

## INTRODUCTION

Welcome to the Dowagiac Union School District and our elementary schools. Our staff is happy to have each of you as part of our school community.

As educators who believe in children, we try to create an atmosphere in the school setting in which all students may learn according to their need.

Our goal is to prepare students so that they may successfully continue their education in the schools, and as adult's function effectively in their day-to-day life.

Regular attendance, good behavior, attentiveness to studies and application of learned skills will bring great reward to each of you.

This handbook has been prepared to give students, parents, and the elementary school community answers to many questions that you may have. We hope that each of you has a successful school year.

## MISSION STATEMENT

The Board of Education, employees, community, and students believe that all individuals can learn, regardless of their previous academic performance, family background, socio-economic status, race, or gender. We believe that our school's purpose is to "Enter to Learn, and Leave to Serve."

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

## THE DOWAGIAC CHIEFTAIN LOGO

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



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

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

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

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I. ACADEMICS

All traditional K-12 seated courses may also be held virtually. Students requesting a fully virtual

course option must indicate interest during the regular scheduling process and must amend their Education Development Plan (EDP) to include virtual learning prior to submitting their course request form. For students who do not currently have an EDP, students must complete an EDP within the first two weeks of the start of the semester. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor initiated communications.

I-a. ACCIDENTS

In the event of a serious accident involving your child at school you will be notified by telephone. The teacher or supervisor will write an accident report if the nature of the accident warrants this. **(Please be sure that we have correct phone numbers and an emergency number.)** If we are unable to contact you or your family doctor the child will be taken to the emergency room at Ascension Borgess-Lee Memorial Hospital. (If your telephone number is unlisted, please advise our office and we will not release it to anyone.)

**NOTE:** *The district does not provide insurance coverage for student accidents or injuries. Insurance coverage is available for purchase by parents/guardians each school year in the fall. If your child is involved in an accident or is injured while at school or a school function, parents should contact their health insurance provider or automobile insurance company to inquire about coverage or payment of claims.*

II. ANIMALS

- A. Parents may bring animals to school only for completion of a class assignment or during specified special event days. (Must be pre-arranged with principal and teacher)
- B. Due to the possibility of injury to other students, animals are not permitted on the bus.

III. ATTENDANCE

Students are expected to be in school every day possible, but the school realizes that there are some reasons for excused absences. It is the responsibility of the parent to call the school that morning when a student is absent or the school will be calling you. When a student returns to school after any period of absence, s/he is to present to their teacher a written note from parent or guardian stating the reason for absence.

A. Examples of excused absences include:

- 1. Illness
- 2. Death in the family
- 3. Family emergency
- 4. Doctor and dentist appointments
- 5. Authorized school activities
- 6. Religious holidays

B. Examples of unexcused absences include:

- 1. Absence from school with parent's consent for reasons other than those considered excusable.
- 2. Leaving the school grounds during school hours without permission.
- 3. Suspension from school.

4. Missing school because of a bus suspension.
- C. A personal contact will be made by the school to families whose children miss three or more consecutive days without contact. A letter regarding absences will be sent at six and nine absences; after twelve (12) absences the truant officer may be contacted.
- D. Teachers have the right to lower a student's grade for excessive unexcused absences. It is the student's responsibility to make up missed work resulting from being absent from school.
- E. Tardies can also contribute to students' lack of success at school. All efforts should be made to arrive to school on time and stay throughout the day. Signing out a student early may result as being counted absent for the afternoon.

#### IV. SCHOOL BUS TRANSPORTATION -- POLICY, RULES AND REGULATIONS

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

**ELIGIBILITY POLICY:** Students in grades Kindergarten through 5, living one-half mile or more, and students in grades 6 through 12, living one mile or more from the schools they attend are eligible for bus transportation.

**SERVICE POLICY:** Students shall be assigned to buses and bus stop locations by the Transportation Supervisor. **Parents are responsible for students going to, from, and at their bus stops.** Students in grades kindergarten through 5th are expected to walk up to one-half mile to the bus stop, and bus stops will be located a minimum of one-quarter mile apart. Students in grades 6 through 12 are expected to walk up to one mile to the bus stop, and bus stops will be located a minimum of one-half mile apart. Bus routes shall not be extended for babysitters. Shuttle bus stop locations for Kindergarten through 5th grades in the city will be determined by the administration.

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

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

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

It is the student's responsibility to:

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

consent of the driver.

6. Remain on school property once they leave the bus in the morning and board the bus immediately after school is dismissed, after which time a student can be released only to his/her parent or guardian.

The following basic BUS RULES are posted in each bus:

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

**STUDENT CONDUCT:** Rules for student conduct necessary to the safe operation of the buses will be developed in cooperation with the Superintendent or his/her designee, Transportation Supervisor, other transportation personnel, and school principals and shall be approved by the Board of Education on the recommendation of the Superintendent. Rules are reviewed and published annually in student handbooks.

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

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

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

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

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

1. For violation of routine rules of conduct the bus driver will issue a Bus Misconduct Ticket warning notice to the student with a copy going to the parent, Transportation Supervisor, and building principal.
2. For repeated minor violations or an incident of gross misconduct the bus driver may issue a bus-riding suspension with a copy going to the parent, Transportation Supervisor, and building

principal.

