Student (Parent) Handbook

for the

NORTH DICKINSON COUNTY SCHOOL

School Year 2026-2027

"Small School – Big Results"

[Adopted by the Board of Education on September 14, 1998]
[Amended by the Board of Education on August 14, 2000]

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(Amended by the Board of Education on August, 13, 2025)

(Amended by the Board of Education on August 12, 2026)

NORTH DICKINSON COUNTY SCHOOL

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Angie Jungwirth	Assistant Principal/Counselor
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Erin Raether	Cook

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Cheryl Haney
Mary MacFadyen
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School Faculty
2026-2027

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Shad Gustafson
Bryce Kelly
Madeline Gabka
Chris Mattson
Vicki Lindholm
Grant Siegler
Anna Christian
McKenna Christian
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Angie Mattson
Jeanne Johnson
Abby Grunlund
Vicki Johnson
Michael Lindholm
Auna Mattson
Sophie Mattson

Teacher Aides

Joyce Williams
Paula Collier
Eric Schemmel
Jillian Steinbrecher
Delaney Kramer

WELCOME STUDENTS

Welcome to the North Dickinson County School and to the **2026-27** school year. It is our sincere hope that you will have a successful and rewarding year. The community and board of education has provided you with many opportunities to grow academically, socially, and physically. Our school staff is made up of many caring and dedicated people who will work very hard to give you the best educational experience possible. In return, we ask you to put forth your best effort in all of your classes and get involved in school activities.

This handbook outlines the guidelines we need to follow in order to keep our school a safe and enjoyable place to learn. Please read this handbook over with your parents and be sure to sign and return the acknowledgment slip found near the back.

If there is any way we can help you during the school year, please be sure to ask!

Have a great year!
Sincerely,

North Dickinson Administration

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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **August 2026.** If any of the policies or administrative guidelines referenced herein are revised after **August 2026**, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

North Dickinson County School, as a reflection of a caring, unique community located in a natural setting, will empower and challenge all students to achieve their fullest intellectual potential, character, and attitudes to create better lives for themselves and the larger community.

EQUAL EDUCATION OPPORTUNITY

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

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

David Florenski
Superintendent/Principal
(906)542-9281
W6588 Hwy. M-69
Felch, MI, 49831
dflorenski@go-nordics.com

Angie Jungwirth
Assistant Principal/Counselor
(906)542-9281
W6588 Hwy. M-69
Felch, MI, 49831
ajungwirth@go-nordics.com

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

SCHOOL DAY

School is open to students **8:10 a.m. – 3:35 p.m.**
(Unless other arrangements have been made or students are involved in sports or extra-curricular activities)

Classes **8:25 a.m. – 3:15 p.m.**

Students must not arrive at school before 8:10 a.m. as there is no supervision provided.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

(See also Board Policy 5780 – Student/Parent Rights and associated Administrative Guidelines.

Reminder: All male students are required by law to register with the selective service when they reach age 18.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. Also, it is mandatory that students, teachers and visitors wear eye protection devices when danger to eyes exists.

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician to the School office. All medications, prescribed and non-prescribed, are to be delivered to the School office and taken only with adult supervision. The Principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

INJURY AND ILLNESS

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

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

STUDENT INSURANCE

North Dickinson County School does not carry a school wide student accident insurance policy. It will be the responsibility of parents to provide their own insurance coverage or pay for medical costs themselves.

Information on a health insurance plan called MIChild is available in the school office. MIChild is a health insurance program for uninsured children of Michigan's working families. This is available for a low monthly premium.

HOMEBOUND INSTRUCTION

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

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

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

SECTION I - GENERAL INFORMATION
ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district; it should be done through the home school.

Students that are new to North Dickinson County School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document;
- custody papers from a court (if appropriate);
- proof of residency, and
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Office personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. (See Board Policy 5114 – Foreign and Foreign-Exchange Students)

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

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

(See also Board Policy 5111 – Eligibility of Resident/Nonresident Students, et seq.; Board Policy 5113 – Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

PROOF OF PARENTAL CUSTODY

In recent years the school has had an increasing number of requests from parents to release children from school during the school day to specifically identified adults. We will continue to cooperate as much as possible with parents in this area. If custodial problems exist, your child will be released only to the designated guardian or adult. Please note the following items:

1. Copies of custody papers must be filed in the child's permanent folder. A letter to the school principal requesting concern in this area often is challenged by a second party, therefore, some legal hold on the child must be filed in the school office.
2. **UPDATED HOME AND EMERGENCY PHONE NUMBERS** where a parent or guardian can be reached are essential.
3. Alert the school office at least annually as long as the custodial problems exist.
4. If a hold is put on the child's release from school and a neighbor or friend is sent to pick the child up in an emergency, please call and let the school know in advance. Inform the person who will pick up your child that he/she will have to produce identification.
5. We want very much to protect the health and welfare of every child assigned to our school. Many children bring problems to school that are beyond our area of control. It is your responsibility to supply the school with the proper information to help us offer this protection.

SCHEDULING AND ASSIGNMENT

Elementary level

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

Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

EARLY DISMISSAL/RELEASE

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. (See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

TRANSFER OUT OF THE DISTRICT

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

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

(See also Board Policy 5113 – Schools of Choice Program (Inter-District), et seq.; Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 8330 Student Records; and associated Administrative Guidelines.)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal. See the below for more information on immunizations.

	All Kindergarteners and 4-6 year old transfer students	All 7th graders and 7-18 year old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTap 1 dose must be at or after 4 years of age	4 doses D and T or 3 doses Td if 1st dose given at or after 1 year of age

		1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
Polio	4 or 3 doses if dose 3 was given at or after 4 years of age	
Measles, Mumps, Rubella (MMR)*	2 doses at or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate (MenACWY)	None	1 dose after 11 years of age or older upon entry into 7th grade or higher
Varicella (Chickenpox)*	2 doses at or after 12 months of age or Current lab immunity or history of varicella disease	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www. Michigan.gov/immunize. *If the child has not received these vaccines, documented immunity is required.

EMERGENCY MEDICAL AUTHORIZATION

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

The School has made the Form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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

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

The **Administration of Medication Form** must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

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

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication **MUST NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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

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

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

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Asthma Inhalers and Epi-pens

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

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors; Board Policy 5335 – Care of Students with Chronic Health Conditions; and associated Administrative Guidelines.)

Non-Prescription OTC Medication

> No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.

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

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

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

(See also Board Policy 5330 – Use of Medications, Board Policy 5500 – Student Conduct, Board Policy 5520 – Disorderly Conduct, Board Policy 5530 – Drug Prevention, and associated Administrative Guidelines.)

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NONCASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B. and other diseases that may be specified by the State Board of Health.

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

HEALTH

The following information regarding some communicable childhood health problems may be helpful to parents. The Dickinson-Iron District Health Department recommends that children with these diseases/conditions not be permitted in school for the time periods as listed below. In some cases, infectiousness is reduced by antibiotic treatment so that absenteeism can be reduced. Parents are required to keep the school informed of any health or medical conditions that should be noted on the student's health card.

