

2023-2024

PARENT / GUARDIAN / STUDENT HANDBOOK

**DOWAGIAC UNION
HIGH SCHOOL**

701 W. Prairie Ronde Street
Dowagiac, Michigan 49047
269-782-4420

ADMINISTRATION

Jonathan Whan, Superintendent
Kelly Millin, Principal
Bryan Sperling, Assistant Principal
Brent Nate, Athletic Director

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Carrie Freeman, Vice-President
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Jeff de Varona, Trustee
Randi Taggart, Trustee

The Board of Education usually meets the third Monday of each month unless a change is posted. You are welcome to attend the meetings.

DOWAGIAC UNION SCHOOLS CORE VALUES

“Respect, Responsibility, Trust”

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

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

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

We believe a flexible education/business environment teaches and encourages students to be responsible, independent, and resilient while building life skills in collaboration, project management, and leadership.

We believe that we must continue to develop and preserve the Community of Trust that defines the **DUS** learning environment.

We believe in sharing our knowledge and experience with other educators and institution in order to foster and enhance educational reform.

We believe that technology provides the opportunity to make significant, positive changes in each student’s education.

We believe that the model being created in **Dowagiac Union Schools** is the future of education and must be nurtured to continue

implementation of its innovative, creative approach to education reform.

We believe in a partnership between students, teachers, parents, and the community based upon respect, responsibility, and trust.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Dowagiac Union Schools recognize the following:

RIGHT – The most important right that students have is the right to a free public education.

RESPONSIBILITY – Students have the responsibility to come to school regularly, to be on time, and be prepared to learn.

RIGHT – Students have the right to be safe at school.

RESPONSIBILITY – Students have the responsibility not to litter or deface school property.

RIGHT – Students have the right to get help from a counselor, teacher, or administrator.

RESPONSIBILITY – Students have the responsibility to respect each other and staff members.

DOWAGIAC UNION SCHOOL DISTRICT MISSION STATEMENT

The Board of Education, employees, community, parents, and students believe that all individuals can learn regardless of family background, socio-economic status, race, or gender. We believe that our school's purpose is to educate all individuals to their maximum potential while fostering positive behavior and attitudes. We accept the responsibility to provide educational opportunities so students may lead productive, meaningful lives.

UNION HIGH SCHOOL MISSION STATEMENT

The mission of the staff, students, and parents of Dowagiac Union High School is to provide a learning environment and to educate all students to their greatest potential. This will be accomplished through a mutual teaching-learning process so that each student may make a positive contribution to society.

DISCRIMINATION DISCLAIMER

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, including sexual orientation and transgender identity, 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: Superintendent, Coordinator for Title IX, Title VI, Title II, Section 504 and the Age Discrimination Act, Dowagiac Union School District, 206 Main Street, Dowagiac, MI 49047; or contact via telephone at 269/782-4400.

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

**in employment only.

Estimado Padre/Guardián:

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

Dowagiac Union High School is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

**UNION HIGH SCHOOL FACULTY
2023-2024**

Kim Anderson	Guidance Counselor
Susan Baldwin	Social Worker
Mike Behnke	Math
Katie Benassi	Special Education
Calee Blaske	English
David Brogan	Math
Jennings Brosnan	Science
Adam Carr	Welding/Construction
Courtney Dwyer	Art
Scott Floyd	Social Studies
Reggie Fritz	Physical Education/Wellness
Amy Hackett	Science
Andy Hackett	Math
Judith Henckel	Business
Denzel Johnson	Band
Jessica Kean	Social Studies
Andrew Kruger	Health
Tammy Mammel	Language Arts
Connor Michael	Social Studies
Amy Ott	Biology
Jerry Rodriguez	Bi-Lingual Education
Hunter Schuur	Choir
Gabriella Shultz	Sports Medicine
Andrea Sprague	Language Arts
Melissa Stanger	Spanish
Denise Stockwell	Language Arts
Denise Swartz-Melton	Special Education
Jeremy Tilly	Auto Shop
Michael Williams	Social Studies
Jeff Winters	Social Studies
Claudia Zebell	Media Center/Credit Recovery

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**DOWAGIAC UNION HIGH SCHOOL
2023-2024 CALENDAR OF EVENTS
(All events are subject to change or cancellation)**

Mon-Fri	TBD	DUHS Band Camp (July 24-28?)
Mon-Fri	Jul 31-Aug 4	Athletic Down Week
Tuesday	August 1	Athletic Office Opens
Monday	August 7	All Principals/Secretaries Return
Monday	August 21	First Day All Staff
Monday	August 21	Freshman Orientation 3:00 pm - 4:00 pm
Monday	August 21	DUHS Open House 4:30 pm - 6:00 pm
Monday	August 28	First Day of School
Friday	September 1	NO SCHOOL – Labor Day Holiday
Monday	September 4	NO SCHOOL – Labor Day Holiday
Tuesday	September 5	School Resumes
Tuesday	September 5	Picture Day
Friday	September 22	Homecoming
Tuesday	October 3	Full Day of School P/T Conferences 4:30 pm - 7:30 pm
Wednesday	October 4	Fall Count Day
Thursday	October 5	Half Day of School Students dismiss @10:36 P/T Conference 12:00-3:00 pm
Monday	October 16	NO SCHOOL - Staff Professional Development
Tuesday	October 17	Senior Panoramic Photo @ 7:30 am
Friday	October 20	Picture Retakes
Friday	October 20	End of 1st Marking Period
Friday	October 27	Semester Midpoint
Sunday	November 5	Daylight Savings Time Ends
Wednesday	November 8	Rotary Interact Induction @ 6:00 pm
Wednesday	November 8	National Honor Society Induction @ 7:00 pm
Thursday	November 9	Senior Citizen Luncheon
Fri-Sun	Nov 10-12	Fall Play (TBA)
Wed-Fri	Nov 22-24	Thanksgiving Break-No Students/No Staff
Friday	December 1	Holiday Parade – Band
Wednesday	December 13	MS & HS Holiday Band Concert @ DMS
Thursday	December 14	MS & HS Holiday Choir Concert @ DMS
Wednesday	December 20	Exams - Full Day of School
Thursday	December 21	Exams - Full Day of School
Friday	December 22	Exams - Half Day of School Students w/ Dismissal @ 10:36
Friday	December 22	End of Semester/Staff Full Day
Mon-Fri	Dec 25-Jan 5	NO SCHOOL – WINTER BREAK
Monday	January 8	Classes resume
Monday	January 15	NO SCHOOL Students/ Full Day Staff (Virtual Records Day)

Saturday	February 3	Solo & Ensemble (TBA)
Saturday	February 10	DUHS Choir Solo & Ensemble @ SMC (TBD)
Wednesday	February 14	Supplemental Count Day
Saturday	February 17	Band Spaghetti Dinner @ DMS 4:00 p.m.
Tuesday	February 27	FULL DAY STUDENTS - P/T Conferences 4:30 p.m. – 7:30 p.m.
Wednesday	February 28	Half Day School Students dismissal @ 10:36. P/T Conf. 12:00 - 3:00 p.m.
Mon-Fri	March 4-8	MSBOA District 6 Band Festival (TBD)
Fri-Sun	March 8-10	Musical
Sunday	March 10	Daylight savings time begins
Thursday	March 14	Senior Citizen Luncheon
Friday	March 15	Semester Midpoint
Saturday	March 16	State Solo and Ensemble (TBA)
Wednesday	March 27	Career Fair Day (tentative)
Friday	March 29	NO SCHOOL - Students or Staff
Mon-Fri	April 1-5	NO SCHOOL - Spring Break
Monday	April 8	Classes Resume
Mon-Fri	April 8-26	SAT with Essay Testing Window for 11th grade
		M-STEP Testing Window for 11th grade (extends into May)
		PSAT 10 Testing Window for 10th grade
		PSAT 9 Testing Window for 9th grade
Thursday	April 11	Workkeys (One day test only-this is not a window)
Thursday	April 25	Workkeys Makeup Testing (One day test only-this is not a window)
Saturday	April 27	Prom
Monday	May 6	Band/Choir Fine Arts Jazz Tour
Thursday	May 9	Fine Arts Night
Saturday	May 11	Blossom Time Parade (TBD)
Tuesday	May 14	Spring Band Concert/Awards Night @ DMS 7pm
Wednesday	May 15	Honors Night
Thursday	May 16	Spring Choir Concert @ DMS 7pm
Monday	May 27	Memorial Day – NO SCHOOL
Tues-Wed	May 28-29	Senior Exams Full Day
Friday	May 31	Graduation Rehearsal
Sunday	June 2	Graduation @ 2:00 pm
Tuesday	June 4	Exams - Full Day
Wed-Thurs	June 5-6	Exams - Half Day Students - Full Day Staff
Thursday	June 6	Half Day & Last Day for Students (Full Day Staff)
Thursday	June 13	Chieftain Golf Outing

8/8/2023 klm

PREFACE

We would like to welcome you to Dowagiac Union High School, home of the Chieftains. A school can only be as good as those people who are members of it. Students, secretaries, cooks, faculty, custodians, bus drivers, and administrators must all work together.

Dowagiac Union High School exists for you. Your teachers and administrators are interested and stand ready to be of service to each and every student. The requirements that are made and the policies and procedures that you will be asked to observe have been established because we believe that they are in your best interest and to those of the entire school.

Your next few years in high school should be as beneficial and as profitable as you can make them. You should choose a curriculum which will prepare you for your plans after graduation and in which you have an interest and the ability to succeed. Then, make the best possible record you can.

The school keeps a complete permanent record of progress from the time of each student's admission. A fine record must include not only the best possible work in school subjects, but evidence of honesty, reliability, good citizenship, active friendliness and consideration for others.

You should realize the importance of your record as it is extremely difficult to change once it has been made. It will be sent to the colleges where you apply for admission and prospective employers who are considering you for employment.

Work hard, enjoy yourself, and consider others in all of your actions. You will find your high school days to be the happiest, most profitable period of your entire life.

Kelly Millin, Principal
Bryan Sperling, Assistant Principal
Brent Nate, Athletic Director
Sara Park, Director of Student Services
Danum Hunt, Student Advocate

Union High School Phone Directory

General Office 782-4420 opt 5
Attendance Office 782-4420 opt 2
Student Services 782-4424
Principal's Office 782-4428
Athletic Office 782-4470
High School Kitchen 782-4423
Band Room 782-4423
Auto Shop 782-4431

**PRIVACY OF EDUCATIONAL RECORDS
AND DIRECTORY INFORMATION**

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 situation.
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.

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 South Front Street, Dowagiac, MI 49047, no later than two (2) weeks after receipt of this notice.

The Dowagiac Union School District defines student directory information as follows:

- 1) Name; 2) Age; 3) Parent/Guardian's name(s); 4) School the student attends; 5) Grade and/or subjects the student is enrolled in; 6) Participation in school activities; 7) Weight/height of athletic team members; 8) Dates of attendance; 9) Awards the student has received; 10) Previous schools attended.

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

PARENT CONTACT

All student records and information will be shared with parents or guardians regardless of age.

FILES – RECORDS

Each student has a file containing his/her cumulative educational records. These records are kept throughout the school years and for an indefinite period after graduation. These records may be examined in accordance with the Privacy Act.

PRIVACY ACT

Parents may examine their student's records upon written request. The request will be acted upon and the parent or student notified within five days of the time and place of examination. Students over 18 years of age may examine their own records, but they also shall file a written request.

GRADUATION REQUIREMENTS

Board of Education Policy 5460

To be eligible to receive a high school diploma and participate in graduation exercises, a student, at a minimum, must complete the following requirements:

- A. All graduation requirements shall meet at least the minimum standards as established by the laws of the State of Michigan.
- B. All students must attempt all portions of the State required exam to qualify for a Dowagiac diploma.
- C. A student who transfers to Dowagiac Union High School (DUHS) during his/her Senior year and who has not previously earned credits from DUHS must earn a minimum of two report cards of grades from DUHS. Regarding transfer students who receive less than two report cards of grades from Dowagiac Union High School, their credits may be transferred to the preceding high school and they may issue the diploma. Regarding any transfer students of less than one (1) year, credits may be transferred to the preceding high school and the preceding high school may issue the diploma. Foreign exchange students who complete their senior year at Dowagiac Union High School are eligible to walk in commencement and will receive a certificate of attendance.
- D. For classification purposes, a student must have earned the following credits:

<u>Class of</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
2023	6	13	19
2024	6	13	19
2025	6	13	19
2026	6	13	19

- E. ANY STUDENT FAILING TO MEET ALL REQUIREMENTS FOR A DOWAGIAC UNION SCHOOL DISTRICT DIPLOMA **WILL NOT** BE PERMITTED TO PARTICIPATE IN GRADUATION COMMENCEMENT EXERCISES. STUDENTS WHO HAVE FAILED TO COMPLY WITH A BEHAVIOR CONTRACT ESTABLISHED BY DUHS ADMINISTRATION FOR REPEAT BEHAVIOR OR ATTENDANCE ISSUES MAY NOT BE PERMITTED TO PARTICIPATE IN GRADUATION. THE FINAL DETERMINATION RESTS WITH THE ADMINISTRATION.
- F. Students may earn credits toward graduation through credit recovery, correspondence, summer school, testing out, and online classes. Such credits must have the proper approval of the building principal or designee.

