovery program provided by the school
3. Repeat the class through a correspondence school approved by Dundee High School
4. Take classes through an approved night school program
5. Take classes through an approved summer school program

To make up credit the student must first have taken and failed the class at Dundee High School.

To enroll in an alternative option class, students must meet with the Guidance Counselor who will provide information about the alternative class. Written approval by the Guidance Counselor is needed for enrollment. Grades earned in alternative option classes will count in a student's grade point average. Four (4) total credits in any combination will be allowed to count toward the twenty six (26) credits required for graduation from Dundee High School.

Students who want to make up credits through correspondence school or night school must be in their third year of high school.

If a student needs a credit to be eligible for athletics, the credit must be made up by the end of the first day of the new semester (i.e., final grade must be received). If the final grade is not received by the first day of the semester, the student is ineligible for athletics for that semester. If a contest is held before the first day of the semester, the student will be ineligible to participate until the final grade is received.

### ATTENDANCE

It is important that students are in school and in their classes. Attendance codes will be as follows:

A- Absent from class (EXCUSED OR UNEXCUSED)

T- Tardy (If a student is more than (15) minutes late for class they will be marked as "A")

HB- Homebound

ISS- In School Suspension (this counts as an absence unless there is a certified teacher present working with the student on their classwork.)

S- Suspended out of school.

SR- School Related (This code is used for school related field trips or projects where a certified teacher is accompanying the students, and the field trip is a continuation of the curriculum outside the classroom.)

## ATTENDANCE PER SEMESTER

Any student absent from class for eleven (11) or more days will automatically receive a letter grade of “F” for the class on their transcript.

Students exceeding the attendance policy will have the opportunity to earn that class credit by taking the final exam and scoring a 70% or higher. If a student receives a 70% or better on the final exam, the student will be awarded that credit for graduation through the credit recovery program.

School related absences, court ordered absences, and death in the family absences or absences related to illness or a hospital stay will not count toward the eleven (11) days. Documentation for all situations should be turned into the office and kept in the student’s file. Administration will have the final say on the determination of excused or not for all absences.

Any student with absences exceeding eleven (11) in a semester will automatically be directed to an administrative attendance review. This means that each student’s file will be individually examined in order to determine the reasons behind his/her excessive absences. Based on the outcome of this administrative review, a student and their parent/guardian may meet with the Attendance Review Committee. The Attendance Review Committee will make a determination on the facts provided and will do one of the following:

1. Excuse absences due to circumstances and the grade will be awarded as earned. 2.

Place student on an attendance contract (attendance probation).

3. Student will only receive credit for the class if the student passes the final exam with not less than a C+ (77%) on the class final exam.

*\*Restorative Practices may be considered*

## TRUANCY

Truancy is considered to be absence from school without legitimate reasons. The school may consider a student truant even with parental permission if the reason for absence is completely unjustifiable. If the student is less than 16 years of age a report of the truancy will be made to the appropriate authorities.

## Monroe County Truancy Protocol procedures:

1. After five (5) absences a letter or phone call to the parent will occur.
2. After nine (9) absences a letter or phone call to the parent will occur.
3. If attendance does not improve, the student's attendance file will be turned over to the Liaison Officer for review to send to the County Prosecutor.

## ATTENDANCE INCENTIVE (2<sup>nd</sup> SEMESTER SENIORS ONLY)

Seniors with a grade of at least a (B-) and three (3) or fewer absences during the second semester will not be required to take the final exam. School related absences and absence due to a death in the immediate family are the only absences that will not be counted toward the total for exam exemption. However, a senior who does not have to take the exam may do so to try and better his/her grade. It will not be averaged if it does not help the grade. The School administrators will make the determination of any student in question.

## TARDINESS

A teacher will define a student as being tardy if the student is not physically present in the classroom or seated in his/her assigned seat when the bell rings. Tardies are counted by individual classes and accumulate only for the current semester. In addition, after three (3) tardies in the same class, the teacher will issue the student a detention. The student will receive an additional detention for every tardy after three (3) in order to make up for the time missed in that class. If a student reaches seven (7) tardies in the same class, the teacher will send a referral to the office and the student will be assigned an in-school suspension. If the student is still tardy and reaches eight (8) tardies in one class, the student will receive an additional in-school suspension (in-school or out of school) and a parent meeting will be requested to discuss the issue. Students may receive an excused tardy to deal with car malfunctions once per semester.

## HALL PASSES

*In order to avoid disruption of the educational environment or distractions to student learning opportunities, students are expected to be in class when assigned and use the (5) minute passing times to utilize the bathroom. Students will be provided up to (3) three hall passes per class per semester. Students using more than (3) three passes will be subject to a detention. In some cases there can/will be exceptions to this procedure but requires administrative approval. Administration will track the number of hall passes a*

student uses and may address excessive situations.

## HALL, GROUNDS, SCHOOL ACTIVITY BEHAVIOR

Students are expected to conduct themselves properly at all times. The following behaviors are not acceptable: yelling (although not acceptable in the halls, it is permissible at appropriate times such as during an athletic contest or pep assembly), running in the halls, pushing, hitting, calling names, yelling, talking or otherwise causing a disturbance during an assembly, defacing property, chasing, being in areas at times when the area is restricted, arguing with other students, congregating in the restrooms, skateboarding, rollerblading.

Eating and drinking coffee or soft drinks is allowed only in the cafeteria, as a general rule. Bottled water in a clear plastic container is, however, permissible in classrooms with teacher approval.

Drink or snack machines are to be used during lunch or before and after school only. Penalties for violations will range from a warning up to a five (5) day suspension. Typically, a warning will be given and a discussion will be held with the student as a first corrective measure.

Other rules for classrooms or specialty areas may apply. These rules must be approved by the administration and distributed and explained to the classes. Failure to follow these rules may lead to school penalties.

## INCIDENTS OF MISCONDUCT

### CRIMINAL ACTS

Any student who commits a criminal act will be reported to the proper law enforcement agencies. Appropriate action will additionally be taken by school authorities. The following activities are among those defined as criminal under the laws of the State of Michigan and are listed here as examples. They are not inclusive, but serve only as a guide. Some examples of criminal acts are as follows: arson, assault, burglary, battery, counterfeiting, extortion, blackmail or coercion, having, using and/or threatening to use firearms or explosives, larceny, malicious mischief, robbery, sale, use and/or possession of alcoholic beverages or illegal drugs, trespassing, unlawful interference with school authorities, unlawful intimidation of school authorities and/or vandalism.

Violations of the law that occur at times other than when school is in session or at times when the student is not attending school sponsored activities will be handled by appropriate police and/or legal agencies. Additional disciplinary action may be taken by the Board of Education when legally permissible. Disciplinary action may also be taken

by the Building Principal. This action may be, at a minimum, a one (1) day suspension. However, the Building Principal may also determine that a suspension is necessary until a Board hearing occurs. If the act committed is thought to be violent, the student may additionally be required to attend six (6) weeks of anger management classes as a condition of returning to classes.

## **WEAPONS**

Students are not to bring any type of weapon or object that may be used aggressively or in a threatening manner toward another person. Such weapons are forbidden to be on or around school grounds at any time of the day or night. Such violations will be dealt with severely. Penalty for possession of a weapon is up to a ten (10) day suspension, parent notification and police notification. A hearing before the Board of Education may be required. Further action may be taken by the School Board of Education and/or under criminal acts.

Any item or device on the person, locker, car, etc., that circumstances indicate was brought to school for use as a weapon will be confiscated immediately by school personnel. Police and parents will be notified. School action, up to and including expulsion for use/possession of a weapon, will be based on conditions that exist at the time.

The possession or use of any dangerous weapon is prohibited on district property or a district sponsored activities. School officials are authorized to confiscate any weapon from a student or other persons on school property.

Students violating this policy could be expelled from school permanently, subject to possible reinstatement as described later, unless the student establishes a clear and convincing manner of at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not have reason to know that the object or instrument possessed by the student constituted a dangerous weapon
4. The weapon was possessed by the student at the suggestion, request or direction of or with the express permission of school or police authorities.

The complete policy is available upon request at the building administrative offices.

## **PHYSICAL ASSAULTS COMMITTED BY STUDENTS AGAINST OTHER STUDENTS**

Level 1 – Confrontation – Verbal or physical pushing, shoving, placing hands and/or threats made to another student. Penalty: Warning up to a three (3) day suspension.