The school is required to report cases of communicable diseases to the local health department each week. The following list is not exhaustive of diseases which may be reported.
In general, the following time lines and/or treatments are necessary before children return to school:

1. **Chickenpox**
   Scab over the rash, usually 5-7 days after rash appears.
2. **Impetigo**
   24 hours after antibiotic treatment begins.
3. **Pink Eye (Conjunctivitis)**
   Until redness and drainage is gone, 24 hours after antibiotic treatments begins.
4. **Strep Throat – Scarlet Fever**
   Until rash is gone and store throat and fever are gone, when being treated with antibiotics.
5. **Head Lice**
   Until properly treated and no visible signs of eggs.

SPECIAL EDUCATION

North Dickinson County School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal at (906) 542-9281.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school principal at 906-542-9281 to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines)

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

STUDENT RECORDS / DIRECTORY INFORMATION

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes: a student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance, date of graduation, awards received, honor rolls, or scholarships.

Law requires that schools give parents and students the opportunity to opt out of a school's disclosure of directory information. Family Education Rights and Privacy Act (FERPA) allows parents or students to opt-out from *all* disclosure of directory information (including listings in yearbook or other school publication). The No Child Left Behind Act (NCLB) and related Michigan legislation allow a *specific* opt-out from disclosure of information to military recruiters only. Each right to opt-out may be exercised independently. For example, parents or students have the right to request that Directory Information not be released to recruiters without prior written consent.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within twenty (20) days after receipt of the District's public notice.

Confidential records contain educational and behavioral information that has restricted access based on the (FERPA) and Michigan law. This information can only be released with the written

consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will made with the appropriate persons present to answer any questions there may be.

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

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

A. political affiliations or beliefs of the student or their parents;

B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or their parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials shall not allow access to the student's directory information. The Board shall

ensure that students, parents, and/or guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

(See also Board Policy 8330 - Student Records and associated Administrative Guidelines.)

STUDENT FEES, FINES AND CHARGES

North Dickinson School charges specific fees for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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

(See also Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 5111.01 Homeliness Students; Board Policy 5513 - Care of District Property; and associated Administrative Guidelines.)

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

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

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

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

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

Students involved in the fundraising are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fundraising activity for a group in which he/she is not a member without the approval of the student's counselor.

No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

No house-to-house canvassing is allowed by any student for any fundraising activity.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as a walk/run/ride fundraiser, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items, which are judged to be out of place in the School setting, will be confiscated and returned only at the parent's request. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

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

(See also Board Policy 2416 – Student Privacy and Parental Access to Information, Board Policy 5780 – Student/Parent Rights, Board Policy 9130 – Public Complaints, and associated Administrative Guidelines.)

MEAL SERVICE

We are pleased to inform you that North Dickinson County Schools will be participating in the Community Eligibility Provision (CEP).as part of the National School Lunch Program for the School Year 2024-2025. We are eligible to participate in this program based on the percentage of low-income students enrolled at North Dickinson County Schools. We still need families to fill out the Education Benefit Form. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs. If you have not received a form, contact the Director of Food Service.

Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

FIRE, TORNADO AND LOCK DOWN DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement over the Public Address system.

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

(See also Board Policy 8420 – Emergency Situations at School and associated Administrative Guidelines.)

The school will do a minimum of two (2) lock down drills each year. Procedures will be given to staff and students.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening is delayed because of inclement weather or other conditions, the School will provide notification of the closing or delay by contacting TV 6 news. Parents also have the option to be notified through our notification system via text, phone call, and/or email. If you are not receiving notifications, you should contact the school office.

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

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

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

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two (2) weeks, unless other arrangements have been made. To check out any other materials, contact the librarian.

In the event materials checked out of the library are not returned within the allowed time, a student's report card may be held in the school office until the materials are returned.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area for small items is in the office. Lost and found for larger items and clothing is in the hallway outside the weight room. Students who have lost items should check these locations and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

ACCESS TO SCHOOL DURING THE SCHOOL DAY

Access to school during the school day is limited to the east front entrance of the building (the main entrance to the right as you face the building). Between the hours of 8:30 AM and 3:00 PM all outside doors will be locked. There is a camera at the east main entrance with an intercom. Please press the button on the camera/intercom located to the left of the two doors on the right side of the entrance (a sign is posted at the entrance). Stand in front of the camera/intercom and press the intercom button. An office staff employee will ask who you are and you then will be directed to report to the office.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. If a student needs to call home, they will have to have a note from a teacher as well as administrative approval to make the call. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

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

The School has a central bulletin board located in the main hall, which may be used for posting notices after receiving permission from the Principal.

SECTION II – ACADEMICS
COURSE OFFERINGS (subject to change)

ENGLISH:
English 9
English 10
English 11
English 12

SOCIAL STUDIES:
U.S. History
Government
Economics
Sociology/People in Society
Current Events
World History
Novel/Cinema as History

SCIENCE:
Intro to Chem/Intro to Physics
Biology
Environmental Science
Chemistry
Physics

MATHEMATICS:
Practical Math
Algebra I
Algebra 2
Geometry
Pre-Calculus
Calculus
Personal Finance

PHYSICAL EDUCATION:
Health
Personal Fitness
Physical Education

SHOP:
Industrial Arts

MUSIC/VPA
Band
Multi-Media
STEAM

FOREIGN LANGUAGE:
Available via MVHS or ITV.

ONLINE COURSES HIGH SCHOOL
Several Courses Available through Michigan Virtual and Edmentum (see Counselor)

DUAL ENROLLMENT
Bay College – requirements must be met

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also Board Policy 2340 – Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771 – Search and Seizure, and associated Administrative Guidelines.)

GRADES

North Dickinson County School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The School uses the following grading system:

90 - 100 = A = Excellent achievement
80 - 89 = B = Good achievement
70 - 79 = C = Satisfactory achievement
60 - 69 = D = Minimum-Acceptable achievement
Below 60 = F = Failure
I =Incomplete (note: an Incomplete grade must be made up within 2 weeks of the end of the marking period or within a time line agreed to by the teacher.)

Grades in each category will range from – to a +, for example B- to an B+.
We do not offer A+.

Grade Point Average:

To calculate a grade point average (G.P.A), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2= 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year or for a series of school years.

Grading Periods

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and a counselor will be pleased to answer any questions.

ELEMENTARY SCHEDULING AND ASSIGNMENT

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

HIGH SCHOOL GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student must be in attendance seven hours a day for eight semesters, meet the school requirements for basic course work, and earn the total minimum number of 24 credits. A student enrolled in special education may be exempted from the State mandated test. Such an exemption is made by the I.E.P.C. Team. The student may still need to earn the required credits indicated by the I.E.P. or in a personal curriculum.