Course descriptions and detailed requirements and offerings may be found in the DUHS Course Description Book. This includes information on graduation requirements, Michigan Merit Curriculum, personal curriculum modifications and credit by examination.

GRADUATION REQUIREMENTS STUDENT AFFAIRS - GRADUATION

Starting with the class of 2011 the Michigan Legislature is requiring a new set of graduation standards for all students enrolled in Michigan High Schools. Below are the requirements for the class of 2011 and beyond.

- A. It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in

a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- a. Traditional coursework;
- b. Demonstrating mastery of subject area content expectations or guidelines for the credit;
- c. Related coursework in which content standards are embedded;
- d. Non-traditional coursework;
- e. Independent teacher-guided study;
- f. Testing out;
- g. Dual enrollment;
- h. Advanced placement courses;
- i. International baccalaureate or other "early college" programs;
- j. Michigan Department of Education (MDE) approved formal career and technical (CTE) program or curriculum;
- k. Online class
 - a. Students shall successfully complete an online course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if she/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if she/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guideline that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided she/he completes the same content requirements as the high school subject area and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better on the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, only when personal conduct warrants. Seniors must have a satisfactory disposition of any outstanding fines prior to graduation to participate. During Commencement Ceremony students must abide

by all requirements prohibiting decoration of caps and gowns.

Class of 2021 & Beyond

Subject	Previous	New
Math	4 Credits	4 credits
Science	3 Credits	3 Credits
Social Studies	3 Credits	3 Credits
English	4 Credits	4 Credits
Health	.5 Credit	.5 Credit
PE	.5 Credit	.5 Credit
VPAA	1 Credit	1 Credit
World Language	2 Credits	2 Credits
BMT	1 Credit	0 Credit
Career Core	0 Credits	3 Credits
Electives	3 Credits	5 Credits
Graduation Credit	22 Credits	26 Credits
Open Credits	2 Credits	2 Credits
Total Opportunities	24 Credits	28 Credits

To be eligible to receive a high school diploma and participate in graduation exercises, a student, at a minimum, must complete the following requirements:

B. Dowagiac Graduation Requirements

*online learning requirements will be met through a variety of course offerings.

Michigan Merit Curriculum (MMC) - Personal Curriculum (PC)

It may be appropriate to use a personal curriculum (PC) option to modify the Michigan Merit Curriculum (MMC) requirements. The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. State statute allows personal curriculum modification in order to:

*Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits.

*Modify the mathematics requirement.

*Modify, if necessary, the credit requirements of a student with an Individualized Education Plan (IEP).

*Modify credit requirements for a student who transfers from out of state or from a non-public school and is unable to meet the MMC requirements.

The Personal Curriculum

A Tool for Modifying the Michigan Merit Curriculum

<p>4 English Language Arts (ELA) Credits •Proficiency in State Content Standards for ELA (4 credits)</p>	<p>No modification except for students with an Individualized Education Program (IEP) and for transfer students who have completed 2 years of high school</p>
<p>4 Mathematics Credits •Proficiency in State Content Standards for Mathematics (3 credits) •Proficiency in district-approved 4th mathematics credit options (1 credit) * Students must have a math experience in their final year of high school.</p>	<p>1 credit of the state content standards for Mathematics may be modified to $\frac{1}{2}$ credit so long as the modification continues to provide the state content standards</p> <p>Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school.</p> <p>Students must have a math experience in one of their two final years of high school.</p> <p>In order to satisfy the fourth year math credit classes must span over both semesters.</p>
<p>3 Science Credits •Proficiency in State Content Standards for Science (3 credits); <i>Or</i> •Proficiency in some State Content Standards for Science (2 credits) and completion of a department-approved formal career and technical education program (1 credit)</p>	<p>No modification except for students with an IEP and transfer students who have completed 2 years of high school</p>
<p>3 Social Studies Credits •Proficiency in State Content Standards for Social Studies (3 credits)</p>	<p>1 social studies credit (other than Civics) can be exchanged for an additional English language arts, math, science, or world languages credit, or department-approved formal career and technical education program.</p> <p>Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school.</p>
<p>1 Physical Education and Health Credit •Proficiency in State Content Standards for Physical Education and Health (1 credit); <i>Or</i> •Proficiency with State Content Standards for Health ($\frac{1}{2}$ credit) and district-approved extra-curricular activities involving physical activities (1/2 credit)</p>	<p>Credit can be exchanged for an additional English language arts, math, science, or world languages credit, or department-approved formal career and technical education program.</p> <p>Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school.</p>
<p>1 Visual, Performing, and Applied Arts Credit •Proficiency in State Content Standards for visual, Performing and Applied Arts (1 credit)</p>	<p>Credit can be exchanged for an additional English language arts, math, science, or world languages credit, or department-approved formal career and technical education program.</p> <p>Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school.</p>

MISCELLANEOUS

CAREER PLANNING

All students have been asked to select a Career Pathway in one of the following areas: Arts and Communications; Business, Management, Marketing and Technology; Engineering/ Manufacturing and Industrial Technology; Health Sciences; Human Services; or Natural Resources and Agriscience. Within each of these pathways, students can concentrate on either a technical plan or a professional plan. Each of these plans requires some form of post-secondary education or training. The technical plan requires two years or less of post-secondary training and the professional plan requires a minimum of four years or more at a college or university. Your counselor will assist you in this process.

PROGRAMMING POLICIES

Students must take a maximum of seven classes per semester or 14 classes per year. Credit may be earned through the regular day high school or extended day program. Students may also earn credit through pre approved accredited summer high school, college, and online courses.

COURSE CREDIT

One-half (1/2) credit equals one (1) semester of work successfully completed. One (1) credit equals two (2) semesters of work successfully completed.

CREDIT BY EXAMINATION

Interested students can pursue college credit by utilizing "Credit by Examination" options such as CLEP or similar tests. Any cost associated with such credit options are the responsibility of the student.

TRANSFER CREDIT EVALUATION

The philosophy of credit evaluation will be based on giving transfer students an equal but not undue advantage over district students. All students must attempt eight semesters of high school and achieve required courses and credits to graduate from Dowagiac High School. Transfer students will have course grades equated to the grading system used by Dowagiac High School. Study hall and driver education courses will be listed on an official transcript and will receive NO credit (N). Credits earned from other scheduling systems (example: block or seven hour day) will be converted to a seven-period day schedule.

INDEPENDENT STUDY

Independent Study is intended to provide students with the opportunity to explore areas of study not available to them in the regular curriculum. It is not a substitute for a graduation requirement or for a course already offered. Teachers must voluntarily agree to supervise projects in their classrooms. A complete description of the chosen project must be submitted in writing and signed by the student, principal, and supervising teacher. This description must include an evaluation procedure. Students will receive credit (CR) or no credit (N) for all projects. It is the preference of Dowagiac Union High School to utilize classes scheduled in the master schedule for students to accrue credits. Under limited and rare circumstances the administration will approve independent study.

ONLINE LEARNING

Students can earn credit through the online provider for coursework offered for credit recovery. Licenses and spaces are limited. Priority will be given to students closest to graduating and who need credit recovery options. The approval for use is at the discretion of the building administrator. When available, students should take courses lead by an on-staff instructor.

SPECIAL EDUCATION

To be eligible for special education services, a student must have a disability that qualifies under state and federal special education laws. Special education students may earn a diploma by completing all graduation requirements set by the state and local Board of Education.

The Individualized Education Program (IEP) identifies the appropriate course of study and supports, accommodations, and modifications necessary to allow the student to progress in the curricular requirements to meet the diploma requirements. Modifications to the curriculum with a Personal Curriculum are possible as identified through the Michigan Department of Education. Requests for a Personal Curriculum must be arranged and approved through the student's guidance counselor. Students with IEP may receive a Certificate of Completion if their course study is modified or if it does not meet the MMC requirements.

A parent or guardian may request a personal curriculum for certain modifications of the Michigan merit standard requirements. If the requirements of a personal curriculum are met, then the Dowagiac Union Board of Education may award a high school diploma to a pupil who successfully completes his or her personal curriculum. For more information on a Personal Curriculum please contact the DUHS guidance office.

DIFFERENTIATED DIPLOMA PROGRAM

Appropriate programs for high school completion:

1. **GENERAL STUDIES** - credits to include the following courses:

English Language Arts	4 credits	Physical Education	½ credit
Mathematics	4 credits	Health	½ credit
Science	3 credits	Foreign Language	2 credits
Civics/Economics	1 credit	Visual Performing/Applied Arts	1 credit
World History	1 credit		
US History	1 credit		

2. **HONORS STUDIES** - credits to include the following courses with a minimum of a 2.50 accumulative G.P.A.:

English Language Arts - 4 Credits

Honors English IIA/IIB

Honors English IIIA/IIIB

*Honors English IVA/IVB

*Students opting to earn an Honors Endorsed Diploma MUST take this course at Dowagiac Union High School – refer to the Dual Enrollment Policy.

Mathematics - 4 Credits

Must pass minimum of Algebra II A/B within the 4 credits

Science - 3 Credits

Physical Science

Biology

Honors Biology

Earth Science

Honors Chemistry

Social Studies - 3 Credits

Honors US History

Honors Civics/Economics

Honors World History

Foreign Language - 2 Credits

Two credits in the same language of which up to one credit can be earned through an approved CTE or additional VPA course.

Health – ½ Credit

Physical Education – ½ Credit

NOTE: Students awarded a General Studies Diploma are not excluded from the college admissions process. Students awarded an Honors Diploma are not guaranteed admission to the college of their choice.

GRADUATION REQUIREMENTS - Special Education

Board of Education Policy 5460.01

Beginning in the fall of 1990, to be eligible to receive a high school diploma and participate in graduation exercises, special education students must either:

1. Meet the general education graduation requirements defined in Board Policy 5460 - Graduation Requirements; or,
2. A parent or guardian may request a personal curriculum for certain modifications of the Michigan merit standard requirements. If the requirements of a personal curriculum are met, then the Dowagiac Union Board of Education may award a high school diploma to a pupil who successfully completes his or her personal curriculum. For more information on a Personal Curriculum please contact the DUHS guidance office.

GRADE POINT AVERAGE (GPA)

Board of Education Policy 5430 authorizes the Superintendent to develop procedures for the computation of a student's grade point average (GPA) and class ranking.

Beginning the 2001-02 school year, an 11 point system will be used to compute grade point averages (F = 0.00 and therefore does not count for points).

(A = 4.00) (A- = 3.67)
(B+ = 3.33) (B = 3.00) (B- = 2.67)
(C+ = 2.33) (C = 2.00) (C- = 1.67)
(D+ = 1.33) (D = 1.00) (D- = .67)

CREDIT EARNED BY TESTING OUT

High school students now have the option of receiving credit for course offerings by "testing out".

Public Act 335 requires school boards to grant credit to high school pupils attaining a grade of 75% or higher on the final exam or assessment method used in a course.

It is important to note that once students are granted credit by testing out, they may not receive credit for a lower sequence course offering in the same subject area. In addition, credits earned by demonstrating a reasonable level of mastery in the subject area are recorded as "credit/no credit" grades and will not be included in computing grade point averages. Finally, the local school board has discretion as to whether credits earned in this manner count toward graduation and course requirements.

If any students wish to exercise the testing out option they are required to sign up prior to examination dates set forth by the building administration. For further details, contact the high school guidance office. Dates are generally in January and May or otherwise determined by the building administrator.

Any course work that receives a CR/NC grade will affect postsecondary planning, admittance to college credits and/or NCAA eligibility.

DUAL ENROLLMENT

Students grade 9 – 11 are permitted to enroll in post secondary courses. Students must meet all academic/testing requirements to be eligible. If the student fails to successfully complete the assigned course, the school may impose fines equaling the cost of course tuition, books, and support materials.

ISD CAREER ACADEMY/DUAL ENROLLMENT CONTRACT

ISD Career Academy/Dual Enrollment/Early Middle College permits students to take classes in both high school and a college or university simultaneously. The purpose of this program is to provide an opportunity for students to earn college credits while attending

high school. Eligible students may take certain college and university classes paid for with a percentage of state funding through the local school district.