**Level 2 – Aggressive Behavior** – Physical or verbal, may or may not include inappropriate language, threats, or bullying. (Neutral party needed for intervention.) Penalty: warning up to a three (3) day suspension. Continued offenses will result in persistent disobedience and an additional suspension.

**Level 3 – Fight** – Physical nature, three (3) days of suspension up to ten (10) days. First offense - three (3-5) day suspension. Second offense – five (5-10) day suspension. Third offense – ten (10) day suspension. Fourth offense will result in a hearing before the Board of Education.

**Level 4 – Premeditated or Aggravated Fight** – A fight that may involve premeditation or a fight that occurs after a direct warning not to fight or in the case of parties refusing to stop fighting when so directed. The penalty is up to a ten (10) day out of school suspension.

**Level 5 – Physical Assault** – The Board of Education shall expel a student in grade 6 or above up to 180 school days if the student commits a physical assault, as defined by MCL 380.313a12B -1, against another student on school property, on a school bus or other school related vehicles or at a school sponsored activity or event. The Board may modify the expulsion period on a case by case basis.

#### **AGGRESSIVE BEHAVIOR TOWARD SCHOOL PERSONNEL OR SCHOOL PROPERTY**

Threats of any kind made to and/or physical contact with school personnel or school property constitutes, at a minimum, aggressive behavior. Any student thought to be behaving aggressively toward school personnel or property will receive an immediate suspension from all classes and school activities pending an investigation. The police may be notified. Additional action may also be taken by the Board of Education.

#### **HARASSMENT, INTIMIDATION OR BULLYING**

By definition is any gesture or written, verbal, cyber or physical act that a reasonable person should know will have the effect of harming another person. This includes damaging another person's property or placing a person in reasonable fear of harm to his or her person or property. Any behaviors that cause insulting or demeaning of any person or group of people in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil.

Harassment, intimidation or bullying includes, but is not limited to, a gesture or written, verbal, cyber or physical act that is reasonably perceived as being motivated by a pupil's religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, height, weight or socioeconomic status or by any other distinguishing characteristic. This type of behavior will be taken seriously and **WILL NOT** be tolerated in school, at after school activities, school sponsored events or on school

property after normal school hours. Penalty: up to a five (5) day suspension and a required parent conference before the student is allowed to return to school. Additional disciplinary action, up to and including expulsion, may be implemented when deemed necessary.

Additional incidents may result in suspension until a Board hearing with a parent conference and involvement from appropriate law enforcement agencies.

Any reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying will result in additional suspension, parent conference or law enforcement involvement.

For more information regarding the prohibition of bullying and the submission of complaints regarding same, please see Board Policy 5517.01. For more information regarding prohibited harassment and the submission of complaints regarding same, please see Board Policy 5517.

### Sexual Assault and Sexual Harassment Guide

#### **FALSE FIRE ALARMS AND BOMB THREATS**

Causing and/or participating in a false fire alarm and/or making a bomb threat is a serious school offense as well as a violation of the law. Immediate suspension from classes and extracurricular activities will be given to any student who is thought to have participated in these types of acts pending investigation by police agencies and action by the Board of Education.

#### **EXPLOSIVES**

Possession of explosives in the nature of firecrackers and smoke bombs will result in a minimum of one (1) day suspension. Use of these devices on campus will result in immediate suspension from classes and extracurricular activities from three (3) to ten (10) school days. Continued possession or use of these devices will result in a board hearing with a recommendation of expulsion. The penalty for the first offense of possession of explosives may be a warning.

#### **INAPPROPRIATE AND/OR POTENTIALLY DANGEROUS OBJECTS**

Any object that is considered inappropriate or potentially dangerous in the school setting will be confiscated immediately by school personnel. Examples of some objects that the school considers inappropriate are as follows: toy guns, rubber knives, matches, lighters, handcuffs, squirt guns, loud toys (radios), pagers, laser pens and pepper spray.

Electronic devices must remain in the locker during classes, but may be used during lunch. Other objects which are not permitted onto school ground are skateboards, rollerblades or shoes with retractable wheels.

Any object which has been confiscated by the school will be returned only to the parents of the student. Parents must make arrangements to pick up the confiscated item within one (1) week of it having been seized. After one week the object will be disposed of. A first offense requires a conference with parents. A second offense may result in a suspension of up to three (3) days.

#### EXPOSURE

Students are expected to behave in an appropriate and lawful manner. Any intentional inappropriate exposure of body parts or sexual touching will result in a suspension from school. First offense – parents required to meet with the school authorities, possible legal action and up to five (5) days of suspension. Any student suspended for indecent exposure must have a safety evaluation at the student's expense before being allowed to return to school. Second offense – may result in a Board hearing.

#### UNDUE FAMILIARITY

Students are not to show excessive familiarity with classmates. A student should think before addressing another student with anything but his/her given name. Physical display of affection is limited to hand holding. The penalty for violating this rule will be: first offense – a warning and parents notified, second offense – a one (1) day suspension, third offense – up to three (3) days out of school for insubordination.

#### DISRESPECT

Disrespect is any behavior that degrades or is intended to degrade another. Irreverent and disrespectful behavior shown toward any other student and/or school personnel, including their authority, will result in suspension. Circumstances will determine the length of suspension which will be from one (1) to three (3) days. Parental contact must be made before the student may return to class.

#### HALL, GROUNDS, SCHOOL ACTIVITY BEHAVIOR

Students are expected to conduct themselves properly at all times.

The following behaviors are not acceptable: yelling (although not acceptable in the halls, it is permissible at appropriate times such as during an athletic contest or pep assembly), running in the halls, pushing, hitting, calling names, yelling, talking or

otherwise causing a disturbance during an assembly, defacing property, chasing, throwing snowballs, being in areas at times when the area is restricted, arguing with other students, congregating in the restrooms, sliding down banisters, skateboarding, rollerblading.

Eating and drinking coffee or soft drinks is allowed only in the cafeteria, as a general rule. Bottled water in a clear plastic container is, however, permissible in classrooms with teacher approval.

Drink or snack machines are to be used before or after school only.

Penalties for violations will range from a warning up to a five (5) day suspension. Typically, a warning will be given and a discussion will be held with the student as a first corrective measure.

Other rules for classrooms or specialty areas may apply. These rules must be approved by the administration and distributed and explained to the classes. Failure to follow these rules may lead to school penalties.

## VANDALISM

For acts of vandalism to school property or on school property to a student or school employee's personal property, penalty of up to a five (5) day suspension, parent notification, police notification and reimbursement for the cost of repairs or replacement. A hearing before the Board of Education may be required for additional action up to and including expulsion. Students doing vandalism to school property or other school's property may be denied including, but not limited to, the opportunity to walk during their graduation commencement ceremony, prom, senior awards night, spring picnic, and senior breakfast. Further action may be taken under criminal acts.

## FIELD TRIP BEHAVIOR

Students being transported by school bus on field trips are expected to conduct themselves in such a way so as to avoid distracting the driver. Examples of distracting behavior are standing while the bus is in motion, loud talking or yelling, throwing things including paper, obscene gestures or comments, interference with driver, teacher or chaperone by remark or actions.

Students are expected to not misuse permission forms. Examples would be forgery of permission slips or obtaining permission slips by providing false information or with intent to misuse. Students found guilty of violating this rule will be denied field trip

school transportation for one (1) school year. The student's privileges may be reinstated after one-half school year if the student's conduct justifies it and the student request reinstatement. The denial does not include required transportation that is necessary for participation in athletics, band, chorus, etc.

#### **INSUBORDINATION**

Insubordination is defined as defiance of authority and disobedience toward school employees. The penalty is up to a three (3) day suspension.

#### **PERSISTENT DISOBEDIENCE**

Persistent disobedience is the continual disregard and/or violation of classroom, bus and/or other school rules. The penalty is a suspension of up to three (3) days. A conference with the student's parents will be required prior to the student's return to school. Additionally, a referral to a Board of Education hearing may be made, and lengthier suspension or expulsion imposed, if other interventions fail.

#### **REFERRAL TO OFFICE**

Failure to report to the office as instructed by a school employee will result in a suspension of up to three (3) days. A first offense will result in a one (1) day suspension from school.

#### **CHEATING**

For a first offense, the student will be referred to the office and receive a zero on the test or assignment. A letter will notify parents. For a second offense, the student will be referred to the office and will need a C+ to get credit for the class. A letter will notify parents. For a third offense, the student will be referred to the office and fail the semester. Again, parents will be notified by a letter. The offenses are cumulative for each school year.