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

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

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

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

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

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

### DOWAGIAC UNION SCHOOLS BUS MISCONDUCT TICKET

STUDENT'S NAME \_\_\_\_\_ BUS# \_\_\_\_\_ DATE \_\_\_\_\_  
UNION      DOWAGIAC MIDDLE SCHOOL      P. HAMILTON      KINCHELOE      S. LAKES      J. GAGE

The following checked safety rule(s) as defined in the handbook have not been followed by the student and need to be corrected:

<b>IMMEDIATE SUSPENSION</b>	<input type="checkbox"/> BUS STOP SAFETY VIOLATION	<input type="checkbox"/> TALKING/NOISES AT RR XING'S	<input type="checkbox"/> INTERFERE W/D.R. DISCIPLINE W/OTHERS
	<input type="checkbox"/> PHYSICAL ABUSE OF OTHERS	<input type="checkbox"/> CHANGING SEAT/BUS IN MOTION	<input type="checkbox"/> EATING, DRINKING, GUM CHEWING
	<input type="checkbox"/> FIGHTING	<input type="checkbox"/> DID NOT USE ANGEL SEAT	<input type="checkbox"/> OPEN WINDOW W/O PERMISSION
	<input type="checkbox"/> DEFIANCE OF DRIVER/BACK TALK	<input type="checkbox"/> REFUSED ASSIGNED SEAT	<input type="checkbox"/> PROFANITY/OBSCENE GESTURES
	<input type="checkbox"/> THROWING THINGS-IN & OUT OF BUS	<input type="checkbox"/> LITTERING	<input type="checkbox"/> HITTING OTHERS/HORSEPLAY
	<input type="checkbox"/> POSSESSION OF A WEAPON OR WATER/SQUIRT DEVICE OR LOOKALIKE	<input type="checkbox"/> STEALING	<input type="checkbox"/> LEFT BUS W/O PERMISSION
	<input type="checkbox"/> LIGHT MATCHES, LIGHTER, FIRECRACKER	<input type="checkbox"/> BLOCKING AISLE	<input type="checkbox"/> EXCESSIVE NOISE
	<input type="checkbox"/> POSSESSION/USE OF TOBACCO, ALCOHOL OR DRUGS OR LOOKALIKE PRODUCTS	<input type="checkbox"/> EXTENDED BODY THROUGH WINDOW	<input type="checkbox"/> STANDING WHILE BUS IS IN MOTION
	<input type="checkbox"/> VANDALISM		<input type="checkbox"/> LEFT SCHOOL PROPERTY W/O PERMISSION
			<input type="checkbox"/> VERBAL ABUSE OF OTHERS
		<input type="checkbox"/> OTHER:	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following action is being taken.

This is a **Warning Notice** that the student has displayed unacceptable behavior as checked above. The parent is requested to discuss the problem(s) with the student. Further violations of the bus safety rules can result in suspension of the student's bus riding privileges. This is the student's \_\_\_\_\_ misconduct ticket.

This is a **Bus Riding Suspension Notice** that for gross misconduct, or repeated violation of the bus safety rules, the student has lost his riding privileges for \_\_\_\_\_ days. Riding privileges may be resumed on \_\_\_\_\_.

The student has **lost bus riding privileges** as of \_\_\_\_\_ until a meeting with the student, parent, bus driver, Transportation Supervisor and Business Manager has been held to determine permanent suspension for the remainder of year.

**Referred to Principal for further disciplinary action.**

BUS DRIVER SIGNATURE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_  
White Copy - Student/Parent      Yellow Copy - Trans. Super.      Pink Copy - Principal      Goldenrod Copy - Driver

Bus drivers will explain rules and discipline procedures to students at the beginning of the year and thereafter as new students start riding. Bus drivers will maintain a written log of disciplinary problems for each student.

DISCIPLINARY PROCEDURE:

A. Violation of routine rules:

KICKING OR TRIPPING OTHERS  
INTERFERE W/DR. DISCIPLINE W/OTHERS  
TALKING/NOISES AT RR XING  
EATING/DRINKING  
CHANGING SEATS/BUS IN MOTION  
DID NOT USE ANGEL SEAT  
PROFANITY/OBSCENE GESTURES  
REFUSED ASSIGNED SEAT  
HITTING OTHERS/HORSEPLAY  
LEFT BUS W/O PERMISSION  
LITTERING  
EXCESSIVE NOISE  
STEALING  
STANDING WHILE BUS IS IN MOTION  
BLOCKING AISLE  
LEFT SCHOOL PROPERTY W/O PERMISSION  
VANDALISM  
VERBAL ABUSE OF OTHERS  
OPEN WINDOW W/O PERMISSION  
EXTENDED BODY THRU WINDOW  
OTHER:

Bus driver will:

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

B. Gross Misconduct which endangers either the students' safety or the safety of others.

BUS STOP SAFETY VIOLATION  
PHYSICAL ABUSE OF OTHERS  
POSSESSION OF A WEAPON  
POSSESSION OF WATER/SQUIRT DEVICE  
LIGHT MATCHES/LIGHTER/FIRECRACKER



FIGHTING  
DEFIANCE OF DRIVER/BACK TALK (REFUSAL TO COMPLY)  
THROWING THINGS/IN & OUT OF BUS (DISCRETIONARY 1ST TIME)  
SUBSTANCE ABUSE - USE POSSESSION, SALE  
LOOK-ALIKE OR COUNTERFEIT

Will result in:

1. Ticket - Bus Suspension, 3 days; student and parent sign. Driver contact parent of K-5 student same day.
  2. Ticket - Bus Suspension, 5 days, depending on number of routine violations; student and parent sign. Driver contact parent of K-5 student same day.
  3. Ticket - Bus Suspension, 10 days; student and parent sign. Driver contact parent of K-5 student same day.
  4. Loss of Riding Privileges pending meeting between student, one parent, driver, Transportation Supervisor and Superintendent or his/her designee to determine permanent suspension.
- C. All bus suspensions will be reported to the Transportation Supervisor by radio at time of issue. Drivers will make every effort to contact parents by telephone of all students suspended the same day.
- D. **BUS STOP SAFETY VIOLATIONS:**
1. Standing in the road when bus approaches.
  2. Running toward the bus before it comes to a complete stop.
  3. Shoving in the boarding line.
  4. Shoving or crowding up the bus steps.
  5. Crossing the roadway previous to driver instructions.
  6. Crossing within 10 feet of the front of the bus.
  7. Stopping, delaying, or playing in the roadway while crossing the roadway.
  8. Recrossing the roadway without driver instruction.
  9. Crossing the roadway behind the bus.
  10. Failure to cross the roadway.
  11. Touching the sides or rear of the bus while at stop or leaving the bus stop.
  12. Holding onto the bus and sliding behind while the bus pulls away.
  13. Approaching the bus after the entrance door closes.
  14. Fighting at the bus stop as bus is approaching, at, or leaving the bus stop.