Dowagiac Union High School will offer Academy/Dual Enrollment/Early College classes for all DUHS students who qualify under the terms of the Public Act 160 and Public Act 258 of 2000, created the Postsecondary Options Act, commonly referred to as dual enrollment as approved by the Michigan Legislature. Eligible students are those that have qualifying scores on the SAT, PSAT 10, or district approval.

EARLY/MIDDLE COLLEGE

The Early College (EMC) at Dowagiac Union High School program is designed to provide all students with the opportunity to earn a high school diploma, an occupational or specific certificate/certificate of achievement or an occupational associate degree which provides up to two years of transferable college credit towards a bachelor degree.

The EMC is structured so that students gradually increase their exposure to college courses over a five-year span. Initially, (9th grade and 10th grade) all of the students schedules will be traditional high school classes. As student's progress through their educational plan, they will be exposed to more college courses. By the time they reach the 13th grade, all of their coursework will be on-site at the college campus. Upon successful completion students will earn both a high school diploma and Associate's Degree.

RULES/GUIDELINES FOR ENROLLMENT

- A. Students who take Career Academy/Dual Enrollment/Early College courses are required to follow the college's schedule/calendar.
- B. Students who decide to drop a course **must** follow the college's drop date schedule. **Failure to follow proper drop procedure will result in the student being responsible for tuition cost.**
- C. Students must earn a C or above to receive college credit or to be eligible to take college classes the following semester with school covered tuition and be in good standing with sending school.
- D. It is recommended that students have a minimum grade point average of 2.75.
- E. Students must have a passing score on PSAT 10, SAT and/or SMC Accuplacer Test.
- F. DUHS has no control over grades earned at SMC or other colleges.
- G. Students are responsible for transportation to and from the college attended.
- H. Students must follow the attendance policy given at each school attended.
- I. Students must meet with their guidance counselor to initiate registration.
- J. Students must remain in good standing at Dowagiac Union High School. Disciplinary actions will be at the discretion of the administration of the home school.

Tuition is paid by Dowagiac Union Schools for Dual Enrollment classes, but purchasing textbooks is the responsibility of the student. Student texts cost between \$50 and \$100 per class for classes held at DUHS or on the college campus.

Students who fail (F) an SMC Academy/Dual Enrollment/Early Middle College class will be required to pay back the school the tuition cost accrued by the school. Also, students who fail an Academy/Dual Enrollment/Early Middle College class **may not** be allowed to take additional courses. Seniors with outstanding debt towards DUHS may not be allowed to participate in commencement ceremonies.

NCAA ELIGIBILITY AND RECRUITING

Student athletes must comply with National Collegiate Athletic Association by-laws in order to compete in intercollegiate athletics. Individuals interested in playing Division I or Division II athletics must submit an Initial Eligibility Clearinghouse form. It is recommended that this form be submitted at the beginning of the junior year of high school. Academic by-laws for Division I and Division II athletes include qualifying test scores that match grade point averages in specific courses.

Division I athletes must complete 16 approved core courses and Division II athletes must complete 16 approved core courses. Approved courses, forms, and bylaws may be found on the NCAA website.

To register with the NCAA, go to website: ncaaclearinghouse.net

COUNSELING SERVICES

The counseling office is open to all students. Students will be assigned a counselor. Students are encouraged to become acquainted with their personal counselor. Students should feel free to talk with them about school work, activities, or any other problems. Parents are urged to contact the counseling office if they need help or information concerning their children's school work, personal problems, or post school plans.

SCHEDULE CHANGES

Schedule changes must be initiated no later than one week after the semester begins. Changes will be made for the following reasons only:

1. Inappropriate placement of a student.
2. Administrative request.

Schedule changes require approval of the student's counselor, parent or guardian, and an administrator.

TRANSPORTATION TO VOCATIONAL PROGRAMS AND ACADEMIC ACADEMIES

Students attending the Van Buren Tech are provided transportation by the school district and must use the provided transportation to and from the Center. There are rare instances when it will be necessary, because of class work or field trips that a student must provide his/her own transportation. In these cases, a student must (1) bring a note from a parent granting permission to drive and a note from the instructor at Van Buren Tech requesting the student to drive, (2) receive permission from the assistant principal or designee, (3) not take passengers to or from the Center. Permission will only be granted on the day(s) requested. No one will be given permanent permission to drive to the Van Buren Technology Center. A student violating the "no driving" rule may be suspended or removed from his/her program.

VAN BUREN TECH

Students enrolled at Dowagiac High School have the opportunity to attend the Van Buren Technology Center in Lawrence. Courses available to Dowagiac students include:

Advanced Manufacturing	Engineering & Architectural Design
Agriculture and Natural Resources	Finance, Investment & Technology
Allied Health Technologies	Fire Science
Auto B-E-S	Fundamentals of Patient Care
Auto E-E-P	Law Enforcement
Cadet Teacher Academy	Marketing/Entrepreneurship
Commercial Design	Medical Biotechnology
Construction Trades	Pharmacy Technician
Cosmetology	Polymer Technologies
Culinary Arts & Catering Management	Print Media Technologies
Cyber Security & Computer Network Technology	Software Engineering
Dental Occupations	Welding
Early Childhood Careers and Education	

Emergency Medical Technician

Dowagiac and the Center have agreed that a student must attend his/her "home" (Dowagiac) school to be eligible to participate in the Van Buren Center program.

Students who attend Van Buren Tech are required to sign a contract and will be subject to tuition reimbursement for receiving a failing grade.

There are days that Van Buren Tech is not open and Dowagiac schools are operating. The student is responsible to attend his/her Dowagiac classes when the Center is closed. **When Dowagiac schools are closed, students do not have to attend the Center classes.** On these occasions an announcement will be made.

Students will not be excused from Center classes to attend assembly programs or class meetings in Dowagiac without permission from building administration.

Disciplinary action at either school may carry over to the other school.

ALTERNATIVE EDUCATION

Efforts shall be made by the school to provide alternate means by which some students may continue their education. Interested students or parents may gain more information by contacting the Director of Alternative Education at the Alternative Education office (269-782-4471).

CLUBS AND ACTIVITIES

In addition to a broad program of subjects, Dowagiac Union High School offers to its students a variety of extra-curricular activities. These activities are supervised by faculty members or other designees outside of the regular school day. All students participating as members of a school sponsored club or activity will be subject to the disciplinary provisions of the Student Handbook. Students are urged to take an active part in some club or activity.

New clubs or organizations may be formed by students doing the following:

1. Obtain Student Senate Approval.
2. Receive permission from the Board of Education and administration.
2. Get a faculty sponsor.
3. Have at least 10 active members.
4. Write a constitution.

When these four items are completed, the request will be reviewed and permission may be granted to form a new club or organization.

Freshmen Class - All freshmen are automatically members.

Sophomore Class - All sophomores are automatically members.

Junior Class - All juniors are automatically members.

Senior Class - All seniors are automatically members.

DOWAGIAC UNION SCHOOLS 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 4th, living one-half mile or more, and students in grades 5th through 12th, living one mile or more from the schools they attend, are eligible for bus transportation.

SERVICE POLICY: All students shall be assigned to buses and bus stop locations by the Transportation Supervisor. Parents are responsible for students going to, from, and at their bus stops. Students in grades kindergarten through 4th are expected to walk up to one-half mile to the bus stop, and bus stops will be located at a minimum of one-quarter mile apart. Students in grades 5th through 12th are expected to walk up to one mile to the bus stop, and bus stops will be located at a minimum of one-half mile apart. Bus routes shall not be extended for babysitters. Shuttle bus stop locations for kindergarten through 4th grades in the city will be determined by the Administration.

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

REGULATIONS: Students must ride their assigned bus and be picked up and let off at their designated bus stop. Requests for a student to ride a different bus or use a different bus stop must be made in writing by the parent, and approved by the building Principal or designee. 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 the bus, the school office must be notified.

A. It is the student's responsibility to:

1. Arrive at the bus stop 5 minutes before the scheduled time of pick-up; buses will not wait for tardy students.
2. Walk to the bus stop facing traffic wherever possible.
3. Wait for the bus off the traveled portion of the roadway.
4. Cross 10 feet away from the front of the bus upon the 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, are rear doors to be used.
6. Remain on school property once they leave the bus in the morning and to board the bus immediately after school is dismissed, after which time students can be released only to their parents or guardian.

B. The following are basic bus rules:

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 the permission or instructions of the driver.
4. "Angel" seating is required.
5. Keep hands and feet to yourself, out of aisles and windows.
6. Windows may be opened only to window lines with the drivers' permission.
7. No yelling, screaming, or throwing objects, in or at the bus.
8. No eating or drinking. No possession or use of tobacco products or look-alike products, or drugs or look-alike products.
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-alike. No possession or use of squirting devices or containers.
15. No laser lights of any kind are permitted on the bus.

STUDENT CONDUCT: Rules for student conduct necessary to the safe operation of the buses will be developed in cooperation with the Business Manager, Transportation Supervisor, other transportation personnel, school Principals, and shall be approved by the Board of Education on the recommendation of the Superintendent. Rules will be reviewed and published annually in student handbooks.

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

Bus drivers are responsible for the safety of all riders and the enforcement of all rules and regulations. 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 student, his or herself, and the student behavior as it affects the safety of others.

Instances of misconduct will be ticketed by the bus driver in writing. 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 or designee.
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 or designee.

A. The student must sign the receipt of the ticket. The student must have the ticket signed by the parent and present it to the

driver when returning to bus riding on the day and date indicated. In the case of a student 18 or over it is required only the student be notified of the suspension.

- B. Bus suspensions are progressive, from 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 Business Manager.

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 days suspended 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 the first step, and the Superintendent as the final step.

Suspensions for more than ten (10) days can be made with the consent of the Transportation Supervisor and the Business Manager. Appeals for suspensions of more than ten (10) days may be made to the Board of Education through the Superintendent.

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 called to pick up their student 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 and 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 a student be removed from the bus by the Transportation Supervisor or a Principal. If individual students are requested to leave the bus and they do not comply, they will be removed by the local law enforcement agency. No underage student will be ordered off a bus alone without an adult in authority receiving them.

BUS MISCONDUCT TICKET PROCEDURE

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

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

DISCIPLINARY PROCEDURE:

A. Violation of Routine Rules:

Blocking Aisle
Changing Seats/Bus In Motion
Did Not Use Angel Seat
Eating/Drinking
Excessive Noise
Extended Body Through Window
Hitting Others/Horseplay
Interfere W/Dr. Discipline
Kicking or Tripping Others
Left Bus W/O Permission
Left School Prop. W/O Permission

Littering
Open Window W/O Permission
Profanity/Obscene Gestures
Refused Assigned Seat
Standing While Bus Is In Motion
Stealing
Talking/Noises at RR Xing
Vandalism
Verbal Abuse of Others
Other: _____

The bus driver will issue a:

1. Verbal Reprimand.
2. Ticket - Warning Notice, student sign and assign seat for two (2) weeks.

3. Ticket - Bus Suspension, 1-3 days; student and parent sign.
4. Ticket - Bus Suspension, 3-5 days; student and parent sign.
5. Ticket - Bus Suspension, 5-10 days; student and parent sign.
6. Ticket - Loss of Riding Privileges pending meeting between student, one parent, driver, Transportation Supervisor, and Business Manager to determine permanent suspension.

B. Gross misconduct which endangers either the students' safety or the safety of others, otherwise known as "SEVERES":

Bus Stop Safety Violation	Possession of Weapon or Look-Alike
Counterfeit	Possession, Look-Alike Or
Defiance of Driver/Backtalk	(Refusal to Comply)
Fighting	Substance Abuse -- Use, Sale
Light Matches, Lighter, Fire, Etc.	Throwing Things-In/Out of Bus
Physical Abuse of Others	
Possession of Water/Squirt Device	

The bus driver will issue a:

1. Ticket - Bus Suspension, 3 days; student and parent sign.
2. Ticket - Bus Suspension, 5 days depending on number of routine violations; student and parent sign.
3. Ticket - Bus Suspension, 10 days; student and parent sign.
4. Loss of Riding Privileges pending meeting between student, parent, driver, Transportation Supervisor, and Business Manager to determine permanent suspension.

C. All bus suspension will be reported to the Transportation Supervisor by radio at time of issue. Drivers will make every effort to contact parents of student suspended, in grades Kindergarten through 6th, by telephone the same day.

D. Major suspendable bus offenses such as fighting, defiance of authority, profanity towards/with a driver, possession of a weapon, etc. may also mean a suspension from school.

E. 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. Re-crossing 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 it is at the stop or while leaving the bus stop.
12. Holding on to the bus and sliding behind when the bus pulls away.
13. Approaching the bus after the entrance door closes.
14. Students are not allowed to listen to any electronic devices, iPods, or talk on their cell phones once the bus leaves the parking lot.