#### **PLAGIARISM**

Plagiarism is the stealing of original creations, ideas or words from a variety of sources, such as books, TV, magazines, journals, databases, artwork and Internet sources for one's personal and/or scholastic benefit. Plagiarism is the most serious academic offense one can commit. The plagiarist incorporates ideas, statistics and examples from other sources and presents it as if they were their own. Plagiarists lift direct quotes or paraphrase ideas and fail to cite the source of information through either footnotes or citation, according to the instructor's preference. Plagiarists also fail to use a works-cited or bibliography page; thus, students fail to give proper credit to their

sources. Plagiarism includes stealing ideas from other students as well as “recycling” papers from year to year. As a result of this serious offense, no credit can be given for the plagiarist’s effort.

Since plagiarism is a form of cheating, all plagiarists will be subject to the same penalties as outlined in the cheating guidelines.

### FORGERY

Forgery and/or use of school control forms such as Media Center passes, hall passes and/or other school documents will result in the following penalties. A first offense will result in denial of privileges provided by the form for twenty (20) school days. A second offense will result in denial of privileges provided by the form for forty (40) school days and parents will be notified.

Forgery and/or use of forged excuse notes will result in penalties up to a three (3) day suspension and parent will be notified.

### STEALING/THEFT

First offense – up to three (3) days suspension, restitution, parent notification, possible police involvement.

### CONTROLLED SUBSTANCES/DRUGS, AND ALCOHOL

Use and possession – Students who are in possession of drug-related paraphernalia or who use, possess or are under the influence of controlled substances, drugs or alcohol, narcotics, amphetamines, hallucinogens, inhalants, Ecstasy or other dangerous drugs including look-alike drugs such as Mini-thins, Ephedrine, Ginseng, or any other over-the-counter medications on or near (adjacent to) district property during school hours or at any school sponsored activity either on or off campus, are subject to immediate suspension and/or expulsion.

The suspension or expulsion of handicapped students shall follow procedures outline in the district’s administrative procedures for handicapped child suspension/expulsion.

First Offense – The administration shall:

- (a) notify appropriate law enforcement agencies, if circumstances warrant (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee
- (c) suspend the student for violation of district rules for ten (10) days, with an expulsion

recommendation pending

If, however, an assessment is completed by an approved third party at the parents/guardians expense and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension. However, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and expulsion recommendation will stand.

Additionally, the student as well as each of the student's parents will be required to attend a drug education program for six weeks. Students that do not attend the recommended drug education program will be subject to further suspension.

Second and/or Subsequent Offenses – The same procedure previously set forth for first offenses will be followed with an additional recommendation for expulsion.

Distributing – Students who share and/or sell alcohol, narcotics, amphetamines, hallucinogens, inhalants, Ecstasy or other dangerous drugs including look-alike drugs such as Mini-thins, Ephedrine, Ginseng or any other over-the-counter medications to other students or persons on or near (adjacent to) district property during school hours or at any school-sponsored activity, either on or off campus are subject to immediate suspension and/or expulsion.

First Offense – The administration shall:

- (a) notify appropriate law enforcement agencies
- (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee
- (c) suspend the student for violation of district rules for ten (10) days with a possible expulsion recommendation pending

If, however, an assessment is completed by an approved third party at the parents/guardians expense and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension. However, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the Principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and any expulsion recommendation will stand. Additionally, the student as well as each of the student's parents will be required to attend a drug education program for six (6) weeks. Students that do not attend the recommended program will be subject to further suspension.

**Second and/or Subsequent Offenses** – The procedures employed shall be the same as for second and/or subsequent offenses under the preceding directive, “Use and Possession”, except that the student shall now be recommend for expulsion from school according to the fullest extent of the law.

**Paraphernalia** – Students who possess or distribute drug-related paraphernalia such as roach clips, bongs, pipes and other related paraphernalia to other students or persons on or near (adjacent to) school district property during school hours or at any school sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

**First Offense** – The administration shall:

(a) Notify appropriate law enforcement agencies, if circumstances warrant (b) notify parents/guardians of the student and request an immediate conference with them and the principal or his or her designee

(c) suspend the student for violation of district rules for ten (10) days with a possible expulsion recommendation pending

If, however, an assessment is completed by an approved third party at the parents/guardians expense and the results made available to the principal within five (5) days, the student may be readmitted after serving a five (5) day suspension. However, the student and parents/guardians must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the Principal. If the student or parents/guardians refuse to agree to an evaluation and/or recommended treatment, then the ten (10) day suspension and any expulsion recommendation will stand.

**Second and/or subsequent offenses** – The same procedures as set forth for first offenses will be followed with an additional recommendation being made for expulsion. The suspension or expulsion of handicapped students shall follow procedures outlined in the district’s administrative procedures for handicapped child suspension/expulsion.

**Extracurricular Activities and Substance Abuse** – Students involved in extracurricular activities, including organizations and clubs, may lose the privilege of participation if they violate the substance abuse policy. Additional guidelines, which apply to all student athletes, exist in the Athletic Handbook. Discipline and intervention procedures for extracurricular activities correspond to those found in the District Substance Abuse policy. Guidelines for controlled substances and alcohol are included in the Student Assistance Program. Copies are available in each school office.

**Over-the-Counter Drugs** – Possession, misuse, distribution or sale of over-the-counter drugs may result in parent notification and suspension until a parent conference has been held and referral is made to a counselor/outside agency.

## **TERRORIST THREATS/ACTS**

The Building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following guidelines shall be applied:

1. The Building Principal shall immediately suspend the student for a period of up to three (3) days, until the investigation is complete.
2. The Building Principal shall promptly report the incident to the Superintendent and, if necessary, law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terrorist threats or committing terrorist acts, prior to readmission the Board may require, but is not limited to, one or more of the following:
  1. That the student provides competent and credible evidence that the student does not pose a risk of harm to others.
  2. That the student participates in a counseling program approved by the Superintendent, and/or
  3. That the student makes restitution for damage and expense incurred as a result of the incident.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

## **VAPE DEVICES/ TOBACCO PRODUCTS**

Possession of any vape device/tobacco product, including cigarettes, cigars, chewing tobacco or tobacco snuff or any look-a-like cigarettes, e-cigarettes, vapes, vape juice bottles, cigars, tobacco snuff, lighters, or matches is prohibited on school property or at any school sponsored events on or off campus. This would include students going to and from the school bus regardless of whether they are on school property. Students who violate this rule are subject to up to three (3) days of suspension. The penalty is:

First offense – one (1) day suspension

Second offense – three (3) days of suspension.

Third Offense- three (3) days of suspension and additional administrative action.

## **ADMINISTRATIVE CORRECTIVE MEASURES**

Administrator will use their best judgment when using corrective measures to change

unwanted behavior. The focus is on changing behavior and not just punishment. When applicable, Restorative Justice and Restorative activities will be considered as possible corrective measures.

## CONFERENCE

In cases of misconduct, conferences among involved parties: the student, parents/guardians, teachers and/or any other person deemed necessary, will most often be the initial step and hence, the most common method, used to bring about the desired change in the student's behavior.

## DETENTION (Lunch/After School)

This measure will be used to correct misbehavior when less stringent methods have failed. The person issuing the detention will inform the student why the detention was issued and when it is to be served. A minimum of one (1) week notice will be given so the student can provide for his or her transportation. If a student or parent requests an earlier date they will be assigned earlier if possible.

The person issuing the detention will turn a copy into the office, along with a letter in duplicate, explaining the reason for the detention. A copy of this letter, as well as a copy of the detention procedure and policy, will be sent to parents.

Detention time in conflict with extracurricular activities or jobs will not be valid reasons for dismissal or postponement of the established time. Failure to serve a detention will result in an in-school suspension.

## SUSPENSION

Suspensions will be used for serious cases of misconduct. They will be for no longer than ten (10) consecutive school days with the exception of indefinite suspensions. Indefinite suspensions will be issued in cases where behavior is such that a conference with the parents is thought necessary and beneficial or the circumstances and seriousness of the misbehavior warrant a hearing with the Board of Education. The length of suspension in these cases will be either until a conference is held or until a board hearing is determined to be mandatory or both.