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

## V. CLASS PARTIES

Generally, there are two class parties each year. These will be in the Fall and Valentine's Day. Other small occasions (birthdays) may be celebrated with the permission of the classroom teacher and the building principal.

#### VI. DRUG FREE ZONES

The battle against drugs must be fought at every opportunity by parents, schools, governments and law enforcement. Only by working together can we hope to spare our youth from the devastation and despair of the world of drugs. Thanks to the efforts of the Dowagiac Chapter of the NAACP, The Dowagiac Board of Education, city, county, and township officials have adopted resolutions designating areas within 500 feet of our schools as Drug Free Zones. Signs have been erected serving notice that anyone convicted of delivering or selling illegal drugs within these areas may receive a penalty three times greater than the sentences normally allowable under the law.

#### VII. FIRE DRILLS/TORANDO DRILLS/LOCKDOWNS

State law requires that we have a minimum of five (5) fire drills during each school year. Three (3) of these must be held prior to December 1st of each school year. Two (2) tornado safety drills are required, along with three (3) lockdown drills. All drills held are required to be posted on the schools website within 30 days of taking place. Good conduct is required of all students during these drills so that they will be prepared in case there is ever a real emergency. Good conduct includes walking single file, orderly, and listening to directions.

#### VIII. HARASSMENT POLICIES AND FORMS

##### **Dowagiac Union School District Administrative Procedure for Anti-Harassment Policies 3362 and 4362**

- Section 1: Any employee who believes he/she has been subjected to unlawful harassment may bring forward a verbal complaint to his/her immediate supervisor, building principal, or designee.
- Section 2: Any student who believes he/she has been subjected to unlawful harassment may bring forward a verbal complaint to his/her building principal or designee.
- Section 3: Any allegation brought to the school district's attention shall be reported to the superintendent or his/her designee. The school district shall investigate all allegations reported to it and shall take appropriate remedial action as necessary.
- Section 4: If, after discussing an unlawful harassment problem with his/her immediate supervisor, principal, or designee, a person is not satisfied with the decision or solution given, that person may file a written statement of harassment complaint, signed by the complainant and submitted to the immediate supervisor, building principal, or designee within five (5) working days of the receipt of an answer to the informal complaint.

The immediate supervisory principal, or designee shall be responsible for informing the person against whom the complaint has been made of his/her right to submit a written statement within five (5) working days of notice that they are the subject of a harassment complaint. Furthermore, the immediate supervisor, principal, or designee shall be responsible for submitting the copies of the written statements of the complaint and the source of the complaint to the charged party and the superintendent of schools or designee.

The immediate supervisor, principal, or designee shall meet with all parties involved, propose a

solution and respond in writing to the complaint, the charged party, and superintendent of schools or designee within fifteen (15) working days of receiving the complaint.

Section 5: If the complainant wishes to appeal the decision of the immediate supervisor, principal, or designee, he/she may submit a signed statement of appeal to the superintendent of schools, or designee, within five (5) working days after receipt of the immediate supervisor's, building principal's, or designee's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant, the Board of Education, and all other parties, within fifteen (15) working days.

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

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

Section 8: Timelines may be extended with consent of the complainant and investigating party.  
*This procedure will be distributed to all principals and other appropriate supervisors.*

**FORMAL STUDENT HARASSMENT REPORT FORM**  
**Statement of Policy Prohibiting Harassment**

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

Student \_\_\_\_\_

Home address \_\_\_\_\_

Parent or guardian \_\_\_\_\_

Home telephone \_\_\_\_\_ Parent/Guardian work phone \_\_\_\_\_

School building you attend \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Name of person you believe harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

Location where the incident(s) occurred \_\_\_\_\_

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

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## X. HOMEWORK

It is the school's policy to allow students sufficient time to complete most assignments during class time. However, teachers may occasionally give homework assignments at their discretion. These assignments are not "busy work" but are part of the planned program. Homework is a method to inform and involve parents and develop the student's independent level of achievement.

## X. ILLNESS

If your child becomes ill you will be called. We expect you to pick up your child as soon as possible except in emergency situations. We do not have adequate space to care for an ill child. Parents are reminded NOT to send ill students to school and ask that they be allowed to stay in during recess and lunchtime, as we do not have personnel to do this type of supervision. Exceptions will be allowed on rare occasions with a doctor's request. Students well enough to be in school will be expected to participate in recess and other school activities unless excused by a doctor's request.

## XI. INTERNET USE POLICY

Board of Education Policy 7540.03 & 7540.04 outlines acceptable use of the Internet by staff and students. In part, the policy states, "...the Dowagiac Union Schools firmly believe that the valuable information interaction available on this world wide network far outweighs the possibility that users may procure materials that are inconsistent with the educational goals of the district."

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

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

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

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

**Introduction:**

This document outlines the Dowagiac Union School District’s “Acceptable Use Policy” (hereafter referred to as AUP) for Internet and computer use.

The purpose of this AUP is to provide guidelines for proper use of computer equipment, computer data, Internet access, and school information.

**Security of Accounts and Passwords:**

Users may be assigned user ID’s (logon names), passwords, Internet access, Internet accounts, and confidential information from time to time. These accounts, ID’s, and information, are not to be disclosed in any way to anyone outside of the School District, or to other users, without consent from the Technology Department. Furthermore, users shall not make attempts to learn or use other user’s ID’s (logon names) and passwords. (Exceptions to this is for Technology and Administrative personnel who are required to keep databases of such information or need to know for repair purposes)

**Data Access and Computer Use:**

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

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

Computers will be installed with the software that Dowagiac Union Schools’ authorizes. Adding additional software is prohibited without authorization from the Technology Department, or the Administrative Office. This includes screen savers, games, music utilities, instant messaging and similar programs. Use of these programs can cause severe conflicts with District software and will not be tolerated.