Course and Credit Requirements

Total Credits Required for Graduation = 24 credits

English / Language Arts – 4 credits

Mathematics – 4 credits:

- Algebra – 1 credit
- Geometry – 1 credit
- Algebra 2 – 1 credit
- 1 additional math or math related credit
- Math or math-related credit in the final year

Science – 3 credits:

- Biology – 1 credit
- Chemistry or Physics – 1 credit
- 1 additional Science credit

Social Studies – 3 credits

- Government - .5 credits
- Economics - .5 credits
- U.S. History and Geography – 1 credit
- World History and Geography – 1 credit

Health and Physical Education – 1 credit

Visual, Performing, Applied Arts – 1 credit

World Language – 2 credits (or extra VPA Credit)

Financial Literacy Course

DUAL ENROLLMENT

Any student in 10th, 11th or 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the District. Any interested student should contact the Counselor to obtain the necessary information and specific requirements for dual enrollment. It is the responsibility of the student to inform the Business Manager of the required textbook and/or special materials so they can be ordered prior to the start of the course. Eligible students enrolling in a post-secondary course for high school credit only shall have the costs of required textbooks paid for by the school district.

Any student considering a dual enrollment program, must take the associated State High School required assessment in prior year in order to qualify for a core academic dual enrollment class. Students can also qualify by taking the placement tests at Bay College. A total of 10 college courses may be taken by each student in their 4 years of high school.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

Honor Rolls

Academic Distinction: Grade Point Average of 3.67 to 4.000 – No grade lower than B+

Academic Honor: Grade Point Average of 3.000 to 3.6669 – No grade lower than C+ And not more than one C+

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

Special Awards

Einor Eckholm (citizenship) and Alpha Beta (character service academics)

HOMEWORK HIGH SCHOOL STUDENTS

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

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

It is the expectation of the teachers that students turn their homework in on time. Late grades will be accepted unless otherwise stated by the teacher. If late grades are accepted, the following table will be used as a guide for late grades.

Turned In	Possible Percent Worth
On Time	100%
One Day Late	75%
Two Days Late	50%
Three or More Days Late	0%

HOMEWORK – ELEMENTARY STUDENTS

It is recognized that for all, learning cannot be accomplished within the limited amount of time allotted for classroom instruction; therefore, homework is routinely assigned to all students in the North Dickinson Schools.

Homework is school work done by a student outside of school. It will be a continuation of regular classroom work; it may be preparation for advanced work; and it may be assigned to help the student become more self-reliant, to learn to work independently, to improve the skills that have been taught, and to complete certain projects such as reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational process.

It is helpful to the student if parents can provide an atmosphere which is conducive to the development of good study habits. Students should begin homework when they are fresh; not late in the evening. Working for short periods, rather than working half-heartedly for long periods, can be more beneficial. The amount, length, and type of homework will vary according to the needs of the student and the professional discretion of the classroom teacher.

In the event of an illness of more than three days or other absences, parents may call the principal's office to request homework assignments. Assignments may be picked up at the office before or after school. If a child is absent one day, a request for homework is not necessary. It is the child's responsibility to obtain all work assignments missed and to make arrangements to make up tests. Teachers will assist students in this process.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension or expulsion from school or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed at the beginning of the year prior to students receiving their Chromebook.

School computers are to be used for educational purposes only. Students are not to use school computers for personal use such as going on e-bay, instant messaging, games, etc.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), is made up of the national SAT and ACT Work Keys tests as well as the M-Step in Science, and Social Studies. This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular Stanford Achievement Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

MME testing is divided into three parts. The SAT will be administered in a full day session, The Work Keys on a separate day, and the M-Step on the final day of testing.
Parents and students should watch school newsletters and the local press for announced testing times.

The M-step is administered to the 3rd, 4th, 5th, 6th and 7th grade in reading and math. 5th grade students also take the M-step in science and social studies. 8th grade students will take the M-step for science and social studies and the PSAT 8/9 to assess English and Math skills. 9th Grade students take the PSAT 8/9 and 10th graders will take the PSAT 10.

Classroom tests will be used to access student progress and assign grades. These are selected or prepared by teachers to access how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course sequence requirement but may not be counted toward the required number of credits needed for graduation or be used to determine the student's GPA.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. North Dickinson County School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Counseling Office.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Superintendent at 542-9281 to inquire about evaluation procedures and programs offered by the District.

TITLE I – PARENTS' RIGHT TO KNOW

In accordance with the requirement of Section 111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

A. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject they are teaching.

B. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived

C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned

D. the qualifications of any paraprofessionals providing services to their child(ren)

In addition, the parents shall be provided:

E. information on the level of achievement of their child(ren) on the required State academic assessments:

F. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, of if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

North Dickinson County School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of performance-enhancing substances is a violation that will affect the student's extracurricular participation.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Students must pay $40.00 per activity to participate in an extracurricular activity. This fee covers the costs associated with the activity such as coach's salaries, materials, transportation to events, etc.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

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

No non district-sponsored organization may use the name of the school or school mascot.

NATIONAL HONOR SOCIETY

Membership in the North Dickinson County School National Honor Society (NHS) is an honor. The object of this Chapter is to create enthusiasm for scholarship, to encourage a desire to volunteer, to promote positive leadership, and to encourage the development of character in all students of North Dickinson High School.

Selection of Members

1. To be eligible for membership the candidate must be a member of the senior or junior class. Candidates must have attended North Dickinson High School the equivalent of one (1) semester. Foreign exchange students are not qualified for National Honor Society. The NHS selection takes place annually.
2. Candidates must have a cumulative scholastic grade point average of 3.20 or better. Candidates will then be evaluated based on service, leadership, and character.
    a. LEADERSHIP - The student who exercises leadership:
        i. Is resourceful in proposing new problems, applying principles, and making suggestions.
        ii. Demonstrates initiative in promoting school activities.
        iii. Exercises influence on peers in upholding school ideals.
        iv. Contributes ideas that improve the civic life of the school.
        v. Is able to delegate responsibilities.
        vi. Demonstrates academic initiative.
        vii. Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.
        viii. Is a forerunner in the classroom, at work, and in school or community activities.
    b. SERVICE - The student who serves:
        i. Is willing to uphold scholarship and maintain a loyal school attitude.
        ii. Participates in some outside activity: Girl Scouts; Boy Scouts; Church Groups; Volunteer services for the aged, poor, or disadvantaged; Family duties.
        iii. Volunteers time, is dependable and well-organized, is gladly available, and is willing to offer assistance.
        iv. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
        v. Cheerfully and enthusiastically renders any requested service to the school.
        vi. Is willing to represent the class or school in interclass and interscholastic competition.
        vii. Shows courtesy by assisting visitors, teachers, and students.
    c. CHARACTER - The student of character:
        i. Takes criticism willingly and accepts recommendations graciously.
        ii. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
        iii. Upholds principles of morality and ethics.
        iv. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
        v. Demonstrates the highest standards of honesty and reliability, shows courtesy, concern, and respect for others.
        vi. Observes instruction and rules of punctuality, and faithfulness both inside and outside the classroom.

vii. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
viii. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
ix. Actively helps to rid the school of bad influences or environment.

3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.
4. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
5. There is no appeal process and the National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.
6. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
7. The Faculty Council shall reserve the right to award honorary membership to students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
8. Members who resign or are dismissed are never again eligible for membership or its benefits.