In each case of suspension, an attempt will be made to contact parents by telephone. Additionally, parents will be notified by a letter that states the reason the student has received the suspension. A copy of this letter will be provided to the student to take to his or her parents at the time he or she is dismissed. Another copy of the letter will be

mailed. A third copy of the letter will be filed. Suspensions may be from classes and extracurricular activities or from extracurricular activities only. Students who are suspended from school are not allowed to be on school property or attend any after school activities or contests, both home and away. Examples of school activities that suspended students may not attend or participate in while suspended are: athletic practices and competitions, club meetings, dances and/or any other school sponsored activities. At the High School, days of suspension will count toward their 11 allotted days of the attendance policy. The student will be responsible to have all work missed completed at the time they return. They will also be immediately responsible for tests and quizzes upon their return.

Students who are suspected of being disabled, are eligible for accommodations under Section 504 of the Rehabilitation Act, or have been found eligible for special education programs and services will be afforded all of the rights attendant to that status.

### IN-SCHOOL SUSPENSION

Our goal is to keep students in school and on task. For this reason we have designed an in-school suspension policy. In-school suspensions are alternatives to out-of-school suspensions.

Students who have received an in-school suspension will be assigned to an in-school suspension room for the day with class work to be completed. Students are given the opportunity to complete all daily assignments during an in-school suspension. If the student chooses not to complete the assignments, they will not receive credit for those assignments. A student who is a disciplinary problem or who commits a serious offense while serving the in-school suspension may be assigned an out-of-school suspension according to the conduct code. Students serving an in-school suspension are not allowed to be on or near school property or attend any after school activities, both home and away. Examples of school activities that suspended students may not attend or participate in while suspended are: athletic practices and competitions, club meetings, dances and/or any other school sponsored activities.

In-school suspensions will be given, at the discretion of the administrator, for excessive unexcused absences or tardiness, profanity/obscene language and/or other offenses which occur. Guidelines for in-school suspension programs will be distributed to each student receiving a suspension. Any student who skips an in-school suspension will be suspended out of school for two (2) days.

The High School has set a limit of three (3) days of in-school suspensions per semester. Any day over and above three (3) days per semester will result in an out-of-school suspension.

## **SNAP SUSPENSION**

The student will be removed from class. The teacher will contact administration and the parent as to the reason for removal as soon as reasonably possible.

## **COMMUNITY SERVICE**

This is used as a restorative activity. This is not a mandatory administrative assignment. Students can opt to not participate but other administrative action will be assigned.

## **RIGHTS, RESPONSIBILITIES AND PROCEDURES**

### **FREEDOM OF SPEECH AND ASSEMBLY**

1. Students are entitled to verbally express their personal opinions at appropriate times and places as determined by school authorities. In no case shall an opinion be expressed that does or could reasonably be expected to lead to disruption. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the Principal. 3. Students have the freedom to assemble peacefully at authorized and appropriate times and places. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

Penalties for violation of the proceeding will be guided by penalties set forth elsewhere in this document.

### **FREEDOM TO PUBLISH**

1. Students are entitled to express in writing their opinions at appropriate times and places as determined by the school authorities. In no case shall an opinion be expressed if its purpose is to disrupt or lead to disruption. The distribution of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.

2. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.

3. Libel, obscenity and personal attacks are prohibited in all publications.

4. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the distribution without charge of non-school

sponsored student newspapers published by students of the school district. Publication will not be on school property and distribution will only be at times and places designated by school authorities.

### **SEARCH AND SEIZURE**

The school system has the right to search a student or a student's possessions if the search is justified at its inception and is reasonably related in its scope. Under normal circumstances, this means that the school may search a student or a student's possessions if there are reasonable grounds to believe that the student has violated (or has evidence of a violation of) federal, state or local law or school rule and the search is reasonably related to the objectives of the search given the circumstances.

The school district also maintains lockers and desks for student use. The school system retains the right to make regular and unannounced inspection of all of its property, including lockers and desks used by students.

Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.

### **5771 - SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### **SCHOOL PROPERTY**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

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 of detection shall be used only to determine the presence of drugs in locker areas and other places in the 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.

## STUDENT PERSON AND POSSESSION

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken

from a student.

## DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Dundee Community Schools. Federal constitutional law does not require a board level hearing except in cases involving long term suspensions (potentially eleven (11) days or more).

1. The hallmark of the exercise of disciplinary action shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. Suspension of one (1) to ten (10) days.

A. An informal meeting with the principal will be held prior to suspension.

- i. The student will be presented with oral or written notice of the specific charges, which are the basis for disciplinary action to be taken against him/her and an explanation of the evidence against him/her.
- ii. The student will have the right to present any relevant information that will support his/her defense.
- iii. If the school principal suspends the student, the principal will notify the parents as soon as possible of the suspension, the reason for it and the steps required for the student's return. The principal will meet with the parents or guardians and the student to plan the satisfactory return of the student to the school setting, if requested.

B. Unfavorable decisions in suspension of one (1) to ten (10) days may be appealed to the superintendent.

- i. Such appeals shall be made within the period of suspension. During the time of the appeal to the superintendent, the student will remain out of school. The superintendent shall affirm or modify the terms of the principal's action within two (2) working days of the appeal. The superintendent's decision in cases of short-term suspensions (one (1) to four (4) days) shall be final.
- ii. A suspension of more than ten (10) days must have superintendent approval through the Board of Education or its designee. A hearing with the Board of Education, Board Committee or other designee will be granted after a written request for a hearing or appeal is received by the superintendent. Only in

unfavorable decisions of suspensions of (10) days or more may appeals be made to the Board of Education, which shall review the decision to determine if competent material and substantial evidence supports the decision.

### HEARING PROCEDURES – BOARD OF EDUCATION

The following procedural guidelines will govern the expulsion/long-term suspension process of the Board of Education.

1. Written notice of charges against a student will be supplied to the student and his/her parent/guardian. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.
2. Parents or guardians should be present at the hearing.
3. Legal counsel may represent the student, parent/guardian.
4. The student shall be given an opportunity to give his/her version of the facts. He/she should be allowed to offer the testimony of other witnesses and other evidence. The witness's name must be reported to the Board of Education a minimum of two (2) school days prior to the hearing. The student shall be allowed to observe all evidence offered against him/her. Only in suspensions of eleven (11) or more days will the student be allowed to question witnesses.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The Board of Education shall state, within a reasonable time, its findings and its decision as to expulsion/suspension or other penalty it deems appropriate. The student may be suspended during this interim period.
8. The decision of the hearing authority (Superintendent or Board of Education) shall be reduced to writing and sent to the student and his/her guardian.

### STUDENTS WITH DISABILITIES

1. Students suspected of having a disability or who have been identified as having a disability may be suspended up to ten (10) school days without additional due process requirements.
2. Students with a disability who have been suspended for more than ten (10) school days will be afforded the due process rights required by law.
3. Students suspected of having a disability will have their conduct reviewed according to applicable law prior to repeated suspensions beyond ten (10) school days.
4. Students suspected of having a disability or who are eligible for special education programs and services may be placed in a 45-calendar day interim alternative educational setting as provided by law. The alternative educational setting may be considered in situations where weapons or illegal drugs/controlled substances were involved or where the student's current placement is determined to be dangerous to him or to others.

**Dundee High School Graduation Requirements**

**26 total credits required to graduate**

**English Language Arts 4 credits required 1 credit English 9 or Honors English 9**

**1 credit English 10 or Honors English 10**

**1 credit English 11 or Advanced Placement English 11**

**1 credit English 12 or Advanced Placement English 12**

**Mathematics 4 credits required 1 credit Algebra I**

**1 credit Geometry**

**1 credit Algebra II**

**1 credit Additional mathematics course in the final year of high school (see course list for approved courses)**

**Science 3 credits required 1 credit Biology I**

**1 credit Chemistry**

**1 credit Physical Science or Physics**

**Social Studies 3 credits required 1 credit World History**

**1 credit American History or Advanced Placement American History 0.5 credit American Government or Advanced Placement American Government 0.5 credit Economics**

**Physical Education 1 credit required 4 years of Marching Band may substitute the Physical Education requirement.**

**Health 0.5 credit required**

**Visual, Performing and Applied Arts 1 credit required Band Choir, Art I, Ceramics, Adv. Ceramics, 3-D Design, Beg. Paint/Draw, Adv. Paint/Draw, Independent. Art, Theater, Student Publications, Engineer Design, Drafting II, Drafting III, Independent. Drafting, Construction Trades Fundamentals, Construction Trades, Interior Construction Trades, Construction Trades 2, 3-D Printing, 3-D Animation**

**Online Learning Experience – No Credit Issued – 20 Hours**

**This requirement is completed as part of the World History B course.**

**It is embedded in the World History B course.**

World Language 2 credits required Formal coursework in a world language or an equivalent learning experience in grades K-12 (1 credit) may be counted and an additional world language experience in high school for a total of 2 years in a world language. Or completion of a department approved formal career and technical education program, or an additional visual, performing and applied arts credit (1 credit).