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

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

**Use of Internet:**

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

**Computer Misuse:**

The following activities are specifically forbidden: using electronic mail to harass others; posting, displaying, copying, downloading, or uploading, sexually explicit or graphically disturbing images or files; posting, displaying, copying, downloading, or uploading, libelous, slanderous, or harassing images, files, or messages; intentionally using a system with the intent of disrupting service, or damaging files; downloading, or uploading, files that are not “school business” related; posting, displaying, copying, downloading, or uploading, files that are discriminatory towards any gender, race, color, national origin, age, or disability; any use of any system(s) designed to specifically disrupt system use or integrity; loading or using sites or software designed to circumvent any “filtering” installed by the District. It should be noted that this list may not be totally inclusive. If access to sites that are otherwise “forbidden” is required in an educational pursuit, authorization from your school’s principal must be obtained. Additionally, the Dowagiac Union Schools District does not accept, expect, nor condone, the illegal use of copyrighted software. Only authorized, legally licensed software will be used on any District computer.

**Account Monitoring:**

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

**E-Mail and Usenet:**

Use of e-mail and newsgroups is permitted provided these activities have a school purpose. Authorized personnel may monitor e-mail accounts. Under no circumstances shall school e-mail or Internet accounts be used to participate in “making money schemes” (i.e. pyramid schemes), chain letters, or the like. All staff is given “school” email accounts. This school email account should be used for any and all school business, particularly with parents, guardians, and students.

**Discovering and Reporting Abuse:**

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

Failure to comply with these procedures and/or the District Student/Staff Technology Acceptable Use and Safety Policy 7540.03 & 7540.04 may result in disciplinary action including loss of privileges, and/or suspension, and/or termination from school employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## XII. LUNCH PROGRAM

- A. School Lunch - Students may bring their own lunch from home or get one Free Lunch from the food service program. The free lunch includes a grain, meat/meat alternate, fruit, vegetable, and milk. Parents can review the menu on the Dowagiac Union Schools website at [www.dowagiacschools.org](http://www.dowagiacschools.org) under the Departments Tab/Food Service. Students bringing their own lunches from home may purchase milk. In order to continue the Free Lunch Program each family must fill out the household survey form every year. This form is also available under the Departments Tab/Food Service on the district website.
1. Students may get a Free Lunch or bring their lunch to eat at school.
  2. Students that are not able to follow the rules may be denied lunchroom participation. In such cases the parent will be responsible for the student during regular lunch periods during suspension.
- B. Rules of the Lunchroom
1. Students must remain at the lunch tables until they are excused unless they are getting second helpings at the lunch line.
  2. Good table manners from all students are expected in the lunchroom.
  3. Disruptive behavior as previously described is not acceptable.
  4. Students are not to leave the school grounds during the lunch period unless accompanied by a parent or have written permission.

## XIII. MEDIA CENTER

- A. Students who check out material from the media center are responsible for their return and/or cost of replacement if they are lost or damaged.
- B. When materials become "overdue", the student is not permitted to check out other materials until the "overdue" materials are returned.

## XIV. MEDICATION

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

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

7. Unused medicine is to be picked up from the school office and taken home within two weeks of being discontinued. Medicine left longer at school will be properly discarded by school personnel.
8. The school must be notified immediately by parent/guardian or physician/authorized prescriber if a prescription changes; and new instructions must be signed by the physician/authorized prescriber.

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

#### XV. CONFIDENTIALITY OF MEDICAL INFORMATION IN SCHOOLS

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

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

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

#### XVI. MISCELLANEOUS SUGGESTIONS

- A. Students are to bring only those items to school, which are necessary for the completion of class assignments. Examples of items which students are to leave at home include:
  1. Knives
  2. Lighters and matches
  3. Squirt guns, squirt bottles, etc.
  4. Caps, bullets, fireworks, etc.
  5. Rubber bands
  6. Pea-shooters
  7. Yo-Yo's
  8. Balloons
  9. Skateboards

10. Sleds, coasters, etc.
11. Weapons of any kind
12. Radios, tape recorders, etc.
13. Laser Pointers/Laser Pens

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

#### XVII. NOTICE OF APPEAL PROCEDURES FOR DISCIPLINARY ACTION

- A. Parents may request a conference with the principal. Such requests shall be made by contacting the principal's office and requesting the conference. The principal shall affirm or modify the terms of the disciplinary action within two (2) school days from the date of the conference.
- B. Within two (2) school days from the principal's decision concerning the disciplinary action the parent or legal guardian may appeal such decision to the superintendent of schools or his/her designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

#### SEPARATION AND SUSPENSION (Temporary)

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

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

## EXPULSION

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

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

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

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

## XVIII. PARENT ORGANIZATIONS

Our elementary schools have some form of parent organization in each of them. They are known by the names they have chosen. These organizations enable parents and teachers to meet and discuss school programs, ideas, and problems of mutual interest. It is an effort to get parents interested and involved in school. The organization may hold fundraising events to carry out needed projects. These are planned each year. Meetings are held regularly as scheduled by the organization. They are announced in school newsletters sent home with students.

## XIX. PLAYGROUND RULES

The rules followed by each class at recess times are established at the beginning of the year by each teacher and his/her students. Organized games and free play activities at recess time are under the direct supervision of the classroom teachers. At noon time our playground is supervised by noon time aides. They are responsible for the supervision of the students and overall control. Students are expected to obey these aides, as they should all adults in the school building.

Tackle football, snowballing, wrestling, and baseball are not permitted on the school grounds during school hours. Students are asked not to bring baseballs, steelie marbles, skateboards, or other playground equipment to school without permission. The school furnishes softballs, footballs, and other essential equipment for the students' use. (One exception is softball gloves. Students may bring these at any time although the school can assume no responsibility for gloves brought to school.)