MLA Citation:
National Honor Society. NHS National Constitution, NASSP Board of Directors, November 2015. © 2015 NASSP.
<https://1.cdn.edl.io/dTv0CDTRRizGP2jd77PE73ZRl861qNKQBWzZT5hnRywVTIYq.pdf

ATHLETICS

North Dickinson County School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (906) 542-9281.

High School
Boys' Football, Boys' and Girls' Basketball, Girls' Volleyball, Track, Softball, Baseball, and Golf

Middle School
Boys' and Girls' Basketball

Students must pay $40.00 per sport to participate in an athletic activity. Except in Spring if a student is in two sports (example: Baseball and Track) will pay $40 to participate in both. This fee covers the costs associated with the activity such as coach's salaries, materials, transportation to events, etc.

To minimize the risk of heat-related illness in interscholastic athletic programs, the athletic programs of the District will monitor and respond to temperature and humidity indexes in accordance with Michigan High School Athletic Association's (MHSAA) model policy.

All athletic programs of the District shall comply with the concussion protocols of the MHSAA, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

(See also Board Policy 2431 – Interscholastic Athletics and associated Administrative Guidelines, Board Policy 2431.01 – Managing Heat and Humidity in Interscholastic Athletic Programs, Board Policy 5340.01 – Concussions and Athletic Activities, and associated Administrative Guidelines, including associated Athletic Handbook.)

NEWS MEDIA/PRESS COVERAGE

Often times we invite newspaper reporters and other media reporters into the school to report on special school activities. This practice is good for public relations and for building students' self-esteem. If, however, parents/guardians do not wish to have pictures and/or names of their students included in media reports, we will honor your request; please use the **Exception Notice** found in this handbook

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of sixteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. North Dickinson County School has an attendance policy to avoid these negative consequences.

Elementary Students

If your child is too ill to go outside for recess, your child is too ill to be in school. Recess is a beneficial part of your child's school day.

Excusable, Approved Absences

The following are legitimate reasons for not being in school:

> Illness, medical, family bereavement, church related absence, pre-arranged family vacation, school related activities.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Excusable, Non-Approved Absence (AE)

If a student is absent from school because of suspension. The absence will not be considered truancy, and he/she may be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences (AU)

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Please review the Dickinson County Truancy Ordinance No. 99-1 on pages 54-55.

No credit shall be given for any schoolwork not completed as a result of truancy.

Notification of Absence

If a student is going to be absent, the parents must contact the school at (906) 542-9281 **by 9:00 a.m.** and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

> If the absence is unexcused or unauthorized by the Principal, a student will not be given the opportunity to make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will also follow.

Permission to Leave School Before the End of the Day

N.D.C.S. is a closed campus.

If a student needs to leave school early for excused, approved reasons as listed above, he/she must have a note from parents stating the reason for leaving early and the time the student is to leave. Students also need to sign out in the office **and** receive permission from the principal.

Students who leave early without a note will be considered truant.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the School office before proceeding to his/her first assigned location. Any student who is tardy shall be disciplined as outlined below. Students who are more than **ten (10)** minutes late will be considered absent for that instructional period.

1st tardy	**Warning issued by teacher**
2nd tardy	**Warning issued by teacher**
3 tardies	**One Hour After-School Detention**
4 tardies	**One Hour After-School Detention**
5 tardies	**Saturday School (8:00-11:00 AM)**
6 or more	**Administrative review up to suspension or expulsion**

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. Refer to Section 6(d) under heading of General Procedures on Page 36.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact classroom teachers as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within **one (1)** day after returning to school.

Students will be given the number of days of excused absence within which to make up work.

If a student misses a teacher's test due to excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a M-Step Test or other standardized test, the student should consult with the Principal to arrange for taking the test.

ATTENDANCE POLICY AND PROCEDURES

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life. The following procedures are based on the assumption that a maximum of five (5) absences per nine week marking period are more than adequate to cover the legitimate needs of the majority of students.

While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent/guardian and the student. At the same

time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful to the present and future endeavors of the student.

OBJECTIVES:

The policy and procedures regarding student attendance are designed to accomplish three primary objectives:

1. To instill in each student the sense of responsibility necessary for success in high school.
2. To identify and attempt to remedy situations where student absence is having an adverse effect on the student's progress in school.
3. To maintain an accurate record of attendance for each student, which becomes part of the student's permanent school record that is requested by employers and other schools.

GENERAL PROCEDURES:

1. Students and parent/guardians are responsible for being familiar with all attendance regulations.
2. Parents/Guardians and students should make every effort to schedule vacations, family trips, medical and dental appointments, family work and other personal business at times when school is not in session. Family vacations and trips are excused but are not documented absences.
3. When a student is absent the parent or guardian should call the school on each day the student is not in attendance. If a phone call is not possible, the parent should write a note, which explains the nature of the absence, and the student should bring that note with him/her to the office on the day he/she returns to school. An absence will be considered unexcused when a student returns to school without any communications from the student's parents or guardians.
4. Students who are excusably absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

5. During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in noncurricular school activities and events and a notation made on the student's grading record **and/or** transcript concerning the student's frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

6. The maximum number of days a student can miss in a class per grading period is 5. Any absences beyond five 5 days per marking period will result in disciplinary action. This must be completed to the satisfaction of the teachers by the end of the allotted make up time. Absences due to the following reasons are not credited in the total:

    a) Medical or dental (documented by a note from the physician or dentist)
    b) Family Emergency such as a death in the family or grave illness (documented by

a note from the parent/guardian. Additional documentation may be requested.)

c) Church related absence:
Retreats (documented by a letter from the group leader and church leader)
Officially recognized holidays (student must be an active member of the particular faith. Additional documentation may be requested.)

d) Pre-approved vacations of 5 days and longer.
When family vacations are planned requiring 5 or more days, permission must be received from the principal. The following are guidelines:
   1. Application form for permission to be absent.
   2. Advance notice at least equal to number of vacation days.
   3. Must contact each teacher for assignments in writing with work due upon return. Work not possible to do on vacation – quizzes, speeches, etc. will be done within same number of days absent beginning with 1st day returned.

If guidelines are followed, vacation days are counted as documented absences.

e) College visits (juniors & seniors) need an application form from the counselor, two (2) weeks in advance and a verification form from college when they return.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that high school students be accompanied by a parent or adult chaperone when they attend the event. All **elementary** students must be accompanied by an adult to after school functions. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

(See also Board Policy 5855 – Student Attendance at School Events and associated Administrative Guidelines.)

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

1) abide by national, state, and local laws as well as the rules of the school
2) respect civil rights of others
3) act courteously to adults and fellow students
4) be prompt to school and attentive in class

5) work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6) complete assigned tasks on time and as directed
7) help maintain a school environment that is safe, friendly, and productive
8) act at all times in a manner that reflects pride in self, family, and in the school

Dress and Grooming

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)
Does my clothing advertise something that is prohibited to minors? (no)
Are there obscene, profane, drug related, gang related or inflammatory messages on my clothing? (no)
Would I interview for a job in this outfit? (yes)
Am I dressed appropriately for the weather? (yes)
Do I feel comfortable with my appearance? (yes)

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

The following styles or manners of dress are prohibited:

Shorts and skirts above mid-thigh length, tank tops, pajamas, hats, bare midriffs, hoods, do-rags.