Electives 8.5 credits required

### GRADUATION REQUIREMENTS CONVERSION

Dundee High School converts all graduation requirements when students transfer in from other districts and for students enrolled at Dundee High School that have been enrolled in both trimesters and semesters during their High School years. Students must pass 93% of the classes taken in a four year standard (block/semester/trimester) schedule. Below are a few examples of different situations using 93% of possible credits having to be passed:

### GRADUATION RECOGNITION

Dundee High School honors and values high academic achievement and recognizes those accomplishments during our graduation ceremony. Students who maintain an honor graduate status of a 3.7 or higher GPA are eligible for the Top Senior Scholar Award. At the end of the First semester of their senior year, students will have their GPA and SAT scores calculated into a Senior Scholar list. These students will be individually honored at the graduation ceremony. As in all other GPA calculations, there will be no rounding of GPA or points. Only SAT scores on the state scheduled SAT date in March during students' junior year will be used in calculating Senior Scholar point totals. The following honors will be recognized in this fashion at graduation: Senior Scholars Points Formula: The following formula will be used to determine the Senior Scholars:  $4.0 (\text{max. GPA}) \times 250 + 1600 (\text{max. SAT}) \times 0.625 = \text{Senior Scholar Points}$   
Valedictorian: Highest Senior Scholar points. Will receive medallion, be recognized in the local paper, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Salutatorian: Second Highest Senior Scholar. Will receive medallion, be recognized in the local paper, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Senior Scholars will receive a medallion, be recognized in the local paper, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Suma Cum Laude – (3.9 and above GPA's) will receive a gold cord to wear during

the ceremony, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Magna Cum Laude – (3.7 up to 3.9 GPA's) will receive a gold cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Cum Laude – (3.5 to 3.7 GPA's) will stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.

Honor Roll – (3.0-3.5 GPA's) will be noted in the program.

All Senior Scholars will be provided the opportunity to speak at graduation. If there are more than four (4) Senior Scholars wanting to speak, the graduation speakers will be determined by all students in the Senior Scholar category. Those students who wish to speak will submit their names to the Principal. The Principal will compile the list of speakers. The Principal will have all Senior Scholars in one room to vote for who they want to speak. The Senior Scholars will pick two students from the list to speak.

#### Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

#### Grading Periods

Students shall receive a report card at the end of each (9) nine week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

#### Overall Semester Grade

40%- 1<sup>st</sup> marking period (9 weeks)

40%- 2<sup>nd</sup> marking period (9 weeks)

20%- cumulative final exam) (can be broken down mid-term (10%) and final exam (10%))

## GRADING SCALE

### Grade Percentage Honor Point Weighted GPA(AP Course)

A	93-100	4.0 / 4.0
A-	90-92	3.67 / 4.0
B+	87-89	3.33 / 3.66
B	83-86	3.0 / 3.33
B-	80-82	2.67 / 3.00
C+	77-79	2.33 / 2.66
C	73-76	2.0 / 2.33
C-	70-72	1.67 / 2.00
D+	67-69	1.33 / 1.66
D	63-66	1.0 / 1.33
D-	60-62	.67 / 1.00
F	0-59	0.00 No Weighting

### Policy to Allow Students to Make Up Credits

Dundee High School requires that all students pass a set number of credits to receive a diploma. Most students complete this requirement in the traditional manner. However, some students fail classes and need alternative opportunities to make up credits so it is possible for them to graduate on time with their class. This policy is designed to clarify the alternative methods open to Dundee High School students to make up credits.

Students can elect to make up credits in the following ways:

- Repeat the class at Dundee High School
- Complete credit recovery program (pass/ fail)
- Repeat the class through a correspondence school approved by Dundee High School
- Take classes through an approved night school program
- Take classes through an approved summer school program

To make up credits the student must first have taken and failed the class at Dundee High School. Students will be allowed to enroll in an alternative option class when:

- They have completed both trimesters of a one credit course or finish the half credit course before taking the course over at Dundee High School
- They are trying to earn make-up credits for non-required electives that are needed to complete the graduation requirement

### Policy for an Alternative Option Class

To enroll in an alternative option class, students must meet with the Guidance Counselor who will provide information about the alternative and written approval for enrollment. Grades earned in alternative option classes will count in a student's grade point average. Four (4) total credits in any combination will be allowed to count toward the credits required for graduation from Dundee High School.

If a student needs a credit to be eligible for athletics, the credit must be made up by the end of the first day of the new trimester (i.e., final grade must be received). If the final grade is not received by the first day of the new semester, the student is ineligible for athletics for that season. If a contest is held before the first day of the semester the student will be ineligible to participate unless the final grade is received.

### CRITERIA FOR EARLY GRADUATION

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four year, grade 9-12 sequence, may request permission for early graduation. The student and parents shall consult with the High School administrative to develop a graduation plan.

The student shall request in writing to the Board of Education, permission for early graduation with reasons supporting the request. Examples of reasons are:

- Hardship circumstances
- Career (vocational) opportunities
- Enlistment in military
- Pursuit of a continuous specialized education objective
- College entrance

The student, parent or the legal guardian of the student must submit a letter in support of the student's request for early graduation and such letter is to accompany the student's written request. The request letter to the Board is to be submitted to the superintendent no later than six months prior to the anticipated completion of the required high school program.

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalence in order for consideration to be given to any request.

Each request is to be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

DUAL ENROLLMENT/ Direct College

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities.

The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
  - Students taking a dual enrollment class for high school credit should understand that the grade received in the college course will be counted in their high school grade point average. Each college class that earns a passing grade will be worth ½ credit in high school.
  - Admission to Monroe County Community College is based upon high school performance (G.P.A. of 2.5 or higher) and placement test or qualifying SAT scores.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, SAT, or M-STEP. The following table shows the complete list of scores that help to qualify students for dual enrollment:

Assessment	Test Section	Content Area	Min. Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading 42	
	Writing Skills	Writing 41	
	Mathematics	Mathematics 44	
SAT	Critical Reading	Reading 500	
	Writing Skills	Writing 500	

<b>M-STEP</b>	<b>Mathematics</b>	<b>Mathematics 500</b>
	<b>Mathematics</b>	<b>Mathematics Proficient</b>
	<b>ELA</b>	<b>ELA Proficient</b>
	<b>Social Studies</b>	<b>Social Studies Proficient Science Science Proficient</b>

3. Students who drop a class after the drop period or fail a class will be responsible for reimbursing the district for the cost of the class.

4. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

5. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.

6. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

7. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. *Eligible charges do not include transportation or parking costs or activity fees.*

8. If a student participating in the post-secondary (dual) enrollment program fails to successfully complete an eligible course, the *student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment.* In the event the reimbursement is not made in a responsible period of time, the Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for the collection.

**The High School Counseling Department**

**Ms. Jessica Keegan**

**High School Counselor**

**734-529-7008 Ext. 14007**

**[jessica.keegan@dundeeschools.org](mailto:jessica.keegan@dundeeschools.org)**

**Mrs. Nancy Scharboneau**

**Student Service Coordinator**

**734-529-7008 Ext. 14008**

**[nancy.scharboneau@dundeeschools.org](mailto:nancy.scharboneau@dundeeschools.org)**

Your High School Student Services Office staff is a resource person for you while you are in high school. Students can meet with their counselor by signing up for an appointment, stopping by before or after school, or drop in during your lunch. You should feel free to email your counselor or leave a message for them at any time. Counselors are available to assist you at any time with academic or personal concerns!

Counselors will assist students and parents with many things, but mainly they help with selecting high school courses to reach a student's graduation goals. Counselors help students understand their progress toward graduation; plan the assessments that need to be taken during high school; interpret the results of those assessments that students take in high school; works closely with students during Junior and Senior year to help with your post-high school plans.