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. The tapes are periodically reviewed by the Transportation Director. If incidents are reported, or if incidents are viewed during random selection, the videos will be kept as evidence until final resolution of the problem has been reached. Persons authorized to review the videos include school administration, transportation staff, and law enforcement personnel.

DRIVING TO SCHOOL

Driving to school and parking on school property is a privilege and a responsibility. You must have a valid driver's license to operate a vehicle on school property.

All motor vehicles are to be driven in a safe, sane, and reasonable manner on and around school premises. Drivers should never exceed 5 mph while driving on school property and should always be alert for other vehicles and pedestrians. Any driving that is unlawful or deemed dangerous or unsafe or as outlined by Dowagiac City Ordinance No. 5.99 may result in disciplinary action.

When in the judgment of the administration it is necessary, the police will be notified for assistance.

ORDINANCE NO. 5.99 CITY OF DOWAGIAC SUDDEN ACCELERATION

No person shall drive a motor vehicle on public or private property within the City of Dowagiac in a manner which produces squealing, spinning, or other noise from tires as a result of acceleration, braking, speed, or other action of the operator of said motor vehicle. Noise made by tires in an unforeseeable emergency shall not be considered a violation of this section; providing, however, that if the operator of the motor vehicle could have or should have foreseen said emergency, said squealing or other noise made by tires shall be considered a violation. There will be a regular patrol of the parking lot by the Dowagiac police.

The school is not responsible for accidents, theft, personal injury, or property damage or restitution for school parking lot issues.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Use of the parking lot is a privilege for our students. Parking stickers are required for all vehicles. Students desiring to do so should apply with the Principal or designee, purchase a sticker, and display it properly. The price of stickers is \$5.00 per year. The sticker is valid for one academic school year provided the student remains in good standing as a registered student of Dowagiac Union High School. If a student's permit is suspended no fee will be refunded. The cost of the sticker will remain the same, regardless of when it was purchased. Fees will not be prorated.

If you are granted the privilege of driving an automobile to school you must park it in assigned student parking areas. With this privilege goes specific responsibilities that must be followed. These responsibilities are as follows:

1. Cars will be parked in designated student areas only. Permits must be displayed on the driver's side windshield where it can be viewed clearly for inspection.
2. Cars will be registered with a full year permit or a special permit. Registrations may be reviewed at any time.
3. Students will abide by all traffic laws and regulations pertaining to the operation of motor vehicles set forth by Dowagiac Union High School and the State of Michigan Vehicle Codes.
4. A 5 mph speed limit is enforced in the parking lot.
5. No student is permitted in the student parking lot at any time during the regular school day unless permission is granted by an administrator.
6. Student cars shall remain in the lot during school hours unless permission to leave the lot is granted by the administration. Students may not sit in cars during school hours.
7. Cruising/loitering will not be permitted in the parking lot.
8. Any illegally parked car may be towed away at the owner's expense. Students shall not park in Reserved spaces. This includes the area just outside the boy's locker room in the west student lot as these spaces are reserved for school, kitchen, and other employees.
9. Students are not allowed to park in the handicapped spots at any time without properly displayed documentation issued from the

State of Michigan. Failure to comply will result in disciplinary action.

10. Any car parked in a school lot or on school property may be subject to periodic searches by law enforcement officials and/or canine units.
11. Any person violating the above rules may lose his/her right to drive/park on school property and also may face disciplinary action including suspension. See disciplinary infractions and penalties.

Students driving for one day on an emergency basis must obtain and display a temporary permit. This permit may be obtained from the main office, one day in advance when possible. If a student needs to drive additional days, a permanent permit must be purchased. If student possesses a permanent permit and needs to drive an alternate vehicle, they must see the main office for a temporary permit.

Dowagiac Union Schools is not held liable and/or responsible for any damages (vandalism, accidents, theft, personal injury, etc.) done to a vehicle while parked on school property.

Note: Information on Driving Regulations and Vehicle Registration Forms are available through the high school main office.

STUDENT LOITERING

All students must be in a supervised activity after school. Students waiting for a ride after school must wait in the designated area to be determined by administration. Students in violation will be asked to leave the property or face disciplinary action.

GUESTS AND VISITORS

All guests and/or visitors coming into the building must enter through the front main doors and must enter the main office immediately. Reasons for being in the building must be approved. A visitor pass must be obtained and in possession throughout the entire visitation.

***Student guests accompanied by a Union High friend or relative are not allowed.**

CONFERENCES WITH TEACHERS OR ADMINISTRATORS

Students who wish to see the principal, assistant principal, an advisor, teacher, counselor or other school personnel, may request a conference. To avoid having to wait for a conference, parents should call for an appointment. The teacher's time belongs to the pupils during school hours, and the teachers do not leave classrooms while classes are in session, either to answer the phone or to confer with parents. Conferences with teachers should be scheduled before and/or after school or during the teacher's designated conference period.

DANCES

Dances sponsored by school organizations are occasionally scheduled on Friday or Saturday evenings. As the dances are under school supervision, only students enrolled in Union High School or approved guests will be permitted to attend. Students and guests will conduct themselves in accordance with school policy.

1. Each student will be allowed to register only one guest per dance. A guest approval form must be filled out and returned to the assistant principal's office. Deadlines for submission of guest forms will be announced via student announcements. All non-Dowagiac Union High School guests must be able to obtain a signature of approval from their school administrator. Guests must be enrolled in high school in grades 9th – 12th. Junior high students and high school graduates are not permitted. Final guest approval rests with the administration. Deadline for Dowagiac Union High School student guests will be announced prior to events in the student announcements. DUHS graduates 20 years old or younger will be allowed to attend **PROM ONLY** as a guest with approved guest form.
2. Check date availability with the assistant principal at least two weeks prior to desired date.
3. Adult chaperones must be provided and approved by the administration.
4. Police must be scheduled and in attendance.
5. All dances will terminate at 11:30 p.m. unless prior administrative approval has been granted.
6. Custodians must be paid by dance sponsors for time spent after midnight or Saturdays.
7. The dance will NOT be open to:
 - A. Students currently suspended or excluded from school.

- B. Dropouts.
 - C. Students whose physical condition is determined by a chaperone to be unacceptable.
 - D. Students whose appearance is determined unacceptable by a chaperone.
 - E. Alternative Education students without a guest pass.
8. All dance sponsors must make arrangements for the following in order to have a dance:
- A. One police officer
 - B. Four parents
 - C. Two teachers
 - D. One administrator
9. All students must show their student ID to enter the dance.
10. Dance sponsorship forms must be completed by the sponsoring organization and approved by the administration three (3) days in advance of the activity.
11. While it is understood that formal attire associated with prom and other formal functions often do not conform to the dress code required during the academic day (i.e. dresses with spaghetti straps, etc.), it should be noted that any formal wear that reveals excessive midriff, sides, and/or cleavage will not be allowed. You may be asked to leave the function if you are unwilling to comply with this request. As always, the final decision as to whether dress is inappropriate rests with the administration. If you have any questions, please contact an administrator before purchasing a dress for prom.

DRESS CODE

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. As the world of work maintains a dress code, so too does the world of education. Standards of dress which clearly deal with the health and safety of students will be upheld. The final decision as to whether dress is inappropriate rests with the administration.

The following guidelines will be followed:

- A. Hats, dew rags and other headwear are not to be worn in the building. Immediately upon entering the building students should remove headwear and proceed to their locker to store it. Exceptions to this will be if hats or headgear that are for safety, medical, instructional, or religious purposes. Students are not allowed to wear or display bandanas during school or at school activities. The administration has the right to determine what qualifies as a bandana. Exceptions will be made on established school spirit days.
- B. Shoes or sandals must be worn at all times.
- C. Students are not to wear clothing or any item that advertises alcoholic beverages, tobacco products, illegal substances, or those with obscene print, symbols, pictures, or innuendos. No clothing, jewelry, or any other items are to be worn which are defamatory, potentially dangerous, discriminatory, promote anarchy, harassment, abuse, or violence.
- D. Students are not to wear heavy and/or long coats to class.
- E. Students are to wear shirts that have at a minimum a 1 inch strap and cover the entire lower torso. Transparent or see-through tops are not acceptable. Shirts that reveal too much upper torso can be deemed unacceptable.
- F. Shorts and skirts must be a length so that when you stand in a relaxed fashion with your arms to your sides, they reach your fingertips.
- G. Students cannot wear sagging pants, pants with inappropriate holes, or showing underwear. Students may not wear shirts with ripped out sleeves.
- H. Students are not permitted to wear pajamas, sleepwear or slippers to school.
- I. Backpacks, wheeled luggage, large handbags, and purses of all sizes are not allowed and should be left in lockers at all times.

PENALTY FOR VIOLATIONS

Student will be sent home to change if the item cannot be removed or replaced at school. A parent will be notified and the student must sign out through the attendance office prior to departure from school. If a parent cannot be reached students will not be allowed to attend their classes until the dress code issue can be resolved. Students are encouraged to make appropriate choices before leaving home.

FIRE DRILLS

In case of a fire or fire drill, students are to follow the instructions of the teachers as to which exits and routes to use.

HALL PASS

No student is to be in corridors during a class period without a "hall pass" properly signed by the issuing teacher. Even with a "hall pass", the student is not to loiter but is to go directly to his/her destination. Failure to have a hall pass may result in detention. **Students should take the shortest, most direct route to and from their destination.**

HOT LUNCH PROGRAM ASSISTANCE

The school is a participant in the federally supported hot lunch assistance program. Students whose financial means are limited should inquire at the main office to determine if they are eligible for assistance in paying for their lunch as determined by Federal, State, and Administrative Guidelines.

ILLNESS OR INJURY WHILE AT SCHOOL

When a student is ill or involved in an accident and a doctor is needed, school officials will make every effort to reach the parents.

If this is unsuccessful, the school official will contact the family doctor, if known, or see that the student gets to the emergency department of the hospital.

All injuries must be reported to the principal's office immediately and an accident/injury form must be filled out.

ACCIDENT/INJURY INSURANCE

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.

LOCKERS, 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.

It should also be noted that in the interest of ensuring a positive and safe school environment, Dowagiac Union High School, in cooperation with the Dowagiac Police Department, reserves the right to have unannounced random searches of lockers and premises for contraband and illegal drugs. This will be done by using a trained K-9 dog and handler. Students will be in their classrooms when this occurs and will not have direct contact with the dog.

LOCKERS ARE SCHOOL PROPERTY

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. Any decorations on a locker must meet prior written approval by administration. All items must be removed by deadline and use proper adhesive.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, lunch, etc. Backpacks,

wheeled luggage, large handbags, and purses of all sizes are not allowed in classrooms nor should they be left in the hallways. Therefore, they should be placed in lockers upon entering the building. Students may have backpacks and other bags in the halls before and after school only. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

Students are advised not to bring valuable items to school. Students should make arrangements with their gym teacher or coach if they have valuable items when using the locker room. The Dowagiac School District or any of its personnel will not be responsible for any losses or damage to property stored by a student in his/her locker. There is no school insurance that covers these lost or damaged items. Ask an administrator for help if you have large sums of money when you enter the building. All thefts, lost items of value, and acts of vandalism should be reported to the office. A form is to be filled out by the student in cases of theft. If your locker is not working properly, report it to the main office immediately.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental / guardianship or pupil consent. The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding items discovered that are not illegal or against school policy and rules.

SEIZURE

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable materials, illegal controlled substances or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property. Students themselves, as well as their purses, bookbags, coats, jackets, etc., and all other such personal property may be searched and personal items which are potentially dangerous, disruptive, or illegal may be seized. Violation of school rules and regulations will result in firm disciplinary action.

LUNCH PERIODS

Students may take advantage of the hot lunch program (full meal or a la carte) or bring their lunch. **Students can not order in food from another vendor.** Dowagiac Union High School students may not leave the building during lunch hours without proper authorization from an administrator.

All students must report promptly to lunch in the cafeteria at the beginning of their lunch period. Students are not to leave the cafeteria during their scheduled lunch period without permission from an adult lunchroom supervisor. Students may go to a teacher's classroom from the cafeteria if they present a prearranged pass to one of the adult lunchroom supervisors.

Parents/guardians have the right to visit their child during the student's lunch period. At least one day prior notification is required. A room will be made available for such visits. Parents/guardians are not permitted to eat in the cafeteria during school lunches.

PIN numbers shall not be transferred to another student. Students having their PIN numbers must go through the line themselves to get their food. Strong disciplinary action will be taken if there is a violation of this directive.

FOOD, DRINK, AND CAFETERIA USE

Teachers have the right to control the use of food and drink in their classroom when tied directly to curriculum. All other food and

drink should be consumed in the cafeteria. This includes food purchased from the cafeteria and food/beverages brought from home. Students shall comply immediately with teacher directives without argument.