The penalty for dress code violations can range from administrative review up to expulsion.

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

Students in physical education classes must dress appropriate for the activity. T-shirts, gym shorts, or sport pants and non-marking gym shoes are the standard attire. If gym classes go outside, the teacher may have additional directives for dress.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as money, jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Students may not affix anything of a permanent nature to their lockers. If students wish to attach items such as pictures or posters, they must use scotch tape or masking tape. If students affix anything of a permanent nature to their lockers, they can be asked to pay for the costs associated with the removal of those items.

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

STUDENT DISCIPLINE CODE

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

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

The following sections list activities that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Gangs

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Use of drugs

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

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

[ ] The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or

distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

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

2. *Use of Breath-Test Instruments*

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed alcoholic beverages.

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

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

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

3. *Use of tobacco*

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

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.

B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being field; and subject the student to expulsion. Physical

assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

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

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

11. Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in a penalty of administrative review up to expulsion.

12. Gambling

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

13.Academic Integrity: Plagiarism, Cheating, and Artificial Intelligence (AI)

Students are expected to maintain the highest standards of academic honesty.

1. **Plagiarism, cheating, and the unauthorized use of Artificial Intelligence (AI) tools are forms of falsification and are strictly prohibited.**
   - **Plagiarism & Cheating:** Submitting work, ideas, or data created by another person without proper citation or authorization.
   - **Unauthorized AI Generation:** Presenting text, code, images, or any other output generated by an AI tool (such as ChatGPT, Gemini, or similar software) as your own original work for homework, essays, projects, tests, or any other student product.

2. Appropriate vs. Inappropriate AI Use

- **Permitted Use:** AI tools may only be used when a teacher explicitly authorizes them for a specific assignment (e.g., brainstorming, understanding a complex topic, or data analysis) and when the tool is properly cited.
- **Prohibited Use:** Using AI to write essays, solve math problems, answer quiz questions, or generate whole assignments to bypass the learning process is considered cheating.

3. Disciplinary Action

Plagiarism, cheating, and the unauthorized use of AI tools are subject to academic penalties as well as disciplinary action. Violations of this rule could result in penalties ranging from an automatic zero on the assignment and an administrative review up to suspension or expulsion.

4.Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

14. False alarms, false reports, and bomb threats

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

15. Explosives
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in a penalty of administrative review up to expulsion.

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

17. Theft
When a student is caught stealing school or someone's property he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The School is not responsible for personal property. Theft may result in a penalty of administrative review up expulsion.

18. Disobedience
School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in a penalty of administrative review up to expulsion.

19. Damaging property
Vandalism and disregard for school property will not be tolerated. Violations could result in a penalty of administrative review up to expulsion.

20. Persistent absence or tardiness
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to a penalty of administrative review up to expulsion.

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

22. Refusing to accept discipline
The School may use normal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action of administrative review up to expulsion.

23. Aiding or abetting violation of school rules
If a student assists another student in violating any school rule, they will be disciplined and may be subject to a penalty of administrative review up to expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in a penalty of administrative review up to expulsion.

25. Possession of electronic equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", CD players, I-pods, Game Boys, cameras, portable TVs, laser lights, pagers, cellular telephones* and the like without the permission of the Principal. The property will be confiscated and returned only at the parent's request, and violations of this rule could result in a penalty of administrative review up to expulsion. *

Kindergarten-7th

A student may not possess a personal communication device or electronic gaming device iPod, MP3, Nintendo Switch or similar electronic devices while on school property in school facilities at school sponsored activities or events. All electronic communication devices brought to school will be confiscated and the parent/guardian will be contacted. Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action.

8th-12th Grade

A student may possess personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions, however, they must be stored in their lockers during instructional times. If the device becomes disruptive or distracting to the educational process, the scheduled activity, or other participants the school will remove the device from the students possession.

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

1st Offense – The device is turned into the main office. The student may pick it up at the end of the school day.

2nd Offense – Parent must pick up the device from the main office.

3rd Offense – Parent/Guardian and the student will meet with administration to establish a device-use contract.

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

- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually

through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and receive up to 5 days of Alternate Day Assignment or be suspended. The student also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

29. Harassment

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

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

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

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the Assistant Principal/Counselor, Title IX coordinator, or to the Superintendent/Principal.

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

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

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

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

Harassment

A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. Seq.

29a. Hazing

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

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

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

A. illegal activity, such as drinking or drugs;

B. physical punishment or infliction of pain

C. intentional humiliation or embarrassment;

D. dangerous activity;

E. activity likely to cause mental or psychological stress;

F. forced detention or kidnapping

G. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

29b. Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying Repeatedly – intimidation of others by acts, such as but not limited to:

A. threatened or actual physical harm;

B. unwelcomed physical contact;

C. threatening or taunting verbal, written or electronic communications;

D. taking or extorting money or property;

E. damaging or destroying property;

F. blocking or impeding student movement.

G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held devise for text messaging, instant messaging, blog websites or online bullying through social networking sites (e.g., Snapchat, Instagram, Facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Procedure

Any student who believes s/he has been or is the victim of harassment, bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building superintendent/principal should be filed with the Board President.

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy.

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

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

The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

Confidentiality
Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

30. Possession of a firearm, arson and criminal sexual conduct
In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

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

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

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

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

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

Profanity

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

This year North Dickinson is taking part in a state driven initiative that addresses increased literacy while promoting positive behavior. Students will be taught expected behaviors in ALL areas of the school. Be on the look out for these expectations posted throughout the school and in the student handbook. In all situations students are expected to: BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE! We will be celebrating positive behavior. Research has shown that increasing positive behavior also improves literacy. Data will be collected to measure the success of the program.

The Matrix Below shows expectations of our students in each area of the school. Teachers and students will be using this matrix as a guide for school expectations. There will also be posters in each area with the expectations.