**Resources for your Post-High School Plans!**

Resources you need to learn and use throughout your four years of high school:

1. Career Cruising [www.careercruising.com](http://www.careercruising.com)
2. The College Board [www.collegesearch.collegeboard.com](http://www.collegesearch.collegeboard.com)
4. Scholarship Searches [www.fastweb.com](http://www.fastweb.com)

**Resources for SAT and the State's Standardized Test Preparation**

**Preparing for the SAT**

Practice SAT Tests at the links below:

<https://sat.collegeboard.org/practice/>

<https://www.khanacademy.org/test-prep/sat>

Please check the High School Counselor Website that is located on a tab on the Dundee High School Website.

<http://www.dundeecommunityschools.org>

This website is updated with valuable information, resources and announcements.

Please like the Dundee High School Counseling Page on Facebook for frequent updates and notifications on information, resources and announcements. It is a great way to keep up with what is going on in the Counseling Department!

### ASSESSMENT PROGRAMS FOR COLLEGE AND CAREER

**PSAT 9 and PSAT 10 -(Preliminary Scholastic Aptitude Test)** This test is not mandatory for entrance into college but can be a very worthwhile indication of academic ability, potential for academic success and a predictor of SAT scores. Taken in 9th grade and 10th grade.

**PSAT-NMSQT: (Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test)**

This test is not mandatory for entrance into college but can be a very worthwhile indication of academic ability, potential for academic success and a predictor of SAT scores. Taken usually in the fall of the junior year, this test demonstrates National Merit Semi-Finalists and Finalists. It is also a good practice test for the college entrance tests taken in the spring of the junior year.

**SAT: (Scholastic Aptitude Test of the College Entrance Examination Board)** This test is required by colleges and should be taken in the spring of the junior year. Students may take the test more than one time.

**ASVAB: (Armed Services Vocational Aptitude Battery)**

This test is a career exploration program developed by the Department of Defense. It is a free test that measures the aptitude in five field areas and provides an indication of your academic ability. This assessment can motivate students to learn more about themselves and the occupations they may find rewarding. It is administered in late spring to 11<sup>th</sup> or 12<sup>th</sup> graders. Taking the ASVAB does not obligate you to the military in any way.

Students should seek their counselor's advice on the appropriateness of particular tests. Registration deadlines are described in the test registration booklets, which are available online and in the Counseling Office. Students should also check the college catalogues for information on test required by specific colleges or universities.

### **Why Go To College?**

Whether you are uncertain about going to college or you just need some reassurance you are on the right track, here are a few reasons to go to college:

- Every bit of education you get after high school increases the chances you will earn good pay. Most college graduates earn more money during their working years than

people who stop their education at high school earn.

- The more education you get the more likely it is you will always have a job. According to one estimate, by the year 2028, there will be 19 million more jobs for educated workers than there are qualified people to fill them.
- Continuing education after high school is much more important for your generation than it was for your parent's generation. Today most good jobs require more than a high school diploma. Businesses want to hire people who know how to think and solve problems.
- Education beyond high school gives you a lot of other benefits, including meeting new people, taking part in new opportunities to explore your interests and experiencing success!

**AVERAGE EXPECTED ANNUAL EARNINGS: ANNUAL LIFETIME (40 Yrs.) · NON-HIGH SCHOOL GRADUATE \$25,636 \$1.03 MILLION · HIGH SCHOOL GRADUATE \$35,256 \$1.41 MILLION · SOME COLLEGE, NO DEGREE \$38,376 \$1.54 MILLION · ASSOCIATE'S DEGREE \$41,496 \$1.66 MILLION · BACHELOR'S DEGREE \$59,124 \$2.37 MILLION · MASTER'S DEGREE \$69,732 \$2.79 MILLION · DOCTORAL DEGREE \$84,396 \$3.38 MILLION · PROFESSIONAL DEGREE \$89,960 \$3.6 MILLION**

**Source: United States Department of Labor 2015**

Below is a suggested four-year plan of required graduation courses. .

**9<sup>th</sup> Grade**

English 9 or Honors English 9, 1 credit

Math (Algebra I or Geometry), 1 credit

Biology, 1 credit

World History 1 credit

Physical Ed. 1 credit

Health ½ credit

**10<sup>th</sup> Grade**

English 10 or Honor English 10 1 credit

Math (Geometry or Algebra II) 1 credit

Chemistry or Physical Science 1 credit

American History or Advanced Placement American History 1 credit

**11<sup>th</sup> Grade**

English 11 or Advanced Placement English 11

1 credit Math (Algebra II or higher) 1 credit

**Chemistry or Physics 1 credit**

**Economics ½ credit**

**Government ½ credit**

**12th Grade**

**English 12 or Advanced Placement English 12 1 credit**

**Math (4th year requirement) 1 credit**

### **Course List**

#### **ART & MUSIC**

**+Art I - (9-12)**

**+Beginning Painting & Drawing- (9-12)**

**+Advanced Drawing & Painting- (9-12)**

**+Three-D Design- (9-12)**

**+Independent Art - (12)**

**+High School Band - (9-12)**

**+High School Choir - (9-12)**

**+Ceramics - (9-12)**

**+Advanced Ceramics (10-12)**

#### **BUSINESS EDUCATION**

**\*Introduction to Business (9-12)**

**\*Small Business Entrepreneurship (11-12)**

**\*Business Finance (10-12)**

**\*Sports and Entertainment Business (10-12)**

#### **ENGLISH**

**English 9 - (9)**

**English 10 - (10)**

**English 11-(11)**

**Advanced Placement English 11**

**English 12 - (12)**

**Advanced Placement English 12**

**Student Publications (9 -12)**

**Creative Writing (10-12)**

**Theater (10-12)**

**Film Study (10-12)**

## FOREIGN LANGUAGE

- Spanish 1- (9-12)
- Spanish 2- (9-12)
- Spanish 3- (10-12)
- Spanish 4- (11-12)
- Spanish 5 – (11-12)

## INDUSTRIAL TECHNOLOGY

- +Engineering Design A- (9-12)
- +Engineering Design B -(9-12)
- + \*Drafting/CAD II- (10-12)
- + \*Drafting/CAD III- (11-12)
- + \*Independent Drafting- (11-12)
- + 3 -D Animation (9-12)
- + 3-D Printing (9-12)
- +Construction Trades Fundamentals- (9-12)
- + Construction Trades A & B - (9 -12)
- + \*Interior Construction Trades A & B (10-12) +
- \*Interior Construction Trades 2 A & B- (11-12) +
- \* Construction Trades 2- (10-12)

## MATHEMATICS

- Algebra I- (9-12)
- Algebra II- (9-12)
- Geometry- (9-12)
- \*Precalculus- (10-12)
- \*Trigonometry- (10-12)
- \*Advanced Placement Calculus AB- (11-12)
- \*Advanced Placement Statistics (11-12)

## PHYSICAL EDUCATION

- Basic Physical Education (9-12)
- Team Sports - (10-12)
- Powerlifting - (10-12)
- Advanced Physical Education (Fitness for Athletes) (11-12)
- Health- (9-12)

## SCIENCE

- Physical Science - (9-12)
- Biology - (9-12)
- Chemistry - (10-12)

Advanced Chemistry (11-12)  
Anatomy & Physiology- (11-12)  
Physics - (10-12)  
Botany- (10)  
Zoology - (9)  
Ecosystems - (11)  
Agribusiness - (11-12)  
Mechanical Applications (11 -12)

### SOCIAL STUDIES

American Government- (10 -12)  
AP American Government - (11-12)  
World History- (9 -10)  
American History-(9 -10)  
AP American History- (10-12)  
Economics- (11-12)  
Contemporary American History (10-12)  
Genealogy (10-12)  
Current Events (9-12)

### SPECIALIZED AREAS OF STUDY

Cosmetology - (11-12)  
Dual Enrollment (9 -12)  
Online Learning Courses through PLATO (11-12)

\*- may be used as senior year math course

+ - may be used as Visual, Performing and Applied Arts credit.

## ART AND MUSIC

### Art I (One Semester) (9-12)

Students will focus on the importance of art and learn the elements of design while exploring color theory, drawing, design, scratchboard, painting and sculpture. This course will introduce fundamental techniques and concepts of representational and expressive drawing and painting within a variety of media. Knowledge of famous artists and time periods will also be addressed. Successful completion of this course with at

least a C average is a prerequisite for all other art courses.