The cafeteria is one facility which is used extensively during the school day and also in the evenings. Students are asked to help keep the cafeteria clean and neat at all times. **Throwing objects or liquids in the cafeteria is prohibited and will result in a detention assignment.**

MEDIA CENTER INFORMATION

The media center at Dowagiac Union High School is a learning facility. Students are encouraged to use the media center often for academic work, supplemental class materials, leisure time reading and information gathering. Students may visit the library before, during, and after the school day. Classes may use the media center as a group and/or teachers may write passes for individuals to come before, during, or after school.

Rules for conduct are the same as students and teachers would expect in any classroom in the high school. Any rights or privileges granted a student to use the media center will be revoked for acts of theft, defiance, disrespect, misuse, or disruptive conduct. In addition, students with disciplinary infractions in the media center shall be referred to the administration, who shall follow the "Student Discipline Code", as outlined in the Parent/Guardian/Student Handbook. Media center rules are posted.

Books may be checked out for a period of two weeks, and may be renewed. Reference sources, magazines, newspapers and pamphlets may be checked out overnight. Late fees are as follows:

10 cents daily for each overdue book

25 cents daily for each overdue reference source, magazine, newspaper, and/or pamphlet.

MEDICAL INFORMATION

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, 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 | -First Aid Provider |
| -Therapists (occupational, physical, speech, etc.) | -Bus Driver and Aide |
| -Special Services Administrator(s) | -Lunch Personnel |
| -Consultants | -Paraprofessional (Aides) |
| -Volunteers working directly with your child | -Those involved with IEPC planning |
| -Social Worker | -Student Advocates |
| -Psychologist | -Academic Coaches |
| -Custodian | |

CONSENT FORM

If there is a medical condition/information that you do not want shared, or that you want shared on a limited basis, please contact your school office for the proper forms to restrict or deny access to specific medical information.

PREGNANCY

Title IX and the Michigan School Code of 1976 prohibits the exclusion of pregnant students from the regular school curriculum due to their pregnancy. If a pregnant student wishes to be excused from participation in physical education or any class that they feel may pose possible health consequences, a physician's statement must be provided to the school stating the necessity for having the student

excused.

HEALTH ALERT

It is the parents and/or student's responsibility to notify the school if there is any physical, mental, or emotional change in a student which may have implications on the student's safety or welfare. If a parent and/or student wishes to have the student excused from participation in any class that they feel may pose possible health consequences, a physician's statement must be provided to the school stating the necessity for having the student excused.

MEDICATION/CBD PRODUCTS

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

1. There must be written, signed permission from the parent/guardian. **A parent/guardian is required to bring the medicine to and from school.**
2. There must be written instructions, signed by a physician. This applies to all over-the-counter medicines, such as aspirin, cough medicine, stomach medicine, cough drops, etc. as well as prescription medicine.
3. 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.
4. All medicine must come to school in its original container. (Ask the pharmacist to make up a special bottle for school.) No baggies, envelopes, etc. with medicine will be accepted. Empty bottles will not be sent home from school to be refilled.
5. All labels must be clear and bear the student's name.
6. Unused medicine is to be picked up from the school office and taken home within two weeks of being discontinued. Medicine left longer at school will be properly discarded by school personnel.
7. The school must be notified immediately by parent/guardian or physician if a prescription changes; and new instructions must be signed by the physician.

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.

Forms for parent/guardian permission and the physician's instruction(s) are available at the school office.

DOWAGIAC UNION SCHOOLS STUDENT CONCUSSION INFORMATION

- A concussion is a brain injury caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport, physical education class, recreational activity or anytime someone hits his/her head.
- Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013. Dowagiac Union School District adopted a concussion procedure as required by the State of Michigan.
- The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.
- Dowagiac Union School District has decided to take proactive approach on providing educational materials on the signs/symptoms and consequences of concussions to all of our students instead of just our student athletes. Each student and their parents/guardians will obtain a form that is a signed statement acknowledging receipt of the information for the school district to keep on record.
- The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

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

AUTOMATED EXTERNAL DEFIBRILLATORS PROCEDURES

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

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

CONTROLLED SUBSTANCES, DRUGS, ALCOHOLIC BEVERAGES, MIND ALTERING SUBSTANCES, LOOK-ALIKE DRUGS, COUNTERFEIT DRUGS, AND OTHER MEDICATION

The use of illegal drugs or over the counter/prescription drugs not in compliance with our medication policy by our students is clearly inappropriate and potentially destructive to them, their families, and Dowagiac Union High School. Any student who gives evidence of having been drinking an alcoholic beverage or using any illegal substance or is in possession of either of these or of any paraphernalia pertaining to these while attending class, on school premises, or any school-sponsored activity, home or away, shall be subject to immediate disciplinary action. Also, students are prohibited from having in possession, use, or delivery, "look-alike" beverages/containers on school property and/or at school activities home or away.

In addition, (a) no student may possess, provide, give or deliver, by sale or otherwise, any substance which he/she represents or believes 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 /caffeine-based pills/ substances containing phenylpropanolamine (PPA), stimulants, or depressants of any kind, be they available with or without a prescription. Students who violate medication policy protocol, which includes over the counter medicine, are subject to the consequences outlined in the Infractions and Penalties section of the handbook; (D) Students are prohibited from possessing, using, or transferring look-alike drugs. This includes synthetics, incense, and botanicals; (E) Devices used by students to breath in inhalants of any kind are prohibited and may be considered drug paraphernalia. Most commonly, these devices are called vapor or electronic cigarettes or vapor pens; (F) Students will not be allowed to remain at school if they smell of alcohol, marijuana, or other drugs.

DRUG FREE SCHOOL ZONE

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

limited circumstances. **A Drug Free Zone extends 1000 feet in all directions from school property. This includes the use of tobacco.**

POSTERS/SIGNS

The use of posters and other advertising is usually limited to organizations of this school. Approval of posters and their placement must be obtained from an administrator. Posters, signs, or other advertising should only be placed on "tack strips" found on the walls. Stapling is strongly recommended. All other surfaces should not be used.

ELECTRONIC DEVICES

Any electronic communication device including but not limited to: televisions, MP-3 players, CD players, Earbuds, Headphones, Video Imaging Equipment (including cameras), listening devices, and laser lights will not be permitted in school except for special occasions or for classroom assignments. While students are discouraged from bringing valuables to school, electronic devices are to be kept in their lockers and not transported from class to class. These devices are not to be used in common areas including, but not limited to, the cafeteria, hallways, media center, restrooms, locker rooms, offices, etc. without administrative approval. In accordance with Section 1 Act No. 451 of the Public Acts of 1976, Section 1303 states: The board of a school district shall not permit any pupil to carry a pocket/electronic pager or electronic communication device in school except for health or other unusual reasons approved by the board, and may develop penalties that it considers appropriate for a pupil who violates this prohibition. Any captured imagery or audio obtained without the written permission from administration may be subject to disciplinary action at the administration's discretion.

CELL PHONE POSSESSION/USE

(Update to Public Act 451)

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

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

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

- A. Cell phones shall not be visible while a student is in possession and on school property during class periods. The regular school day is defined as the time from 7:30 thru 2:16.
- B. Cell phones are prohibited from being "ON" during class periods. Possession of a cell phone shall not cause any type of classroom or building disturbance.
- C. Cell phones are prohibited from being used during class periods without authorization from an administrator. Students may use cell phones before school, after school, or during lunch in the cafeteria provided they are used solely for communicative purposes. Students are not allowed to use recording devices without written permission from administration. This includes the gymnasium, locker rooms, showers facilities, restrooms, etc.
- D. Cell phones are prohibited from being on or used during school or after school activities that require quiet times and/or audience listening (speaker events, concerts, etc.)
- E. **The school will not be responsible for cell phone or headphone theft, damage, or repair/replacement, etc. School personnel will not be responsible for finding missing phones.**
- F. Teachers may allow students to use cell phones for academic purposes within their own classrooms. Teacher discretion with clearly communicated expectations will be the norm. Before leaving the classroom cell phones must be stowed away as they should not be used in common areas such as hall.

WEATHER

For the purposes of this school system, the following will be used to indicate what action will be taken during a tornado or severe weather conditions reported from the Superintendent's Office.

Watch: Students and staff will be notified that a severe weather watch is in effect.

Warning: Students and staff will be notified to take cover in planned locations providing the most cover. Teachers should have class record book in their possession. Periodic severe weather drills will be conducted.

Emergency school closing or early dismissal for snow days, etc. will be announced on local and area radio stations. If in doubt, listen to the radio (WDOW-WNIL-WKZO). Please do not call the school or school personnel.

SCHOOL CLOSING - ADVERSE WEATHER

1. Announcements relative to school operations during inclement weather will be made over radio stations:

WVHQ 92.1 / WDOW 1440

WWMT - TV Ch. 3

WSBT AM 960 / SUNNY 101.5

WNDU - TV CH.16

WKZO AM 590 / WQLR 106.5 / WQSN AM 1660

WSBT - TV CH.22 / WAOR 95.3 / WNIL 1290

FOX - TV CH.28

Oldies 94.3 / WHFB

2. Spot radio announcements will be made from sign on time throughout the morning.
3. Parents or guardians must contact the school office when needing to report any changes in home phone or cell phone numbers to be sure to receive notification from the school automated calling system regarding any closings or school delays.
4. If available school personnel will attempt to notify families via an automated calling system. Please alert the office of any changes in phone numbers.

STATE LAW - CHAPTER XXXVIII - FIRES

Sec. 240. Any person who shall knowingly and willfully commit any one or more of the following actions shall be guilty of a misdemeanor and punished by imprisonment for not more than one (1) year and may be fined not more than \$500.00.

- A. Raise a false alarm of fire at any gathering or in any public place;
- B. Ring any bell or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false alarm or fire;
- C. Raise a false alarm of fire orally, by telephone or in person. As amended P.A 1954, No. 15, 1, Eff. Aug. 13; P.A. 1965, No. 77, 1, Eff. March 31, 1966.

Persons turning in false alarms in the Dowagiac school system will be disciplined severely, also prosecuted.

STUDENT RELEASE FOR SPECIAL EVENTS

There are times when students may be released from normal classroom schedules for special events. These events will include, but not be restricted to, tutoring, camp counselors, arch and flower people. Students who wish to participate in these events must be maintaining satisfactory grades and attendance in all their classes, and not be under any disciplinary suspension. All of the student's teachers must sign the release form before the student will be eligible for release. The student will be responsible for all class work missed during the release time.

TELEPHONE

Students must be in possession of a written pass and sign the log sheet when requesting to use the office phone. All phone calls should be limited to 3 minutes each. Students must remain respectful in their conversations at all times. This will be monitored by DUHS staff. Consequences for phone infraction are at the will of the school administration.

TEXTBOOKS AND OTHER MATERIALS

The Dowagiac Union High School will loan textbooks and other materials to all students. It is the responsibility of the students to see that these books are treated properly and returned, upon request of the teacher, in reasonably good condition. Students will be charged for lost books, or books returned showing excessive wear beyond normal use. A predetermined price scale has been established. Teachers will have this information.

Paper and pencils are available from first hour teachers and the principal's office, at the beginning of each marking period. Distribution is not automatic, but should be requested by the student.

Students dropping a class are responsible for returning all school materials to the teacher of the class being dropped before the "Drop" is official. A form must be picked up in the guidance office, and all materials returned to the instructor, and the instructor's signature must be on the form.

CHROMEBOOK POLICY

The mission of the 1:1 Chromebook initiative in Dowagiac Union Schools is to help propel our learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for all students in grades 6-12. This ensures that students can access what they need in the classroom, and from home. Increasing access to technology is essential in building upon career and college readiness skills, and broadening what teachers and students can do through the learning process. Learning is a result of the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it reaffirms that a teacher is a facilitator of learning, not the facilitator of resources. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used in Dowagiac Union Schools considered by the Administration to come under this policy.

*Teachers/schools may set additional requirements for use in their classroom.

1. GENERAL INFORMATION

A. Receiving Your Chromebook

- i. An insurance plan is required for students receiving a Chromebook from DUS.
- ii. Chromebooks will be distributed after the parent/guardian signs the DUS Chromebook Agreement.
- iii. Parents and students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook will be issued.
- iv. Chromebooks are the property of Dowagiac Union Schools. They are being loaned for student use.

B. Chromebook Check-in

- i. Chromebooks will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Dowagiac Union School district during the school year, the Chromebook, charger and any peripheral device or accessory will be returned at that time.
- ii. Students who graduate early, withdraw, or terminate enrollment at Dowagiac Union Schools for any reason must return the Chromebook, charger and any peripheral device or accessory, on or before the date of termination.
- iii. If a student fails to return the Chromebook, charger and any peripheral device or accessory at the end of the school year, or upon termination of enrollment in Dowagiac Union Schools, that student and family will be required to pay the replacement cost of the Chromebook, charger and any peripheral device or accessory.