North Dickinson County Middle School Behavior Expectation Matrix

Location Expectations	Hallways	Cafeteria	Library	Locker Room	Gym	Assemblies	Restrooms	Bus	Classroom
Be Safe	• Walk • Stay to the right • Allow others to pass	• Keep all food to self • Sit with feet on floor, bottom on bench, and facing table	• Walk • Observe personal space	• Walk • Keep electronics (blow dryers) away from water	• Walk to and from gym • Use equipment properly	• Observe personal space • Enter and exit correctly	• Keep feet on floor • Keep water in sink • Wash hands	• Walk to and from the bus • Stay in designated area • Stay seated in a forward facing position while bus is in motion	• Keep hands and feet to yourself • Sit with feet on floor, bottom on bench, and facing table • Walk
Be Respectful	• Use quiet voices • Hold door open for person behind you	• Wait your turn in lunch line • Use quiet voices • Ask before you borrow	• Wait patiently • Use quiet voices	• Keep hands, feet and towels to yourself • Keep cellular phones out of this area	• Wait your turn in line • Be a good sport whether you win or lose	• Stay within personal space • Hands and feet to self • Respond appropriately with good manners • Sit quietly	• Knock on stall door • Give others privacy • Use quiet voices	• Obey instructions of driver and adults on duty • Keep hands, feet and belongings to self • Use appropriate language • Walk	• Use quiet voices • Wait for your turn
Be Responsible	• Keep hallways clean • Keep lockers closed • Go directly to your location	• Get all utensils, milk etc. when first going through line • Clean up after yourself	• Care for books • Return books	• Keep lockers closed • Take care of your property	• Keep food and drink out of gym • Wear appropriate shoes and clothing	• Enter and exit quietly • Walk	• Flush toilet after use • Return to room promptly • Report problems to an adult • Use your time appropriately	• Backpack ready • Enter and exit correctly • Keep food, drink, and gum/candy in backpacks	• Return borrowed items • Be on time • Take care of your property

North Dickinson County Elementary School Behavior Expectation Matrix

Location Expectations	Hallways	Cafeteria	Library	Playground	Indoor Recess	Assemblies	Restrooms	Bus and Bus Line	Gym	Classroom
Be Safe	Walk Stay to the right Allow others to pass	Keep all food to self Sit with feet on floor, bottom on bench, and facing table	Walk Observed personal space	Walk to and from Stay with in boundaries	Walk Stay in your classroom	Sit Quietly Observe personal space Enter and exit correctly	Keep feet on floor Keep water in sink Wash hands	Walk to and from the bus Stay in designated area Stay seated in a forward facing position while bus is in motion	Walk to and from gym Use equipment properly	Keep hands and feet to yourself Sit with feet on floor, bottom on bench, and facing table Walk
Be Respectful	Use quiet voices Hold door open for person behind you	Wait your turn in lunch line Use quiet voices Ask before you borrow	Wait patiently	Take turns with playground equipment Play fair-follow rules Include everyone	Take turns with toys Play fair Include everyone Use inside voices	Stay within personal space Hands and feet to self Respond appropriately with good manners Sit quietly Walk	Knock on stall door Give others privacy Use quiet voices	Obey instructions of driver and adults on duty Keep hands, feet and belongings to self Use appropriate language Walk	Wait your turn in line Be a good sport whether you win or lose	Use quiet voices Wait for your turn
Be Responsible	Keep hallways clean Keep lockers closed Go directly to your location	Get all utensils, milk etc. when first going through line Clean up after yourself	Care for books Return books	Keep play ground free of trash Line up when bell rings	Keep classroom clean Be ready to start when the teacher returns	Enter and exit quietly	Flush toilet after use Return to room promptly Report problems to an adult Use your time appropriately	Backpack ready Enter and exit correctly Keep food, drink, and gum/candy in backpacks	Keep food and drink out of gym Wear appropriate shoes and clothing	Return borrowed items Be on time Take care of your property

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments
- change of seating or location
- before or school detention
- in-school restriction
- Saturday school

Detentions

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

In-School Discipline

The Saturday school will be in session from 8:00 a.m. to 12:00 p.m.

The following rules shall apply to both in-school restriction and to Saturday school:

--Students are required to have assignments with them
--Students are not to communicate with each other unless given special permission to do so.
--Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
--Students shall not be allowed to put their heads down or sleep.
--No radios, cards, magazines, or other recreational articles shall be allowed in the room;
--No food or beverages shall be consumed.

Transportation to and from Saturday school shall be the responsibility of the student or parents.

Formal Discipline

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

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

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

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

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

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

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of (10) ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will decide whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student is allowed to stay in school unless safety is a factor. If that is the case, the student shall be immediately removed under the emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make up work missed after the return to school, or while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which **will** contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Principal during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within two (2) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

North Dickinson County School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal

from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal

Discipline of Students with Disabilities.
Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing

4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

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

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

SECTION V - TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students who live farther than 1½ miles from school. The bus schedule and route is available by contacting the Transportation Supervisor at (906) 542-9281.

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

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

Bus Conduct

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

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school)

Each student shall:

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

2) stay off the road at all times while walking to and waiting for the bus;

3) line up single file off the roadway to enter;

4) wait until the bus is completely stopped before moving forward to enter;

5) refrain from crossing a highway until the bus driver signals it is safe;

6) go immediately to a seat and be seated.

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

During the trip
Each student shall:

1) remain seated while the bus is in motion;
2) keep head, hands, arms, and legs inside the bus at all times;
3) not litter in the bus or throw anything from the bus;
4) keep books, packages, coats, and all other objects out of the aisle;
5) be courteous to the driver and to other bus riders;
6) not eat or play games, cards. etc.;
7) not tamper with the bus or any of its equipment.

Leaving the bus
Each student shall:

1) remain seated until the bus has stopped;

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

3) be alert to a possible danger signal from the driver.

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

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being suspended. **Only regularly scheduled bus students are to ride the school buses, any exceptions must be cleared in the office first.**

In order to provide safe transportation to and from school each day, it is necessary to have regulations for proper bus conduct. Students should realize that buses are operated for their convenience and that for **safety** there must be certain rules.

1. Students will wait in an orderly manner off the roadway and will not try to board the bus until it has come to a complete stop. Students are expected to be at their pick-up site waiting for the bus. The bus will not wait for students to get to an assigned stop.
2. Students will sit in seats assigned by the bus driver and remain in that seat until it is time to get off of the bus.
3. Students will not be permitted to lean out the window, wave their arms or throw objects out of the windows.
4. Permission from home and the principal is necessary for the following:
    a. getting off the bus at other than a regularly assigned stop.
    b. riding a bus other than the one assigned.
5. Students will keep the bus clean and sanitary.
6. Students will inform the driver whenever there is any damage done to the seat that they are assigned, as they are responsible for the condition of their assigned seat.
7. Unsafe or undesirable conduct such as throwing of objects, cutting or ripping seats, chewing of tobacco, profanity, boisterous conduct, or anything distracting to the bus driver will not be tolerated.
8. Students will abide by any additional rules or regulations that the bus driver may develop.

The bus driver is responsible for the enforcement of the above rules. If inappropriate student behavior is persistent, the driver will refer the student to the principal's office.

RULES FOR USING PLAYGROUND EQUIPMENT

SWINGS

1. No jumping off swings.
2. Do not walk in front of or behind swings when they are in use.
3. No standing on swings.
4. No double riding on swings.
5. Swing straight.
6. No climbing on swing support poles or any part of swing.
7. No under-ducks.

8. No twisting chains.
9. No throwing of wood chips/inappropriate items.

BLISTER BARS

1. **ABSOLUTELY NO** hanging from knees.
2. No walking, standing or crawling on top of ladder.
3. No kindergarteners or first graders allowed.
4. No throwing of wood chips/inappropriate items

MONKEY BARS

1. No hanging from knees.
2. No jumping from the top.
3. No throwing of woodchips/inappropriate items.
4. No kindergarteners on top, only allowed half-way up on bars.