## XX. REPORTING TO PARENTS

- A. TEACHER/PARENT CONTACT - It is hoped that there will be many teacher- parent / parent-teacher contacts throughout the school year. When questions or problems appear immediate communication should take place. Do not wait for regularly scheduled Parent/Teacher conferences.
- B. REPORT CARDS - A written report card is prepared at the end of each nine weeks. The cards will be given to parents during Parent-Teacher Conferences for marking periods one and three. They will be sent home with students at the end of each semester, marking periods two and four.
- C. PARENT/TEACHER CONFERENCES - Two parent-teacher conferences are scheduled each year to give the parents the opportunity to receive individual reports about their child's progress in school. Every effort is made to schedule a time that will be convenient for you. It is hoped that everyone will take advantage of these opportunities of meeting with the teachers to develop a better understanding of how we can best help the child in school.
- D. CHANGE OF ADDRESS/PHONE NUMBER: It is the parent's responsibility to notifying their child's school of any change of address or phone number. If an emergency arises, having the most current information on file is of utmost importance.

## XXI. SNOW PROCEDURES

With our winters as they are, we occasionally close school for the day or dismiss students early. If weather is threatening, information on this will be announced on the following radio/TV stations:

- NEWS 22
- www.WSBT.com
- WNDU-TV NewsCenter 16 www.WNDU.com
- ABC 57 [www.abc57.com](http://www.abc57.com)

Most weather announcements will start as early as 6:00 a.m. Calls will be made to families by our robo-call fan out system.

## XXII. SPECIAL ACTIVITIES

- A. Field Trips - Much valuable learning takes place in the classroom, but we fully realize that the whole community can become a part of the classroom. Thus, we sometimes take our students out into the community for learning purposes. Primarily, these field trips are not planned for fun, although they are often so. Rather, these field trips are planned around specific things that the students can best learn by

seeing and experiencing in the community directly. Much classroom emphasis on specific things to be learned takes place before the trips, much attention to these specifics occurs during the trip, and tremendous classroom attention to checking and reviewing what was learned occurs after the field trip.

All field trips on school days will be restricted to times between 9:15 a.m. and 1:30 p.m., unless special arrangements are made in advance. Saturday trips will not be limited to these times but may be limited by the building principal or transportation director.

Pre-school children and students other than those in the grades taking the trip will not be permitted to participate. All students are to comply with the bus rules on field trips. Permission slips, which are found on each student's registration form, must be filled out before a student may take part in a field trip.

- B. Open House – An Open House is held at each individual building in the fall to give parents a chance to meet their students' teacher(s) and become acquainted with the general school setting.
- C. Special Programs – two (2) music programs are held during the year -- one before Christmas and one in the Spring.

There may be other programs during the year that the community will be invited to as they are scheduled.

### XXIII. SPECIAL SERVICES

- A. Health - the school nurse covers the whole school district. She is available at the school by appointment and will make home visits in the home if necessary. She organizes vision and hearing screening services for the school. The service of the Cass County Health Department is also available to the school district.
- B. Special Services - Speech Therapist (TSLI), Homebound Teacher, School Psychologist, Special Education, Physical and Occupational Therapist, and the services of the Lewis Cass Intermediate District are available through the school district referral.

## XXIV. STUDENT BEHAVIOR

***Student Behavior***  
K-5 Code of Discipline  
Mission Statement for the Code of Discipline

The K-5 Code of Discipline is designed to provide a developmentally appropriate, safe teaching and learning environment using decision making models based on the Core Democratic Values of the American Constitutional Democracy. Parents, students, staff, administrators and the community jointly share responsibility for the code of discipline.

Core Values of the American Constitutional Democracy

We believe that in order for all students to achieve success, to demonstrate social and emotional growth and to become life-long learners, a safe, orderly environment must exist throughout the Dowagiac School District. The Core Democratic Values provide a framework not only for our government but also for our schools and its community. These core values are found in the following expectations for our students:

**Dowagiac students will:**

- **Common Good** - Help others at home and at school
  - **Justice** - Take turns and be fair to others
  - **Liberty** - Follow their beliefs and let others follow theirs
  - **Popular Sovereignty** - Understand that in a group, the majority rules
  - **Life** - Follow rules that keep them safe
  - **Equality** - Give everyone an equal chance
  - **Diversity** - Work and play with everyone
  - **Pursuit of Happiness** - Have fun, but within the rules of home and school
  - **Truth** - Tell the truth
  - **Patriotism** - Use the Core Democratic Values at home and school
  - **Rule of Law** - Understand that rules are made to keep them safe and that the rules apply to everyone
- Range of Consequences

In order to help students, meet the behavioral expectations of our schools, we will use a variety of techniques and methods to change student behaviors. A range of responses is listed below that will be applied as appropriate for each student.

- Parent contact
- Student self-evaluation plan – designed to help students monitor and adjust their own behaviors
- Detention
- Loss of privileges
- Core Democratic Value plan – designed to help students understand their behaviors and plan for change in line with the Core Democratic Values
- Behavioral staffing – a group of people, including the parents, meet to talk about a student’s behavior and reach agreement about expectations and consequences (both positive and negative)
- Behavior Intervention Plan – a formal written plan developed by a team, including parents, designed to change a specific behavior

- Suspension – In school
- Suspension – Out of school up to a maximum of ten school days depending on the severity of the student’s behavior
- Expulsion – Action by the Board of Education for removal from school for a period greater than ten school days.

Physical Assault: Intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. This definition can include threats designed to put another in fear of injury.

We believe that there are minimal standards which apply to all. When a student fails to meet these standards, problems are created for himself and others. With any gathering of people we usually find that rules and regulations help us all come closer to achieving our goals.

The following are a few rules concerning what is not allowed.