C. Check-in & Fines

- i. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- ii. Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes, but is not limited to; Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
- iii. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair. A member of the Dowagiac Union Schools Technology Staff must perform all repairs.
- iv. After two incidents of accidental damage, the student may lose privileges of the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- v. All reports will be investigated and addressed on a case-by-case basis.
- vi. **Fines for damaged Chromebooks must be paid in full to Dowagiac Union Schools by the designated family of the child who has been identified for the misuse. This will need to be done before another device will be issued to the student.**

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 (logIn 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 (logIn 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 screensavers, 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 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 email and newsgroups is permitted provided these activities have a school purpose. Authorized personnel may monitor email accounts. Under no circumstances shall school email or Internet accounts be used to participate in “making money schemes” (i.e. pyramid schemes), chain letters, or the like. All staff are 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 Internet Use Policy 2540 may result in disciplinary action including loss of privileges, and/or suspension, and/or termination from school employment.

**DOWAGIAC UNION SCHOOLS
AGREEMENT FOR STUDENT INTERNET USE**

All Union High School students will be provided a Google Apps for Education account. This account will allow for email, file storage and creation, calendar creation and sharing, along with other software applications. This is a cloud based service available through the Internet. Students and parents will be required to agree and sign a separate Google Apps Acceptable Use Policy (GAAUP) before these accounts will be activated. Students are responsible for adhering to the GAAUP regardless of where, or how, they may connect to their Google Apps for Education account.

Having access to the Internet is not a right, but a privilege. Unacceptable usage will result in cancellation of privileges at school.

Students using the Internet at school accessing through the school agree to the following:

- Be polite and do not intentionally disrupt the network or other users.
- If you see a security problem, tell the teacher.
- Vandalism will result in the cancellation of the user's privileges. Vandalism is defined as the malicious attempt to harm or destroy data of another user, the Internet, or the network.
- Harassment will result in the cancellation of the user's privileges. Harassment is defined as the persistent annoyance of another user including, but not limited to sending unwanted email.
- Must be used for educational or research use consistent with district policies.
- Students will be supervised when using the Internet, but the students are solely responsible for their actions when using the Internet.
- Threatening or obscene materials are prohibited. This includes sexism, violence, pornography, and satanic materials. (SurfWatch, an Internet filter, has been installed on most of the school's computers. This program's function is to block objectionable sites. It is not 100% effective, but does block most objectionable material of sexual, violent, racist, or other demeaning content.)
- Use of commercial activities is not acceptable.
- No Chat Rooms, Hotmail/Email, or List serves unless approved by a teacher.
- All personal disks must be checked through a teacher and the Virus Scan.
- Do Not Give Your Password to Anyone.

Use of Reference Materials, Citing Sources, Plagiarism

- Any reference information or data obtained via the Internet must be cited. Various methods for citing such material are available from the building principal, media center personnel or teacher for whom the assignment is being completed. Teachers assigning work have the right to determine which of the district's citing methods is to be used.
- Unauthorized use of copyrighted material is prohibited.
- Plagiarism will not be tolerated. This includes CD-ROM and other diskettes. Violation will result in disciplinary action consistent with the student handbook.
- All Internet privileges will be revoked if student violates the rules of this Internet agreement. Restoration of Internet privileges will be at the discretion of the building administrator.

WEB SITE PROTOCOL

Creation and development of links to the district site is encouraged for both staff and students. However, access availability makes it necessary to establish limited protocols for development and operations. Listed are the procedures which are expected to be followed. Failure to comply may result in loss of Internet privileges. Students and staff who desire to create a link to the district site must:

- | | | |
|----------|----|--|
| STUDENTS | A) | Have the approval of a teacher. |
| | B) | Show the project to the approving teacher. |
| | C) | After reviewing the web site, the teacher will send the disk or email the student web site link to the district Webmaster. |
| | D) | The District Webmaster will enter the link to that teacher's web page. |
| STAFF | A) | Staff member develops a link to the district web site. |
| | B) | Staff member informs his/her building principal and provides a disk or e-mails a copy of the link to the principal for review. |
| | C) | Principal will then provide a copy (disk or email) to the district Webmaster. |

VIDEO MONITORING

Video cameras have been installed throughout the school building, in the parking lots, and cafeteria. This has been done to increase the safety of students, staff, and the security of student and school property. Video taping may take place up to 24 hours a day and be kept in an electronic format until such time they are removed from the electronic collection. Video is periodically reviewed by administration. Parents or guardians may review the video by appointment when deemed appropriate by administration. Persons authorized to review the video include school administration, parent or guardian of the student(s) cited for discipline or otherwise directly involved, and law enforcement personnel.

BULLYING /BULLYING RUBRIC:

The Bullying Policy may be viewed in its entirety by referencing Board of Education Policy #5517.01.

“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.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, “Protected Classes”) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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 gesture, word or action that hurts a person’s body, feelings, friendships, reputation, or property.

CONSEQUENCES OF BULLYING BEHAVIOR:

Rules have been established against bullying to create a positive or negative consequence for following or violating rules. The best results are obtained through a combination of generous verbal praise or other social reinforcements for positive activities and consistent negative consequences for aggressive, rule-violating behavior. Teachers should establish a positive, friendly, trusting relationship with the class and each individual student. This is especially true for aggressive, acting-out students who may have had negative experiences with adults. It is easier for a student to accept criticism if he/she feels appreciated and liked. Teachers should also be aware of their own behavior. Teachers often serve as “models” for students who respect them and may wish to emulate them. Likewise, students will not respect the teacher or classroom rules against bullying if the teacher is sarcastic, unfair, or abusive.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Constitution of the United States and the State of Michigan and its Amendments give all citizens certain rights. These rights are further defined by court decisions, administrative policy and procedure, and the policies of the Dowagiac Union School District Board of Education.

All rules and regulations are subject to change or revision to comply with Board of Education directives and/or State and Federal law. Rules and regulations found in this student handbook follow a student to all school activities, home and away.

RESPONSIBILITIES OF STUDENTS

Responsibility refers to the student's obligations to others within the school society. In order for a student to preserve his/her rights, he/she must have a sense of responsibility toward the preservation of the rights of others.

Each student in Dowagiac Union High School has the responsibility to:

1. Respect the dignity and worth of all other individuals.
2. Be knowledgeable and adhere to all rules and regulations established by the Dowagiac Schools.
3. Attend all classes on a regular basis.

4. Be punctual to all classes and activities.
5. Refrain from the use of obscenity in verbal and written expression, to also refrain from the use of libel, slander, and racial slurs.
6. Dress in a reasonable manner, to keep personally clean, and to help keep the school environment and property clean and safe.
7. Conduct yourself in an orderly manner while in attendance at school and at school functions.
8. Study and work hard to maintain the best possible level of academic achievement.

FUNDRAISING AND SALES

Students are not allowed to sell items, solicit or accept donations, or otherwise raise funds without the expressed permission of the administration, and central office administration.

CLASSROOM BEHAVIOR

Should a student be sent to the assistant principal for misbehavior, the following will be observed:

- A. The teacher should file a referral before the end of the day, the same hour, if possible.
- B. Upon request, the student shall be given an opportunity for a conference with the teacher and the assistant principal.
- C. The parent and student will be notified of the decision of punishment resulting from the referral.
- D. Continued misbehavior may result in expulsion.
- E. Teacher/Guardian contact is strongly encouraged by administration.

TEACHER'S RIGHT TO USE PHYSICAL FORCE IN MAINTAINING DISCIPLINE

Paragraph 380.1312 of General School Laws, State of Michigan, Sec. 755 states: "Any teacher or administrator may use such physical force as is necessary on the person of any pupil for the purpose of maintaining proper discipline over pupils in attendance at any school."

Students should be aware that teachers may use physical force to restrain students if, in their judgment, it should be necessary in the situation. School Board policy states that suspension, separation, expulsion will occur in most cases requiring such disciplinary action.

Physical force should be used only as a last resort or when a threat to health, safety or the welfare of others is involved.

CONDUCT DURING SCHOOL HOURS OR DURING SCHOOL SPONSORED ACTIVITIES OR EVENTS

Remember that the conduct of the student body reflects to a large degree the character of our school. Observe good manners in dealing with each other. Respect each other's rights and feelings. Student conduct during all school activities, home or away, including field trips, will be in accordance with school policy.

EXCESSIVE AFFECTION

Any public expression of affection should be discreet. Holding hands is considered the acceptable limit. Kissing is unacceptable. Continued infractions of this guideline may lead to suspension until a parent conference is held.

STUDENT HARASSMENT

Harassment of student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the

confidentiality of the student.

All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the District.

SEXUAL HARASSMENT AND INTIMIDATION

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is prohibited. Students having concerns are to contact the building principal.

FIGHTING

Fighting of any kind cannot be tolerated in the school environment. Fighting will be defined as physical contact in which two or more parties are active participants which does or could cause bodily harm, physical contact refers to but is not limited to hitting, shoving, pushing, tripping, or pinching, etc. Students do not automatically have the right to strike back when another student takes a swing at them. The Administration reserves the right to determine whether a student was an active participant in the fight or was defending himself/herself from bodily harm.

Assault: a threat or attempt to inflict offensive physical contact, that would include contact of a sexual nature, or bodily harm on a person that puts the person in immediate danger of or in apprehension of such harm or contact

False Report: False Report of a Student Code of Conduct Violation, or 'False Police Report,' occurs where a person makes a willful allegation to Administration regarding the commission of a violation, while knowing that no such violation has occurred. The offense carries penalties, including up to suspension or expulsion.

Gross Misconduct / Continued Disruptive Behavior: Continued and repeated violations of School Code of Conduct with no regard for policy established by the Board of Education. If this behavior continues despite interventions attempted by the school (restorative practices, parent meetings, advocate support, etc.) it can result in suspension or expulsion depending on the severity of the continued behavior. Gross Misconduct can also include a singular event that rises to level that threatens the safety, climate, and culture of the entire school.

Academic Integrity: Dowagiac Union High School requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school and the laws of the community and state. Academic integrity is a fundamental value of Dowagiac Union High School. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. Specific examples of this include:

- Turning in copied, emailed, or duplicated assignments as your "original" work.
- Writing formulas, codes, or keywords on your person or objects for use in a quiz or a test.
- Using hidden reference sheets during a quiz or test.
- Using programmed material in watches or calculators when prohibited.
- Exchanging answers with others (either giving or receiving answers). This can be done through social media, conversation, or other means.
- Taking someone else's assignment and submitting it as your own.

Submitting material (written or designed by someone else) without giving the author/artist name and/or source (e.g. plagiarizing or submitting work created by family, friends, or tutor).

A violation of Academic Integrity will result in the student receiving no credit on the assignment and can also include other consequences such as detention, S.I.T, parent conference, meeting with an administrator, removal from class, or suspension.

INSUBORDINATION

Insubordination has been defined as:

1. Refusing to carry out any legitimate directive of a teacher or other school personnel.
2. Deliberately failing to comply with disciplinary directives of school personnel.
3. Arguing disrespectfully and/or using abusive or profane language when reprimanded or disciplined by school personnel.
4. Withholding your name when requested by school personnel.

SMOKING/TOBACCO/VAPING

Smoking or being in possession of tobacco products (cigarettes, chewing tobacco, snuff, or “look-alike” products such as snuff/tobacco like containers of mint, beef jerky, gum, etc., “or smoking paraphernalia such as lighters, matches, etc.”) is a violation of school policy. Penalties range from detention to suspension.

CARD PLAYING/GAMBLING

Students are not to play cards or gamble in any way while on school property. Students are not to be in possession of or use dice or any other gambling paraphernalia.

PROFANE OR OBSCENE LANGUAGE

Use of profane or obscene language is in violation of school policy and City ordinances. Violators will be subject to discipline and prosecution.

The use of obscene, profane language, innuendos, degrading words or phrases (including racial, ethnic, or religious slurs) in verbal or written form in pictures, caricatures, or obscene gestures directed at a fellow student is prohibited. This includes lockers, books, notebooks, clothing, etc., The use of profanity directed at or in response to a teacher will not be tolerated.

Racial, ethnic, and religious slurs are to be avoided at all times, and the use of such slurs is considered a serious violation of the student handbook and will be dealt with on a case-by-case basis. Administration reserves the right to determine appropriate disciplinary actions which may fall outside of the Bullying Rubric.

WEAPONS AND EXPLOSIVES

A weapon is defined as any instrument that is or can be used to attack or for defense. A Weapon Free Zone extends 1000 ft. from school property.