#### Beginning Drawing & Painting (One Semester) (9-12)

This course is an introduction of design including line, shape and perspective. Students will examine how light creates highlights and shadows on objects and the gradation of value. Students will develop a strong sense of design through decision-making and problem-solving projects that may include media such as graphite, oil pastel, colored pencil, chalk pastel and charcoal. Students will also be developing painting skills and techniques using tempera, watercolor and acrylic paints. Knowledge of famous artists and time periods will also be addressed. Prerequisite: C+ or above in Art I.

#### Advanced Drawing & Painting (One Semester) (9-12)

Students will use the foundation skills from previous art courses to explore landscapes, still lifes and the human figure and abstract creations in watercolors and acrylics. There will be special emphasis placed on the different stages of the painting process. Students will learn how to set up a palette, mix colors, as well as see and draw from life. Knowledge of famous artists and time periods will also be addressed. Prerequisite: C+ or above in Art I and Beginning Drawing and Painting.

#### 3-Dimensional Design (One Semester) (9-12)

This course is a beginning study of basic principles of three-dimensional visual organization and skills. It includes line, value, texture, color, shape and other elements of form as they relate to three-dimensional art and design. Students will focus on the design elements while exploring paper, wire, paper mache, plaster and clay. Students will learn importance of using recycled goods in art. Knowledge of famous artists and time periods will also be addressed. Prerequisite: C+ or above in Art I.

#### Ceramics I (One Semester) (9-12)

This course is intended for those studying ceramics for the first time and is a comprehensive introduction to the craft of clay working. Students will work on the following clay building methods: pinch pot, coil, slab, drape mold and the potter's wheel. They will begin to develop a personal style of working with clay and learn about clay, glazes and the firing process. Knowledge of famous artists and time periods will also be addressed. Prerequisite: Art I recommended, but not necessary.

#### Advanced Ceramics (One Semester) (9-12)

This class is designed for the more advanced clay students who have an interest in developing their craftsmanship and style with clay. Students will experience making functional as well as sculptural pieces, using a variety of techniques. Well thought out forms, designs and functional uses along with good craftsmanship are emphasized. The

processes, techniques and aesthetic concepts in the ceramic media are further developed and intensified. Students will view and critique works of master ceramists, past and present, as well as work created in class. Prerequisite: C+ or above in Ceramics I.

#### Independent Art Study (One Semester) (12)

This course is for the serious senior art student who has taken as many previous art courses as possible and intends to continue art after graduation. A portfolio of art work will be prepared for scholarship application; participation in area art competitions will be required. Prerequisite: All Art Classes.

#### High School Marching/Concert Band (Two Semesters) (9-12)

High School Band is an elective subject for experienced instrumental music students. Students will rehearse as an ensemble, receiving instruction on techniques and concepts of musical performances. High standards of achievement in the areas of performance, musical knowledge, responsibility, self-discipline teamwork and leadership are emphasized and developed. Students will perform in marching and concert activities, such as home football games, basketball games, parades, concerts, festivals and competitions during and after school hours. All rehearsals and performances are mandatory. Band is an all year class. Students will not be allowed to drop between semesters without having a conference with the principal, band director and parent.

#### High School Jazz Band (Two Semesters) (9-12)

High School Jazz Band is an elective subject for experienced instrumental music students. Students will rehearse, receiving instruction on techniques and concepts of musical performances. High standards of achievement in the areas of performance, musical knowledge, responsibility, self-discipline teamwork and leadership are emphasized and developed. Students will perform a numerous events, venues, and during school hours. All rehearsals and performances are mandatory. Band is an all year class.

#### High School Choir (Two Semesters) (9-12)

This course is an elective for singers who would like to perform with a group and develop music skills. Choir is for the entire year. Choir students are expected to have a serious interest in choral music and new members must meet with the director for a vocal assessment before joining. In the choir, students will develop their singing voices and will learn to use good choral tone. They will study and perform a variety of musical styles and will practice skills in sight singing and music reading. Students are required to participate in a fall, winter and spring concert and a performance at the MSVMA Choral Festival. There will also be performances during the school day and at least one field trip. Students are graded on their participation, effort and behavior during rehearsals and performances and on their ability to work as a team, develop their skills and learn their

music.

## BUSINESS EDUCATION

### Introduction to Business (Two Semesters)(9-12)

Introduction to Business is designed to expose the interested student to many functions of modern business. Topics such as business environment, management, organization, marketing, finance, accounting, and data processing are discussed in an introductory manner. The material covered in this course is reinforced and enhanced through the use of technology, videos and hands-on activities whenever possible. *This course may count toward one of the following Michigan Merit Curriculum's credit requirements: fourth year math; third year science; visual, performing and applied arts; or, second year foreign language. See your counselor for more information.*

### Small Business Entrepreneurship (Two Semesters) (11-12)

In this class the students will learn what it takes to effectively start and run a business. This is a class that introduces the student to the business world. Through a variety of activities, the student gets an in-depth look at businesses and how they get started. The class progresses through many different projects. While working in the school store they learn the proper etiquette of being in sales and creating new products for the store. This requires students to be self-motivated and independent. *This course may count toward one of the following Michigan Merit Curriculum's credit requirements: fourth year math; third year science; visual, performing and applied arts; or, second year foreign language. See your counselor for more information.*

Students will have the opportunity to earn credentials in Microsoft Excel as well as Entrepreneurship and Small Business-Version 1

Prerequisite: *Successful completion of Intro to Business or Business Finance and a "B" average or higher in previous math courses*

### Business Finance (Two Semesters)(10-12)

Business Math enables students to develop their basic mathematics skills and apply their skills as a wise consumer. Principles and practices experienced in Business Math will provide students with the tools they will need to function as independent, employable and contributing citizens. Prerequisite: 2 years of Math. *This course may count toward one of the following Michigan Merit Curriculum's credit requirements: fourth year math; third year science; visual, performing and applied arts; or, second year*

*foreign language. See your counselor for more information.*

### Sports and Entertainment Business (Two Semesters)(11-12)

Interested in the dynamic areas of sports, entertainment and/or marketing? Marketing is an exciting industry and many jobs in the country deal with some aspects of marketing! In this course, you will explore the intriguing world of sports and entertainment from the perspective of marketing. Topics will include, but are not limited to, college & amateur sports, professional sports, public images, marketing entertainment, marketing plans, promotional planning, and legal issues. The activities in this course will help students to develop critical thinking, decision making, and communication skills. Speakers, current events, commercials, videos, team work, and simulations will be utilized. *This course may count toward one of the following Michigan Merit Curriculum's credit requirements: fourth year math; third year science; visual, performing and applied arts; or, second year foreign language. See your counselor for more information.*

Students will have the opportunity to earn credentials in Microsoft Word, Microsoft PowerPoint, and Communication Skills for Business-Professional Communications

Prerequisite: *Successful completion of Intro to Business or Business Finance*

## ENGLISH

### English 9 (Two Semesters)(9)

Students will identify and analyze plot, setting, characters, voice, point of view and themes in various short stories, novels and plays. In response to these, they will write in various genres, demonstrating their ability to narrate, define, explain, defend and persuade. In order to do so with a greater level of sophistication, students will work to improve their vocabulary and sentence variety with correct usage. Students will also develop research skills that will enable them to write a research paper and deliver a persuasive speech.

### Honors English 9 (Two semesters) (9)

The students will become discriminating readers and writers who recognize plot, setting, characters, voice, point of view and themes. They will read novels, plays and short stories, as well as write essays and poetry. They will recognize how speech skills can help them deliver a speech to the class. The students should also develop solid listening skills. They will work on developing research strategies and will research and write on major paper. They will also improve their vocabulary and word usage skills through vocabulary and spelling units. This is an advanced course that will go deeper into the content of English 9.

### English 10 (Two semesters) (10)

This course is designed to boost students' writing, reading, and critical thinking skills. The goal of the course is to begin setting the foundation of the proper writing, reading, and analytical skill set that will be needed in upper level English courses and beyond. During much of the course, students will be engaged in a writing workshop. They will learn how to develop strong thesis statements, well-developed body paragraphs, effective introductions and conclusions, and overall coherent essays. A particular focus will be sharpening their grammar and writing style as well. Students will also be reading three separate novels during the year as a class, but students will be expected to read a book a month to help with their reading proficiency and critical thinking skills.

### Honors English 10 (Two Semesters)(10)

English 10 is a course designed to advance students' composition skills, reading comprehension and grammar. This class will focus on improving writing skills in the areas of content, organization, voice, mechanics and style through a variety of written assignments which include various essays, position/reaction papers and journals. This course will include the study of literature, vocabulary, poetry and plays. Students will read to interpret meaning, symbolism, themes and other literary devices in a variety of works throughout this course. This is an advanced course that will go deeper into the content than English 10.