- A. Fighting
- B. “Bullying” is unacceptable behavior in any building, on school grounds or during any school related activity. Any student behavior which interferes with another student’s ability to benefit from educational, social and/or athletic activities may fall under the general heading of “bullying.” Student behavior which causes discomfort, causes another student to fear for his/her safety or creates an environment of intimidation can be considered “bullying.” Disciplinary measures may range from a warning up to and including expulsion where school intervention has not resolved “bullying” issues.
- C. Harassment (see pages 12-14 for policies and forms)
- D. Swearing and the use of profanity and/or abusive language and foul names
- E. Snowball throwing
- F. Leaving the school grounds without permission
- G. Interfering with learning in the classroom
- H. Leaving the classroom or any instructional area without the teacher's or aide's permission
- I. Disruptive behavior during the school day:
  - 1. On the bus
  - 2. On the playground
  - 3. Inside the building
- J. Disrespect toward any school employee
- K. Disruptive behavior and poor manners in the lunchroom
  - 1. Leaving seats without permission
  - 2. Loud talking and yelling
  - 3. Throwing of food or spitting
  - 4. Unpleasant conversation to spoil others' eating
- L. Baseballs and tackle football are not allowed on the school grounds unless students are properly dressed and under the supervision of a Physical Education teacher or certified coach.

Students who consistently create problems and fail to meet these few rules will be subject to disciplinary action as deemed necessary by the teacher and/or principal and may include any of the following:

- 1. Verbal reprimand
- 2. Detention
- 3. Loss of privileges



#### 4. Suspension

We do fully expect that students will show respect for each other and all adults in the school setting.

#### STUDENT BEHAVIOR

It is hoped that this good behavior will carry over into the students' everyday life. Students are expected to dress in a neat and respectable manner.

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

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

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

*The teacher must immediately report the suspension to the building principal and may return to class with the mutual agreement of the teacher and principal.*

*A parent conference must be requested where the parent, teacher and building administrator (if requested) will discuss the behavior that resulted in the suspension.*

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

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

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

**PA 328 REQUIRES** local school boards to **EXPEL** students carrying dangerous weapons in school. The law became effective January 1, 1995.

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

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

## ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCE (DRUGS)

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

In addition, (a) no student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; (b) no student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; (c) students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), stimulants, or depressants of any kind be they available with or without a prescription.

## ANTIBULLYING (DEFINITION)

Bullying is a form of violence that is intentional, repeated, and involves an imbalance of power between the people involved. Bullying can take the form of a mean look, gesture, work or action that hurts a person's body, feelings, friendships, reputation, or property.

## CELL PHONES

Student cell phones will be kept in backpacks during the school day/school hours. Cell phones may not be used during school hours. If a student is caught using a cell phone during school hours or in possession (on their person) the phone will be taken away and can be picked up by the student at the end of the day in the school office. For any further offenses the phone will need to be picked up by a parent. Individual cell phones may not be used during school hours. Failure to follow these rules will result in the student not being able to have a cell phone at school. The school is also not responsible for lost or stolen cell phones.

## DISOBEDIENCE

- A. Disobedience is defined as:
  - 1. The failure to carry out any legitimate request of a teacher or other school personnel.
  - 2. To deliberately commit acts or actions violating school rules and regulations.
  - 3. To talk back, argue excessively, or use abusive or profane language when reprimanded or disciplined by school personnel.
  - 4. To deliberately fail to comply with disciplinary requests of school personnel.
  - 5. To withhold his or her name when requested by any teacher or staff member.
- B. Students who are determined to be disobedient to school personnel are subject to disciplinary action including the possibility of suspension from school.

## DRESS

- A. Good grooming is important to the well-being of the student. How an individual dresses not only

- represents you, but the school community as well.
- B. Generally, students are not to wear hats or coats during school hours except when going outside for recess, or class work.
  - C. Clothing that displays or advertises alcoholic beverages or tobacco products will not be permitted.
  - D. Any clothing that distracts students from their schoolwork will not be permitted.

#### PROFANE OR OBSCENE LANGUAGE

- A. Use of profane or obscene language by any student will subject that individual to appropriate disciplinary action by the principal.
- B. Student use of racial slurs will be treated in the same manner as profane or obscene language.

#### SMOKING

A student who is caught smoking, in possession of smoking materials, vapes, or in possession of tobacco products of any kind during school hours or extra-curricular activities, may be subject to in-school suspension, or suspension from school.

#### SNOW THROWING

Throwing ice-balls and snowballs on school property, bus stops, or sidewalks adjoining school property is prohibited.

#### WEAPONS AND EXPLOSIVES

A student who is in possession of/or use of weapons or look-alike weapons and/or explosives is subject to suspension or expulsion from attending school, and possible criminal charges being filed against him/her by the prosecuting attorney of Cass County.

#### XXV. STUDENT'S RIGHTS/DISCRIMINATION

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

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

- A. Access and Privacy of Educational Records  
In accordance with FERPA, you are notified of the following basic rights:
  - 1. Right to Inspect -- You have the right to review and inspect your educational records maintained by the Dowagiac Union School District.
  - 2. Right to Confidentiality -- You have the right to prevent disclosure of your education records to third parties without your consent, except in certain limited situations.
  - 3. Right to Request Amendment -- You have the right to ask for a correction of any part of your education record which you believe is inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present information that the record should be changed if the Dowagiac Union School District decides not to alter the education record according to your request.

4. Right to Protest -- You have the right to file a complaint with the Family Educational Rights and Privacy Office, Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, concerning our school district's failure to comply with FERPA.

B. Directory Information

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

The Dowagiac Union School District defines directory information as follows:

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

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

C. Missing Children

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

D. For Further Information

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

### **DISCRIMINATION DISCLAIMER**

#### **NONDISCRIMINATION POLICY**

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

Inquiries or complaints regarding nondiscrimination policies should be directed to: Coordinator for Title IX (Education Amendments of 1972), Title VI (Civil Rights Act of 1964), Title II (Americans with Disabilities Act of 1990), Section 504 (Rehabilitation Act of 1973), and the Age Discrimination Act of 1975, Dowagiac Union School District, 206 Main Street, Dowagiac, MI 49047; or contact via telephone at 269/782-4400. This coordinator will ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

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

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

Stacy Ritchie, Finance Director

Dowagiac Union Schools  
243 S. Front Street  
Dowagiac, MI 49047 269-782-4400

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

E. Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose. This includes individual student pictures and names to be viewed during a videoconference (specific form available in buildings).
- Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) Administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.
- The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds (Districts must obtain active consent, and may not

use an opt-out procedure, if the survey is funded in whole or in part with Department funds).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 1-800-872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

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

## XXVI. SUPPLIES

All student supplies required for classroom usage are provided by the school. Teachers may suggest items that could be used but are not required. Students who waste or damage supplies may be required to replace such supplies. Books and other damaged supplies may have to be paid for by the student.