SLEDDING

When sledding is allowed:

1. Appropriate clothing (snow clothes, boots) to be on hill.
2. Rolled sleds only.
3. One child on sled only.

SLIDE

1. No running up stairs.
2. No climbing outside of stairs or on support poles.
3. No standing at top.
4. One person sliding at a time.
5. No climbing up or on slide
6. No throwing of woodchips/inappropriate items.
7. Must slide down feet first.

Students are not allowed in unmowed wooded areas.

Students are not allowed to play with sticks.

Any fighting or serious issues or injuries report to the office.

ASSEMBLY PROCEDURES

1. Students will enter and leave by grade.
2. Show respect and act in an appropriate manner during assembly program.
3. Students will sit in their assigned area.
4. Students who do not behave will be sent to a separate room.
5. Depending on behavior, students may not be permitted to attend assembly programs in the future.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done at the discretion of the Principal.

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

(See Board Policy 7440.01 – Video Surveillance and Electronic Monitoring.)

BUS DISCIPLINE CODE

Students riding buses shall observe the established rules and regulations for their safety and for the care of the bus.
If students do not follow the rules and regulations and it becomes necessary for the bus driver to write up the students, the following guidelines apply:

1st Write-up	**Warning and notification to parents**
2nd Write-up	**One day of bus suspension**
3rd Write-up	**3-5 days of bus suspension**
4th Write-up	**Loss of bus privileges for up to the remainder of the semester, or school year, per the discretion of the principal.**

When a student is suspended from the bus, it is the responsibility of the parents to drive the student to and from school. If the student misses school due to a bus suspension, it will be considered an unexcused absence.

Behavior of a very serious nature such as possession of weapons, can result in loss of bus privileges for the remainder of the school year without the preceding steps.

Self Transportation to School

Parking on school property 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.

The following rules shall apply:

1. Students under age eighteen (18) are to have a note from their parents granting permission prior to driving to school.
2. Students shall complete the Student Vehicle Form 5515 F1 and provide:
   Drivers license;
   Insurance certificate;
   Registration.
3. Parking lot speed limit is ten (10) m.p.h.
4. The student must obtain a parking permit from the Principal.
5. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
6. When the school provides transportation, students shall not drive to school-sponsored activities unless
   A) written permission is granted by their parents and approved by the Principal.

B) No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approved by the Principal.

7. Students may not drive motorcycles, snowmobiles, or 4-wheelers to school.
8. Students must take the school bus to and from the Technical Education Center.

FIRST AMENDMENT TO DICKINSON COUNTY TRUANCY ORDINANCE NO. 99-1

THE COUNTY OF DICKINSON HEREBY AMENDS ORDINANCE NO. 99-1 AS FOLLOWS: Ordinance No. 99-1, dated May 27, 1999 shall be deleted in its entirety and in place thereof insert the following amended language. This amended Ordinance is hereby added to the Dickinson County Ordinances, and shall read as follows:

Section 1.1 Purpose

Statistical analysis reveals a direct correlation between truancy and criminal behavior. Lack of a high school education and criminal behavior causes sociological problems in the family and in the community. As a result, persons committing criminal acts place a greater financial burden upon the schools, the police, the legal system and the courts. This causes hardship on Dickinson County citizens and impacts on the stream of commerce.

Enforcement under the State's compulsory education laws does not adequately address truancy abatement. Moreover, the only remedy is the mandatory jailing of the parent who fails to comply. An ordinance would give law enforcement an option of bringing the parent or other person responsible for the minor's behavior into court on a civil infraction and without the necessity of an arrest warrant or mandatory jail.

Section 2.1 Definitions:

(a). A truant is any pupil subject to compulsory full-time attendance, who during any semester has unexcused absences from school 5 times. This may include all or any portion of a school day.

(b). A habitual truant is any pupil who has been reported truant to the Attendance Officer of the Dickinson-Iron Intermediate School District under sub-section a 2.1(a) and then receives 1 more unexcused absence in same school year.

(c). Appearance ticket means a complaint or written notice issued by a police officer, directing a designated person to appear in the 95B-District court at a designated future time in connection with his/her alleged commission of a designated violation or violations of State Law or Local Ordinance for which, the maximum permissible penalty does not exceed a fine of $500.00. The appearance ticket shall be numbered and shall comply with state law.

(d). Sufficient and proper excuse for school absence shall be determined by the local school district.

Section 2.2 Procedure:

(a). Each truant shall be reported to the Attendance Officer of the Dickinson-Iron Intermediate School by the local school district.

(b). The Attendance Officer of the Dickinson-Iron Intermediate School District, upon receiving a truancy referral from the local school district, shall make a conscientious effort to

hold at least one conference with a parent or guardian of the pupil and the pupil him/herself, pursuant to the notice required under section 2.2(d). If the persons subject to this notice fail to appear at said conference, the matters shall be referred to the Dickinson County Sheriff's Department Truant Officer for investigation.

(c). All habitual truants shall be reported to the Dickinson County Sheriffs Department Truant Office.

(d). A juvenile (6 to 16 years old) found away from his/her home during school hours (0800-1500 hours) shall be questioned and transported to the school from which the minor is absent without excuse. The school, in its discretion can take any actions it deems appropriate. If the minor is found to have been adjudicated a truant, the minor shall also be brought before the probation officer of the court having jurisdiction over minors.

(e). The Dickinson-Iron Intermediate School District shall adopt a uniform procedure to notify the parent, guardian or other person having control or charge of the minor in writing by registered mail or personal service that his/her child is not in regular classroom attendance without valid excuse, or is failing in schoolwork as a result of bring truant. The Dickinson-Iron Intermediate School District Attendance Office shall notify the Dickinson County Sheriff's Department Truant Office if the minor's attendance record does not improve or the referral to them is unsuccessful for any reason. The Dickinson County Sheriff's Truant Officer shall make a complaint against the parent, or other person in parental relation having the legal control or charge of the minor who fails to comply with the Dickinson-Iron Intermediate School Districts procedures.

Section 3.1 Enforcement:

(a). A Dickinson County Sheriff's Department Truant Officer shall have the powers of a deputy sheriff within the County of Dickinson while performing official duties under this ordinance.

(b). No minor shall be detained in any jail, lockup, juvenile hall, or other secure facility who is taken into custody solely upon the ground that he/she is truant, or adjudged to be such or made a ward of the juvenile court solely upon the ground of truancy.

(c). It shall be a violation of this ordinance for a parent, legal guardian, or other person having control over a minor to aid and/or abet a truant or habitual truant by assisting, allowing, aiding or encouraging them to engage in conduct which would cause the minor to come under the jurisdiction of any Court for a violation of this ordinance or state truancy statutes. Adults may not harbor minors who skip school. Parents are allowed to use reasonable means to discipline minors consistent with the state child protection laws.

(d). It shall be a violation of this ordinance for a minor subject to compulsory school attendance laws to be absent from school without sufficient and proper excuse as determined by the school district.