Possession, sales, or use of weapons, explosives, fireworks, incendiary or smoke devices is against state law, school policy and is prohibited. The school also does not allow the possession, sales, or use of toy or “look-alike” items stated above. This policy is in effect to and from school while riding school transportation, on school property, and at school activities, home or away.

A dangerous weapon will be defined as any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm. Some examples of dangerous weapons, but not all inclusive, would be firearms, BB/pellet guns, daggers, stilettos, knives, pocket knives, blades, clubs, chains, iron bar or brass knuckles, etc. The administration reserves the right to determine how dangerous an object/weapon is. A police report will be made on each dangerous weapon incident along with school disciplinary action.

An explosive device is defined as an agent or substance that expands, breaks into pieces, or breaks up violently, with or without noise.

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 (3) inches long, pocket knife opened by 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.

SEARCH AND SEIZURE

In accordance with provision relative to New Jersey v T.L.O., 105 S. Ct. 733 (1985), the following shall apply to search and seizure: Whenever school officials have reasonable grounds to believe that a search will disclose evidence a student has violated or is violating school rules, a search may be conducted. There may be times when personal property such as purses, book bags, gym bags, hats, jackets, coats, shoes, etc. will be searched. There may even be times when a student is requested to empty his/her pockets. The manner in which a search is conducted will always maintain the highest regard and utmost concern for the dignity of the student/s involved. Personal items which are considered potentially dangerous, unsafe, disruptive and/or unhealthy to programs, or illegal may be seized.

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

GANG RELATED ACTIVITY

School property must remain a neutral ground free from gang activity. This creates a safer school environment more conducive for learning to take place. The school will not tolerate gangs and gang related activities. The administration reserves the right to identify and determine what is gang related. Gang related activities associated with student dress, jewelry, drawings, carvings, tattoos, symbols, colors, writings, signing, graffiti, etc. will not be tolerated.

POLICE NOTIFICATION

The administration reserves the right to notify police when deemed necessary to assure the safe and orderly operation of the school. ***Students are hereby placed on notice that threatening, confrontational, violent, and/or destructive statements or comments will be taken at face value and having the intent of being true. Strong disciplinary action of suspension or expulsion from school may take place. This will be especially true when a student is talking to, about, or in response to a teacher or other adult on school property.**

While school officials reserve the right to notify police at any time it should be noted that when a police officer/liaison is assigned to assist the schools directly that they may be called upon to help the administration with any situation.

ATTENDANCE POLICY

To benefit fully from the school experience, it is essential that each student maintain regular and punctual attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability, and self-discipline. The purpose of the attendance policy is to help students to develop these responsibilities and to maintain academic standards for earning credit.

ATTENDANCE LAW - MICHIGAN

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten [MCL 380.1147].

DOWAGIAC UNION HIGH SCHOOL ATTENDANCE PROCEDURES

Parents are asked to call the school on the day of the absence or send in written notification upon the student's return to school. Students with chronic illnesses should document their condition with the nurse. In extreme cases of illness, hospitalization or family issues, a meeting must be scheduled with an administrator, school counselor and parent(s) or person(s) having control of the student prior to the absences to determine a plan regarding continued academic progress. The high school mails home weekly notifications to the families of students that have accrued excessive absences in their courses. Warning letters are sent after **5, 10, and 15** class absences. It is the responsibility of the student and family to monitor the attendance of their child(ren).

Absences are defined as: not present for 20 or more minutes of class

Tardies are defined as: not present up to the first 20 minutes of class

Absences/Tardies or early dismissals with proper documentation will not count as an absence.

Unexplained Absence/Tardy: No parent call/note or explained documentation.

Explained Absence/Tardy: Parent call day of absence or parent note on student return.

(Explained absence/tardy **counts** toward absence/tardy total.)

Excused Absence/Tardy: Proper Documentation is defined as authentic and original correspondence regarding the following:

(Excused absence/tardy **does not count** toward absence/tardy total.)

- Medical appointments
- Legal meetings
- Bereavement
- College Visit (3)
- School Sponsored Event
- Religious Observations
- Other occasion permitted by school administrator

All documentation must be submitted within one week from the date of absence(s).

Note: Students are allowed to make up missing assignments for explained absences. Teachers have the discretion to limit, not accept, or restrict possible points for participation and missing assignments due to unexplained absences. This applies to assignments completed on paper, Schoology, or other means determined by the classroom teacher. **ATTENDANCE IS REQUIRED. STUDENTS MISSING CLASSES FOR UNEXPLAINED REASONS WILL NOT BE ABLE TO COMPLETE WORK WHILE A HOME OR MAKE IT UP LATER.**

Note: Parents may access student attendance at any time through the Powerschool portal online.

It is the teacher's responsibility to:

- Keep accurate attendance records
- Provide a schedule of assignments and make-up work when appropriate

It is the principal's or his/her designees responsibility to:

- Assist the teacher, students and parents by establishing clear procedures
- Communicate this policy to staff, students and parents
- Enforce this policy

It is the student's responsibility to:

- Make arrangements upon their return for all makeup work.

Attendance Incentive

Students in Grade 12 who maintain a B (83%) average, had 3 or fewer unexplained absences,, and were not suspended over a semester will be eligible to not take the semester exams.

Signing In/Signing Out of Building

All students entering the building after the final morning bell or leaving before the dismissal bell must sign in or out at the main office. Failure to do so may result in disciplinary consequences.

Leaving the Building

Students leaving the building during the school day must sign out at the main office. Any student leaving the building without permission will be unexcused for any time missed and is subject to disciplinary action. A student who arrives late or returns to school after leaving must report to the attendance office immediately upon entering the building. **All students enrolled at DUHS will be required to have parental consent before receiving permission from the main office to leave the building regardless of students age.**

Closed Campus

Dowagiac maintains a closed campus for the purposes of lunch. Students will not be allowed to check in and out for lunch periods. Students who have schedules around the lunch period are expected to remain in the building and report to the cafeteria. If a parent or guardian wishes to sign a student out during lunch, proper documentation from a doctor or other professional will be required to preserve the closed lunch standard. Abuse or attempts to circumvent this rule will be determined by the administration. Disciplinary measures may result.

Unauthorized Leaving of Class

Students are not to leave class without teacher permission once the class has started. Students who leave class without permission will be subject to disciplinary action and will be considered unexcused for class time missed.

School Improvement

Each year students, staff, and parents work cooperatively to find innovative programs that support increased academic success. Students are expected to cooperate fully with this improvement process. This program promotes clear communication of classroom expectations while promoting flexibility from classroom to classroom, so that students can be 21st century learners. This means some rules may change from class to class, but the method of communicating expectations will be consistent. Students are expected to participate fully and understand that disciplinary consequences may follow if they choose not to cooperate.

GRADES 9-12 DISCIPLINE INFRACTIONS AND PENALTIES

Certain types of behavior are never appropriate in Dowagiac Union High School and are considered to be serious violations. The following are the most common examples of disciplinary violations. The listed penalties are "suggested guidelines." **It is understood that a lesser/greater penalty may be imposed if, in the judgment of the administration, the situation warrants.** As available and deemed appropriate by administration after school detention (ASD) may be assigned as an alternative to suggested Guidelines for Consequences in the handbook. This includes ASD on Fridays. The administration has the right to invoke any disciplinary measure necessary to insure the safe and positive operation of the school.

It should be noted that major violations of the student handbook including but not limited to assaults, fighting, threats, gross insubordination, drugs, etc. will be considered from year-to-year. A student's cumulative record will be used to determine discipline; Students should not assume that all records start fresh each year. If deemed appropriate students will be considered for an alternative education experience.

Where the minimum suspension penalties are listed as between one (1) and five (5) days, a student who commits such an infraction will receive, at the minimum, a suspension of between one and five days. The suspension may be greater, however, if circumstances

warrant. The same is true of 1-3 day, 3-5 day suspensions, or 5-10 day suspensions. **Students who are serving a suspension from attending school are not permitted to attend athletic or other extra-curricular events during the period of suspension nor be on any school property.** In addition, suspensions will not be considered over until the next school day. This means that a detention ending on Friday carries over until Monday morning. Likewise, a suspension right up to break carries over through the break.

RESTORATIVE JUSTICE

Restorative justice will be implemented and carried through as set forth by the legislature and by the State of Michigan.

*Please refer to page 39, these are guidelines. Administration may move towards a greater or lesser penalty at their discretion.

GRADES 9-12 DISCIPLINE INFRACTIONS AND PENALTIES

Cell Phone Possession/Use:

1st Offense: 2 lunch detentions and confiscation of phone until the end of the school day
2nd Offense: ISS Assignment and confiscation of phone with parental notification
3rd Offense: SIT Assignment and confiscation of phone with parental/guardian pick-up

Excessive showing of affection (physical contact beyond holding hands)

1st offense: Warning/Detention
2nd offense: Parent conference/Detention
3rd offense: 1-3 day Suspension/parent conference

Unexcused absences: Unable to complete missed work for each offense:

Tardiness: per class

1st offense – verbal warning to student
2nd offense – written warning, automated phone call to parent
3rd offense – personal phone call to parent
4th offense – tardy referral plan
5th-9th offense – after school detention
10th offense - parent meeting

Unexplained Absences: per class

1st-3rd absence: Absence infraction/SSL (No make-up work)
4th-6th absence: Absence infraction/ASD (No make-up work)
7th and beyond: Absence infraction ASD/SIT (No make-up work)

Explained Absences: per class

3rd absence: Absence infraction/Warning
4th-6th absence: Absence infraction/SSL
7th-9th: Absence infraction ASD
10th and beyond: Absence infraction SIT and ASD on the same day

Unauthorized leaving of building:

1st offense: No Work/Detention/ SIT
2nd offense: No Work/Detention/ SIT
3rd offense: No Work/1-3 day SIT/Suspension

Unauthorized leaving of classroom:

1st – 2nd offense: No Work/Warning/Detention
3rd offense: No Work/Detention
4th offense: No Work/1-3 day SIT/Suspension

Missing Detention:

Missing lunch detention: 2 Detentions/Detention/ SIT/Suspension

Violation of driving or parking rules

1st offense: Warning sticker, warning/detention
2nd offense: Detention/Suspension/Parent Conference
3rd offense: Detention/Suspension/Parent Conference/Loss of Driving Privileges

Cheating/Plagiarism/Academic Dishonesty (includes a person who copies work from another person or who knowingly allows another person to copy his/her work) Plagiarism (taking the writings of others and using these writings as if they were your own) is considered a form of cheating. Offenses can accumulate from different classes.

1st offense: Failure on test or assignment and parent notification
2nd offense: Failure of assignment and three (3) day suspension
3rd offense: Failure for semester

Forgery

1st offense: Detention and/or parent conference
2nd offense: 1-5 day suspension
3rd offense: 5-10 day suspension

Gang Related Activity

1st offense: Detention to 3 day suspension
2nd offense: 3-5 day suspension
3rd offense: 5-10 day suspension

Threats to school personnel and/or authorized guests

1st offense: 10 day suspension to recommended expulsion

The initiation or the intentional and/or deliberate act of striking or hitting or attempting to strike or hit a teacher, a school employee, or other non-student lawfully on school premises

1st offense: Recommended expulsion

Assault and battery on a student

1st offense: 5-10 day suspension to recommended expulsion with police notification

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

Any offense: Suspension to recommended expulsion

Possession, sale, or use of toy and/or “look-alike” items/weapons

Any offense: Suspension to recommended expulsion

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

1st offense: Warning/Detention

2nd offense: Warning/Detention/Parent Conference/1-3 day suspension

3rd offense: Detention/1-5 day suspension

Extortion

1st offense: 1-10 day suspension

2nd offense: 10 day suspension to recommended expulsion

Indecent exposure/sexual deviation or indecent liberties

1st offense: 1-10 day suspension to recommended expulsion

Gambling/dice/card playing

Any offense: Warning/Detention/Suspension

Theft

1st offense: 1-10 day suspension/full restitution

2nd offense: 10 day suspension to recommend expulsion and full restitution.

Possession of stolen property

1st offense: Warning/1-5 day suspension

2nd offense: 5-10 day suspension

3rd offense: 10 day suspension to recommended expulsion

Willful destruction or defacement of school property or destruction or defacement of school property caused as a result of misuse.

1st offense: Detention/1-5 day suspension and/or full restitution of labor and replacement costs

2nd offense: 5-10 day suspension and/or full restitution of labor and replacement costs

3rd offense: 10 day suspension to recommended expulsion and/or full restitution of labor and replacement costs

Tobacco (use/possession) Paraphernalia, Vape: this includes the use of “spit” like containers used for any purpose).