## XXVII. TEACHER'S RIGHT TO USE REASONABLE PHYSICAL FORCE IN MAINTAINING DISCIPLINE

Corporal punishment of any type administered by an employee, volunteer, or contractor is prohibited. (PA 521, effective March 30, 1989).

Corporal Punishment is defined as "the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for the pupil's offense."

A school employee, volunteer, or contractor may use reasonable physical force necessary to: (a) protect him/herself, the pupil, or others from immediate physical injury; (b) obtain possession of a weapon or other dangerous object upon or within the control of a pupil; (c) protect property from physical damage.

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

VERBAL ASSAULT: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. This definition can include threats designed to put another in fear of injury.

USE OF RACIAL SLURS: Student use of racial slurs/comments will not be tolerated at any time. Students who violate this rule will be subject to parent conferences, detention, in-school suspension and/or suspension.

### WEAPONS AND EXPLOSIVES:

A student who is in possession of/or use of weapons or look-alike weapons and/or explosives is subject to suspension or expulsion from attending school, and possible criminal charges being filed against him/her by the prosecuting attorney of Cass County. **PA 328 REQUIRES** local school boards to **EXPEL** students carrying

dangerous weapons in school. The law became effective January 1, 1995.

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

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

#### **XXVIII. TELEPHONES**

The telephones in the building are for the use of the staff. Students may use them in emergencies and only with the permission of a classroom teacher and/or the building principal.

#### **XXIX. TEXTBOOKS**

- A. Textbooks, Chromebooks, and/or Ipads are furnished by the school.
- B. Students who damage, lose, or have their textbooks, Chromebooks, or Ipads stolen are responsible for their return and/or cost of replacement.

#### **XXX. TORNADO PROCEDURES**

For purposes of this school system the following will be used to indicate what action will be taken during tornado or severe weather conditions reported from the superintendent's office. This code is for our school system only. It should not be compared to, or confused with codes used by the news media or other school systems.

##### **A. TORNADO WATCH**

In the event that the district is called to "Tornado Watch" status, by area weather agencies, students may be dismissed from school if it is felt that students can get to their homes safely. If not, students will be retained in school under established severe weather procedures. Parents may request that their students be dismissed. If students are dismissed, notification will be made of this action over area radio stations.

##### **B. TORNADO WARNING**

In the event of a "Tornado Warning", students will not be dismissed, but will immediately be sent to sheltered areas within the school buildings under established tornado warning procedures as they are received. Please DO NOT call the school or radio stations to get weather information.

XXXI. VISITORS

A. VISITORS/VOLUNTEER RELEASE FORMS

All visitors **MUST** come in through the office doors, sign in and get a visitors pass. ANY person who wishes to visit or volunteer in any one of our schools **MUST** fill out and submit at least **five (5) days in advance** a Volunteer Release Form. This includes any parent, guardian, grandparent, or other relative, any community member, college student, or any other person who wishes to volunteer in one of our schools, ie attend a school trip, a class party, classroom help, etc.. Volunteer forms are available in the school's office or online at [www.dowagiacschools.org](http://www.dowagiacschools.org) under the resources tab. Send them via email to Zoe Michael at [zmichael@dowagiacschools.org](mailto:zmichael@dowagiacschools.org) for review.

B. Student visitors that are former students in a building are welcomed to visit providing they have made prior arrangements with the teacher(s) they want to visit. Other visits or visitors are not allowed.

DOWAGIAC UNION SCHOOL DISTRICT  
243 S. Front Street  
Dowagiac, Michigan 49047  
[www.dowagiacschools.org](http://www.dowagiacschools.org)  
269-782-4400

**BOARD OF EDUCATION**

Rob Ickes, President  
Carrie Freeman, Vice President  
Christina Carpenter, Secretary  
Tracey Hatcher, Treasurer  
Randi Taggart, Trustee  
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Jeff de Varona, Trustee

The Board of Education normally holds its regularly scheduled meetings on the third Monday of each month at 7:00 p.m. The Organizational meeting is held on the 3rd Monday in January.

The Board may hold special meetings, as posted, at publicized locations. Meetings are open to the public.

ADVISORY TO ALL PARENTS



Dear Parent/Guardian:

Dowagiac Union School District has adopted an Integrated Pest Management program. Inherent with this are the Dowagiac Union School District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

1. Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
2. Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