### English 11 (Two Semesters)(11)

Students will read and interpret a wide variety of American literature from the course text and selected novels. Students will work toward developing their reading skills, learning to critically analyze, synthesize and evaluate works of American literature and will demonstrate an ability to respond through writing short papers with their individualized, critically supported points of view. They will also learn to identify the characteristics of an author's style. In addition, students will concentrate on the writing process, from grammar and vocabulary to examining paragraph structure, write descriptive, personal narrative and several types of expository essays based on a variety of reading selections. Students will write a persuasive/argumentative research paper using MLA format and proper documentation.

### AP English Language and Composition (Two Semesters)(11)

AP English Language and Composition develops the reading and writing skills that students need for college success. Students will become skilled readers who are able to effectively analyze texts that are written for a variety of objectives. Students will also be able to write proficiently for a multitude of purposes by using rhetorical strategies studied in class. A particular emphasis of the course will be preparing for the AP test, which includes writing an argumentative, synthesis, and rhetorical analysis essay. In addition to preparing for the AP test, students will gain the skills needed to become

proficient on the reading, writing and language, and essay section of the SAT.

### English 12 (Two Semesters)(12)

Students will read to develop an insight into the philosophies of life in different periods and different cultures. They will understand and analyze drama, poetry, fiction and nonfiction, reading to recognize the writer's style, intent and time period. Students will be comfortable using the Media Center for research or leisure reading. They will polish their writing skills, presenting papers with correct documentation and editing and a final emphasis will be placed on vocabulary and spelling skills.

### AP Literature and Composition (Two Semesters) (12)

During the first semester of AP English Literature and Composition, students will be introduced to four high level books (*Catcher in the Rye*, *1984*, *The Things They Carried*, *Hamlet*). These novels will expose students to books of high literary merit and increase their critical thinking abilities. The expectation is that students begin to analyze the important thematic and literary elements on their own rather than being told what is important by the teacher. A particular emphasis during the first semester is boosting the students' writing skills, especially in literary analysis in preparation for the AP test and college level writing. The second semester will focus more on poetry and short stories while sharpening their skills for the AP test to receive college credit. The goal of this course is that students gain the necessary reading, writing, and critical thinking skills necessary to be successful in college.

### Student Publications (Two Semesters) (10-12)

This is a workshop class in which the high school yearbook and school newspaper will be produced and distributed. This class is designed to teach students the process and procedures involved with creating, printing, and distributing a school newspaper and yearbook. Students will be responsible for writing journalistic copy, taking photos, completing layouts as well as selling advertising for production of the yearbook and/or school newspaper. Because of publication costs, students will be held responsible for advertising sales. Exact dollar amounts will depend on the number of students in the class. Students will be organized in staff positions with understood jobs and responsibilities. Those positions will be applied for and special consideration will be given to those with a greater interest in one area over another. It is often necessary to put extra time into this class outside of school, as will be expected by the instructor, for completing deadlines and taking photos. Assignments will vary. Students working on the yearbook during the second semester may have to work at school to complete pages after the school year has ended. An "I" grade will be given until the yearbook assignment is complete. Failure to comply with this policy will result in a failing grade for the semester. Students will be required to sign and have parent signatures for a yearbook

class contract. The goal of this class is to produce a quality yearbook publication at Dundee High School in a professional and timely manner. Prerequisite: "C+" average in English AND student must have application submitted and instructor approval.

#### Creative Writing (One Semester) (10-12)

Creative Writing is a one semester class that will help students to gain skills in expressing themselves with originality, intelligence, creativity, and clarity in stories, poetry, memoir, personal essays, and experimental works. Students will identify the successful elements of an effective piece of creative writing. Students will experience being in a writing community and learn to give and receive useful feedback. Students will experience writing as a tool for intellectual exploration, self-discovery, and creative expression. Hopefully the rewards of this process will encourage you to be writers-for-life, whether or not you choose creative writing as a career.

#### Theater and Drama (One Semester) (10-12)

Theater and Drama is a one semester class concerned with the communication of human issues. Its purpose is to teach students to cope with the complexities of human relationships in modern society, communicate with others in a meaningful way and critically evaluate dramatic performance. Students should examine theater as part of daily life, as a way of enhancing knowledge and skills, and as a means of expression. The Theater Arts course will involve the analysis of the actors' experience and perception, as well as performance and production, history and critical evaluation.

#### Film Study (One Semester) (10-12)

This course gives students the opportunity to share their favorite films in class. It will introduce students to the basic elements of the cinematic universe including but not limited to narrative structure, creativity, artistry, and critical design. Students will view upper level films - parent permission may be required.



Book	Policy Manual
Section	Vol. 39, No. 2 - February 2025 Board Update Revisions
Title	Copy of FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340 - CH 20250414 - CH/SL 20250417
Status	
Legal	M.C.L.A. 380.1282
Adopted	November 12, 2012

### **Revised Policy - Vol. 39, No. 2**

#### **2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

#### **Field Trips**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community—natural, artistic, industrial, commercial, governmental, educational—within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by **(X)** the Superintendent-~~( )~~ the Board **[END OF OPTIONS]** and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

~~[ ] Out of state field trips that do not include an overnight stay must be approved by ( ) the Administration ( ) the Board [END OF OPTIONS]. [END OF OPTIONAL PARAGRAPH]~~

**[X ]** Field trips to destinations more than 100 **[ENTER AMOUNT]** miles from the District must be approved by the ~~( )~~ Superintendent **(X )** Board **[END OF OPTIONS]**. **[END OF OPTIONAL PARAGRAPH]**

#### **Extra-Curricular/Co-Curricular Trips**

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the  Administration  Athletic Director  Board **[END OF OPTIONS]** in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the  Administration  Athletic Director  Principal  Superintendent  Board **[END OF OPTIONS]** of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

### Overnight Travel

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the  Principal  Superintendent **[END OF OPTIONS]** in accordance with the District's overnight travel guidelines , and then must be submitted to the Board for final approval **[END OF OPTION]**.

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel  and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents **[END OF OPTION]**. **[END OF OPTIONAL PARAGRAPH]**

Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary. **[END OF OPTION]**

### Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

### Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved. **[END OF OPTION]**

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved. **[END OF OPTION]**

The Board shall:

- A. ~~consider field trips which are included in curriculum guides to have been approved.~~
- B. ~~approve those field trips and other District sponsored trips which~~
  1. ~~take students more than thirty (30) miles from this District.~~
  2. ~~are planned to keep students out of the District overnight or longer or out of the State.~~

### General Trip Provisions

The Superintendent shall approve all other such trips.

Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. ~~the staff member in charge shall have access to each student's Emergency Medical Authorization Form; a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.~~
- H. ~~provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;~~
- I. ~~provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;~~
- J. ~~provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.~~

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in ~~the staff member's~~ his/her charge is imperiled.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

### **Trips Not Sponsored by the District**

~~No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the (X) Principal (-) Superintendent [END OF OPTIONS] to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.~~

~~If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.~~

### **Transportation for Field and Other District Sponsored Trips**

~~Regular or special-purpose school vehicles will be used for transportation on field and other District-sponsored trips.~~

~~The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~[ ] The District shall assume transportation costs for~~

~~(-) all field trips.~~

~~( ) a certain number of approved field trips as specified in the Superintendent's administrative guidelines. [END OF OPTIONS]~~

~~For all other trips, including co-curricular, athletic, and other extra-curricular trips, the District:~~

- A. ~~( ) will assume the transportation costs.~~
- B. ~~( ) will assume the vehicle cost but the cost of the driver shall be paid~~

~~( ) by the sponsoring organization.~~

~~( ) from the designated fund.~~

- C. ~~( ) will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.~~

~~This charge is to be paid~~

~~( ) by the sponsoring organization.~~

~~( ) from the designated fund.~~

**[END OF OPTIONS]**

**[X ]** Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **[END OF OPTION]**

**[X ]** All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home. **[END OF OPTION]**

**[ X]** All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. **[END OF OPTION]**

**[X ]** District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle **(X )** without the approval of the Principal **[END OF OPTION]**.

~~[ ] No student is allowed to drive on any trip. An exception may be made by the Principal on an individual basis provided the student has written parental permission ( ) and does not transport any other student [END OF OPTION].~~

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or private vehicles.

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