1st offense: Detention/parent conference/1-3 day suspension

2nd offense: 3-5 day suspension

3rd offense: 5-10 day suspension

Possession of snuff or “look-alike” products such as snuff/tobacco like containers of mint, beef jerky, gum, etc.

1st offense: Warning to detention

2nd offense: Detention to suspension

Over the Counter, Controlled substances and Illegal Drugs (drugs, illegal, over-the-counter and controlled substances, alcoholic beverages, mind-altering substances, look-alike drugs and counterfeit drugs, paraphernalia, i.e. lighters, pipes, etc.)

A. Possession and/or use

1st offense: 5-10 day suspension

2nd offense: 10 day suspension to recommended expulsion

B. Transfer (sale or supplying)

1st offense: 10 day suspension to recommended expulsion

Possession, sales, or use of fireworks incendiary or smoke devices, or other explosive materials

Any offense: Suspension to recommended expulsion

Arson/attempted arson

Any offense: Suspension to recommended expulsion and full restitution

False fire alarm and bomb threat

Any offense: Suspension to recommended expulsion

Providing False Information

Whoever imparts, conveys or causes to be imparted or conveyed false information, knowing the information to be false, concerning an attempt or alleged attempt of a violation of the student code of conduct shall be subject up to and including suspension from school and school related events.

STUDENT INTERVENTION TIME

The Student Intervention Time (SIT) is an alternative to out-of-school suspension. The administration reserves the right to make the judgment as to whether or not a student is assigned to this program. If assigned, students are to report to the SIT room immediately at the start of the school day. Students will remain in this room all day and will be released at the end of the regular school day. Students have to fulfill this assignment in order to earn their way back into their regular classrooms and schedule. It is the responsibility of all students assigned to SIT to obtain class work from their teachers in advance. Work sent down to the SIT room by teachers is done as a courtesy and does not relieve students of their responsibility to gather their own work. If infractions occur during an SIT day, additional time may be assigned by the SIT supervisor. Students asked to leave SIT because of insubordination or continued inappropriate behavior will be suspended out of school. Classroom rules and responsibilities will be given to each assigned student on their first assigned day. During an SIT suspension, students are allowed to make up their regular classroom work/assignments. Attendance in SIT does not count towards each student's regular nine weeks or semester record. Students will be expected to work with staff to create a success plan and

may earn early release if deemed appropriate.

RESTORATIVE PRACTICES

This strategy utilizes a variety of processes, exercises and interactions that build healthy relationships and a sense of community to prevent conflict, as well as address conflict and wrongdoing to repair relationships and harm caused. Restorative Practices teaches and utilizes many social-emotional skills, including but not limited to: communication, self-awareness, social awareness, empathy, naming and regulating emotions. Restorative Practices can be utilized to improve relationships between students and between students and staff. Restorative practices allow individuals who may have committed harm to take full responsibility for their behavior by addressing the individual(s) affected by their actions.

RESTORATIVE PRACTICE CONFERENCE: A facilitated conference may be offered as an alternative to student discipline following certain incidents of student misconduct. Conference participants can include: Facilitator, offending student and possible support persons, victim(s) and possible support persons and school administrators. The group comes together to talk through the incident, express feelings and develop conditions in which the offender is then held accountable. An opportunity is provided for students and staff to reconcile and repair the harm caused by the incident. Application of Restorative Practices and its application remains at the discretion of administration.

DOWAGIAC UNION HIGH SCHOOL NOTICE OF APPEAL PROCEDURES FOR DISCIPLINARY ACTION

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

SEPARATION AND SUSPENSION (TEMPORARY)

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

- A. Students shall be 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 v Lopez.)
- B. The administrator will make every attempt, when possible, 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, conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.
- D. The superintendent or administrative officer designated by him shall be notified of any separation or suspension.
- E. Out of School Suspension is subject to administration discretion as to whether the day of the incident will be counted as part of the assigned discipline.

Out of School Suspension will be extended to the beginning of the next scheduled school day. This may include weekends, scheduled breaks, etc.

- F. Parents shall be notified in writing of appeal procedures which shall include:

1. A request for a parent conference with the principal. Such requests shall be made within the period of separation or suspension. The principal shall affirm or modify the terms of his action within two school days from the date of the conference.
2. Within two (2) school days from the principal's decision concerning suspension, the parent or legal guardian may appeal such decision to the superintendent of schools or his designee. The superintendent shall affirm or modify the decision of the principal within two (2) 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 discipline file.

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

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

1. The student shall be under suspension pending the recommendation of the superintendent to the board and pending the board's decision.
2. 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.
3. The Board of Education and Superintendent shall set the date, time, and place of hearing and shall transmit written notice of the same to the parent or guardian within ten (10) school days of the date of suspension.
4. The hearing procedure shall be as follows:
 - A. Written notice shall be given of the time, date, and place of the hearing.
 - B. The student may be present and may be represented by a parent, guardian or other adult advisor of his/her choosing.
 - C. Witnesses may be presented at the hearing. Such witnesses may be questioned by the Board of Education, Superintendent, administration, student, or their representatives.
 - D. The hearing is not a court proceeding and the court rules of evidence shall not be enforced at such hearing.
 - E. 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.
 - F. The Board of Education and the Superintendent shall render a decision the day of the hearing. Such a decision shall be forwarded in writing to all parties concerned.

SCHOOL SAFETY LEGISLATION P.A. 102, 103, 104

P.A. 104 (PHYSICAL & VERBAL ASSAULTS)

PART 1 --- Creates a new section to 1311a of the Revised School Code adding "Physical Assaults" upon school employees, volunteers or contractors to the categories of misconduct for which a student MUST be expelled. (Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct and arson.)

- A. Applies to any student in 6th grade or above.
- B. Student may apply for reinstatement after 180 days.
- C. The school district may provide or arrange for the intermediate school district to provide appropriate instructional services at

home.

- D. All physical assaults must be reported to appropriate state and local law enforcement agencies with P.A. 102 "Statewide School Safety Information Policy."

PART 2 --- Adds to sections 1308 and 1310 of the Revised School Code.

- A. Applied to any student in 6th grade or above.
- B. The mandatory expulsion provision applied to a physical assault by a student upon another student which occurs on school property, at any school sponsored activity or on any school related vehicle.
- C. The Board of Education or administration shall expel up to 180 days.
- D. The school district must file an annual report with the Michigan Department of Education documenting "all acts of physical violence, gang activity, substance abuse, trespassing and other activities".

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

KEY QUESTIONS TO ASK IN DETERMINING IF AN ASSAULT OCCURRED: Was the action deliberate, premeditated or was it an emotional reaction to a situation exacerbated by circumstances related to the incident?

SECTION 1131a(2) --- Mandates expulsion for up to 180 school days for any student who commits a "Verbal Assault" against a school employee, volunteer or contractor.

- A. Bomb threats are considered a verbal assault.
- B. A student who commits verbal assault must be expelled for up to 180 school days.
- C. A student expelled for verbal assault may enroll in another school district. The district is not required to accept the student.

P.B.I.S. AT DOWAGIAC UNION HIGH SCHOOL

What is P.B.I.S?

Positive Behavioral Interventions and Supports (PBIS) is an [evidence-based three-tiered framework](#) for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone to create the kinds of schools where all students are successful.

What does this mean at Dowagiac Union High School?

Dowagiac Union High School is collaborating with the Heritage Southwest ISD to develop, expand, and integrate a P.B.I.S system in the school community. The focus of the program is to promote positive behaviors for both students and staff through defining expectations, recognizing students who meet those expectations, and nurturing a school environment that reflects a welcoming and positive culture for all involved parties.

What is Chieftain H.E.A.R.T?

Chieftain HEART is the mantra, slogan, and mutual understanding of what it takes to be a true Chieftain. Each letter in HEART represents a quality that students and staff should strive to embody on a daily basis. In striving to meet those qualities, one shows HEART. Our school, our district, and our community can and will flourish only if we all show HEART everyday.

H: Helpful - No one member of the High School community can be fully successful without the support of others. Whether it is a teacher, fellow student, support staff, or administrator everyone needs the support of someone else at some point. We either rise or fall together, and we need to help each other to ensure we never fall again.

E: Engaged - There is a difference between being present, and being engaged. Having HEART means you are present both physically and mentally. It means you are fully vested into what you are doing in the classroom or on the field. Engagement means you commit your attention to the task at hand, not to the distractions that life can present.

A: Achievement - Success is often determined by the standard at which you define it. Setting low expectations yields low results. Achievement at Dowagiac Union High School is not defined as just getting by, but by reaching your full potential in whatever you do.

R: Responsibility - As you enter high school you will realize that you are privileged with more liberties that you may have been given at other grade levels. As you are presented with new freedoms you are also tasked with new responsibilities. Understanding expectations, taking care of our school and others, and acting like responsible and respectful young adults is an expectation of a Chieftain.

T: Teamwork - Chieftains do not go into challenges alone because they realize that success is determined by the group, not an individual. Our entire school community is a team, and Chieftains support their teammates through both good times and bad.

Parents and Guardians,

Thank you for assisting us in reviewing the expectations of our school with your child. Our partnership with you makes for a great relationship when all of us are on the same page. This year we have developed a district-wide parent sign-off sheet. While the summaries are brief, this serves as a guide as you review the student handbook with your child and reflect with special emphasis on some of the issues and concerns that have occurred within the district the last few years. Again, thank you for taking the time to review the important matters.

A. Dowagiac Union High School Handbook (available online @ www.dowagiacschools.org)

Our goal at Dowagiac Union High School is to provide a safe and successful learning environment for your child. Research on Effective Schools states that when children feel safe at school they are productive and successful. Please take a few minutes to review our expectations for student behavior and attendance, our policies and regulations, discipline code, and our student information so that you understand Dowagiac Union High School's expectations and consequences.

B. Attendance

Frequent absences from the classroom disrupt a student's education. Michigan attendance laws and Dowagiac School Board policies place the responsibility of regular attendance on the student and the parent/guardian.

C. Media Coverage

There are many times during the school year when different media groups will cover curricular and extracurricular activities at Dowagiac Union High School with articles, video, or still photography that may be published locally or nationally. In addition, schools or the District may want to include school-oriented articles, podcasts, blogs, video, or photography in their own publications and/or on their own web sites.

D. Acceptable Use Policy (AUP)

The Acceptable Use Policy (AUP), according to School Board Policy 7540, is designed to 1) meet the academic and technological needs of our students as they become knowledgeable and productive citizens while 2) educating students on the appropriate use of technology. Because the field is expanding at such a rapid rate, this policy has global implications involving all electronic devices. Students may be assigned email accounts that will be used for classroom and computer lab instruction. As with all email, your child will be capable of communicating world-wide. When students use (technology privileges) such devices inappropriately, there will be school and possible legal consequences. It is required that before a student be allowed to use any of the school district electronic equipment that parent and child review and sign off on the AUP.

E. In-Town Field Trips

I give permission for my child to attend events in the city of Dowagiac or any other Dowagiac Union School for the current school year. Students may walk or be bused to these events.

F. Health Screening

Health screenings, like vision or hearing screenings, are conducted at certain grade levels during the year. These screenings are meant to be preventative health maintenance tools.

G. Medication Policy

In order for your child to take medication at school, we have a policy to ensure that the proper medication, dosage, and frequency are given as directed by the physician.

It is also understood that the rules and policies of the Dowagiac Union School District apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

COMMUNITY RESOURCES

Child & Family Services	(888) 237-1891
Department of Health & Human Services	(269) 445-0200
Domestic & Sexual Abuse Services Crisis Line	(800) 828-2023
Dowagiac Housing Commission (low to moderate income)	(269) 782-3786
Dowagiac District Library	(269) 782-3826
Food Pantries	(269) 699-5870
Helping Hands of Cass County, Inc. (emergency help)	(269) 445-8104
Link (Youth) Crisis Intervention Center, Inc. (youth shelter 10-17 Years)	(269) 927-1422
Michigan Rehabilitation Services	(269) 926-6168
Pokagon Band of Potawatomi Indians (job training)	(269) 782-0887
Salvation Army (last resort emergency help)	(269) 782-2631
Woodlands Addiction Center (substance abuse help)	(269) 445-2451
Woodlands Behavioral Healthcare Network (mental illness help)	(269) 445-2451



Our signatures below indicate that we have read, and understand, the 2023-2024 Dowagiac Union High School Student/Parent Handbook and that we can access the digital handbook online at dowagiacschools.org under the documents tab.

Student Signature

Parent Signature

POTAWATOMI INDIANS

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.

Congress passed the Indian Removal Act in 1830 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, a variety of Chieftain head renditions have been used throughout the years.

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

The Pokagon Band of Potawatomi Indian office is located at 58620 Sink Road, Dowagiac. For information on Potawatomi history and programs available to the public call (269) 782-8988.