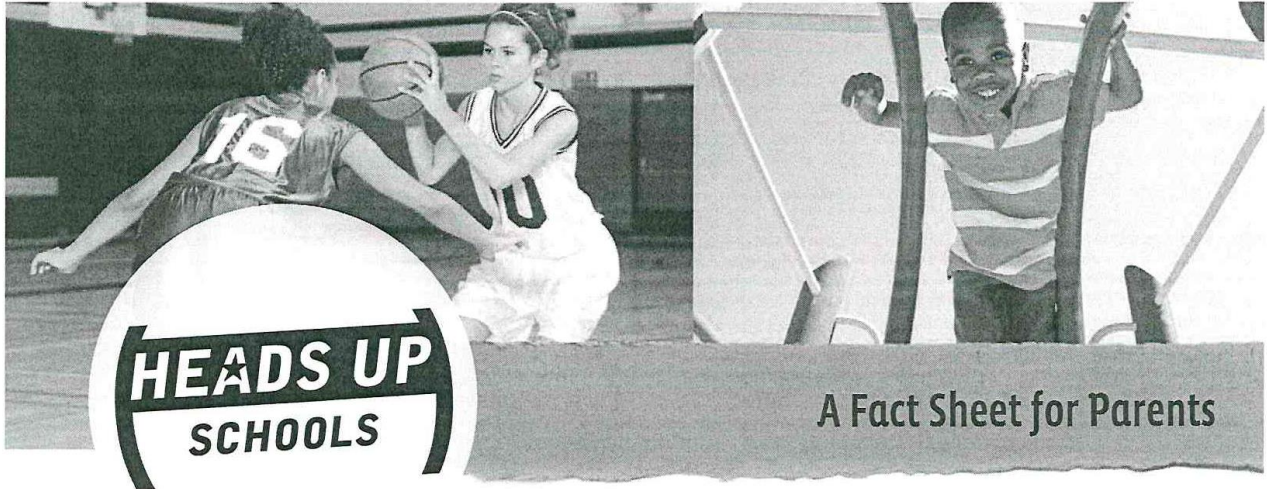
You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting John Juroff at (269)-782-4480 or [jjuroff@dowagiacschools.org](mailto:jjuroff@dowagiacschools.org)

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail please contact the Dowagiac Union Schools administration office at the following number (269)-782-4400. Please give the Department person's or secretary, your name, mailing address, phone number, and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Please note that after the school year is completed and during the months when school is not in regular session (summer), those parents who requested advance notice by mail, will be notified using an alternative method consisting of a telephone message notification system. Parents and guardians may call (269)782-4480, at least 1 day before an application, for advance notification. The school will also continue posting advance notification at the school by the methods identified above.

Sincerely,

John Juroff  
Facilities & Maintenance Supervisor  
(269)782-4480  
[jfuller@dowagiacschools.org](mailto:jfuller@dowagiacschools.org)



## A Fact Sheet for Parents

### What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

### What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports *one or more* of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

### SIGNS AND SYMPTOMS OF A CONCUSSION

#### SIGNS OBSERVED BY PARENTS OR GUARDIANS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to the hit, bump, or fall
- Can't recall events *after* the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

#### SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

##### Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

##### Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

##### Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

##### Sleep\*:

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual
- Has trouble falling asleep

*\*Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion). Para obtener una copia electrónica de esta hoja de información en español, por favor visite: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION






## DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)



Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports practices or games, or
- Physical activity at recess.

## What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.** If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a health care professional.
3. **Together with your child or teen, learn more about concussions.** Talk about the potential long-term effects of concussion and the dangers of returning too soon to normal activities (especially physical activity and learning/concentration). For more information about concussion and free resources, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

## How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.



\*To learn more about concussion and to order materials **FREE-OF-CHARGE**, go to: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion) or call 1.800.CDC.INFO.

# CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with the State of Michigan Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Dowagiac Union Schools. I understand that concussions can occur not just in sporting events but at any time my child hits his/her head.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent/Guardian Name Printed

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

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

\_\_\_\_\_  
Date

Please return this signed form to your student's building office and this will be kept on file for the duration of your child's attendance at Dowagiac Union Schools.

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

If you have any questions or concerns please feel free to contact Suzanne Dorman, RN at [sdorman@dowagiacschools.org](mailto:sdorman@dowagiacschools.org) or at 269-782-4440 ext. 1129

# Dowagiac Union Schools

243 S. Front Street • Dowagiac MI 49047-1743 • (269) 782-4400

MR. JONATHAN WHAN, Superintendent

DR. MICHAEL DUNN, Assistant Superintendent

[www.dowagiacschools.org](http://www.dowagiacschools.org)

UNION HIGH SCHOOL (Gr.9-12)  
701 W PRAIRIE RONDE  
DOWAGIAC MI 49047  
PH: 782-4420 FAX: 782-4421

Kelly Millin, PRINCIPAL  
Bryan Sperling, ASST PRINCIPAL

DOWAGIAC MIDDLE SCHOOL (Gr.6-8)  
57072 RIVERSIDE DRIVE  
DOWAGIAC MI 49047  
PH: 782-4440 FAX: 782-4448

Sean Wightman, Ph.D., PRINCIPAL  
Shannon Aubry-Hall, ASST PRINCIPAL

JUSTUS GAGE ELEMENTARY (K-5)  
301 OAK STREET  
DOWAGIAC MI 49047  
PH: 782-4460 FAX: 782-4461

Bryan Henry, PRINCIPAL

KINCHELOE ELEMENTARY (K-5)  
25121 GAGE STREET  
DOWAGIAC MI 49047  
PH: 782-4464 FAX: 782-4465

Ryan Zietlow, PRINCIPAL

PATRICK HAMILTON ELEMENTARY (K-5)  
614 SPRUCE STREET  
DOWAGIAC MI 49047  
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Nicole Conlin, PRINCIPAL

SISTER LAKES ELEMENTARY (K-5)  
68079 M-152  
BENTON HARBOR MI 49022  
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Alicia Stout, PRINCIPAL

PATHFINDERS ALTERNATIVE & ADULT ED  
501 N PAUL ST  
DOWAGIAC MI 49047  
PH: 782-4471 FAX: 782-4473

Nichole Hulett, Director

TECHNOLOGY  
601 W PRAIRIE RONDE  
DOWAGIAC, MI 49047  
PH: 782-4477 FAX: 782-4478

Randy Gross, Director

## FOR ADDITIONAL INFORMATION:

- Athletics
- Bilingual / Migrant
- Finance / Business Office
- Maintenance / Operations
- Performing Arts Center
- School Nurse
- Special Education
- Transportation / Bus Garage

## Call:

Brent Nate 782-4420 or 782-4470  
Sister Lakes Elementary 269-782-4468  
Stacy Ritchie 782-4400  
John Juroff 782-4480  
Lincoln Clark 269-228-0376  
Suzanne Dorman, RN 782-4440 ext. 1129  
Sara Park 782-4440  
Robert Durm Supervisor 782-4482