Section 4.1 Penalties:

(a). On a first offense the District Court may fine the parent, guardian or other person having control over the minor not less than $100.00 nor more than $500.00, and/or require that person to attend parental responsibility classes, counseling or community service as approved by the courts. In addition, the Court may require the parent, guardian or other person having control over the minor to observe a curfew or attend regular school sessions with the minor and by the primary enforcer of truancy rules and regulations of the school district which the minor attends; order the parent to seek appropriate governmental authorities or private agencies assistance in handling or controlling the minor.

(b). On a second offense the District Court may fine the parent, guardian or other person having control over the minor not less than $250.00 nor more than $500.00, and/or any other condition described in 4.1(a).

(c). On a third offense or subsequent offense, or for an offense involving a minor declared an habitual truant, the District Court may fine the parent, guardian, or other person having control over the minor a fine of not less than $500.00, and/or any other condition described in 4.1(a).

Section 5.1 Validity and Publication:

(a). The phrases, sentences, sections and provisions of this Chapter are severable and the finding that any portions hereof is unconstitutional or otherwise unenforceable shall not detract from or affect the enforceability of the remainder of this ordinance.

(b). This amended ordinance shall be published in full in the Daily News, a newspaper of general circulation in the County of Dickinson qualified under State law to publish legal notices, within 10 days after its adoption. This ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signatures of the Chairperson of County Board of Commissioners and the County Clerk.

(c). This Ordinance is declared to be effective immediately upon publication.

Adopted and signed this 22nd day of May, 2000.

Joseph Stevens
Chairperson
Dickinson County Board of Commissioners

Carol Bronzyk
County Clerk

MICHIGAN LAW: PUBLIC ACT 328

The Michigan Legislature has enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (MCL 380.1311) to requite the expulsion of students who possess a dangerous weapon in a weapon free school zone or who commit arson or rape in a school building or on school grounds. The law became effective on January 1, 1995.

Dangerous Weapon. For purpose of Public Act 328, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles: MCL 380.1313. A "weapon free school zone" is school property, which includes a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school (but does not include a building used primarily for adult education or college extension courses) or a vehicle used by a school to transport students to and from school property MCL 750.237a.

Exceptions from Expulsion. Unlike the federal law, which permits the chief administrative officer of a school district to waive the mandatory expulsion requirement, Michigan law permits an exception only for four specific circumstances. A student who brings a dangerous weapon to school need not be expelled if the student can show in a clear and convincing manner that: a) the object was not possessed for use as a weapon, b) the weapon was not knowingly possessed by the student, c) the student didn't have reason to know the object constituted a weapon, or d) the weapon was in the student's possession with the permission of school or police authorities. The new Michigan law contains no exceptions for pupils accused of rape or arson.

Duration of Expulsion. Public Act 328 mandates the permanent expulsion of a pupil who possesses a dangerous weapon in a weapon free school zone or who commits arson or rape in a school building or on school grounds. Michigan law permits expelled students to apply for reinstatement. The federal law is silent on this point.

Reinstatement. Students who have been expelled from a Michigan school may seek reinstatement. If a student is expelled for weapons possession, rape, or arson, the school board must follow the procedures of Public Act 328 when considering a request for reinstatement.

The Public Act 328 reinstatement procedures use two time lines. For pupils in kindergarten through grade five, reinstatement is possible after 90 school days. For students in grades six and above, the warning period is 180 school days. A committee must be appointed by the school board to consider the reinstatement request. The committee must be comprised of two board members, one administrator, one teacher, and one parent. The law identifies the factors a committee must weigh in responding to a reinstatement petition and making its recommendation to the board of education. The final decision to reinstate a student rests with the school board.

REPRODUCTIVE HEALTH CURRICULUM

Any parent wishing to review the health curriculum should contact the principal.

PARENT NOTIFICATION OF THE CRITICAL HEALTH EDUCATION PROGRAM AND THE PROGRAM ON REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education has adopted a comprehensive Health Education Program which includes education on human sexuality and venereal and other noncasual-contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. The program also includes instruction in abstinence from sex as a responsible method for preventing unwanted pregnancy and sexually-transmitted diseases and as a positive lifestyle for unmarried young people.

In compliance with State law and with its desire to maintain effective communications with parents and the community, the Board has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all of the programs, please contact the principal. After reviewing the programs, if you wish to discuss them, please contact the principal or our health education supervisor or our health teacher.

Your child is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes which include instruction in sex education, reproductive health, human relationships, and AIDS education. If you request your child not to participate in the class, your child must work independently on an assignment relating to health. We encourage parents' input on the independent study. The Board's policy is to honor parents' written requests that their child be excused from certain classes in any course. Prior to the teaching of the lessons you will have the opportunity to review the materials per your request or exempt your child from the lesson with the expectation that an alternative assignment will be given.

Sincerely,

North Dickinson Administration

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Dear Parent:

The Federal government requires the District to be subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIB. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact North Dickinson Administration at 906-542-9281.

EARLY RELEASE FORM

Because the school is responsible for the safety and well-being of your child, he/she will be released, prior to the end of the school day, only to a parent or a person authorized in writing by the parent to act in his/her behalf.

Student's Name: _____ Grade_____

Please have those you authorize sign below and return this to your child's school.

NAME	RELATIONSHIP (friend, relative, neighbor, etc.)
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____

Parent Signature(s) Date

School Year________

ADMINISTRATION OF MEDICATION FORM

Dear Parents:

Prior to administration of any medication by school personnel, the following must be completed for each child. Medication must be in its **pharmacy dispensed container,** with appropriate directions for school.

Student's Name____Grade___________

Parent/Guardian____________________________________Telephone________________

Home Address____

Physician Prescribing Medication____

Physician's Telephone____

>>

Reason for administration of medication____

____

Name of Medication____

Strength of Medication____

Amount of Medication to be given at school_______________________________________

Time of Day Medication is to be given____

Any Special Instructions for Administering Medication______________________________

____

I grant permission for school personnel to give my child the above prescribed medication at the time indicated.

____ Date____________________

Parent/Guardian Signature

**Any changes in medication (dosage or time, etc.) must be accompanied by a parent's note and a new administration of medication form

If parents want medication returned to them any time during the school year as well as at the end of the school year, they must pick it up at the school. Medication **WILL NOT be sent home with the student. Parents will have one week after the end of the school year to pick up any left over medications. After one week the medication will be properly disposed.

ADVISORY TO PARENTS

Dear Parent or Guardian:

The North Dickinson County School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized. North Dickinson County School District will inform public, parents, student and staff prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. Notification will be posted on our website and in the building. If you have questions or concerns regarding this information, please contact the director of support services at (906) 542-9281.

Copies:
Records Officer
Custodian of Records
Parent

REQUEST THAT DIRECTORY INFORMATION NOT BE RELEASED TO RECRUITERS WITHOUT PRIOR WRITTEN CONSENT

STUDENT: _____

ADDRESS: _____

AGE: _____ BIRTHDATE: _____ GRADE: _____

I hereby request that the above-named student's name, address, and telephone listing **NOT** be released without my prior written consent to:

_____ Recruiters from the United States Armed Forces who request such information

_____ Recruiters from institutions of higher education who request such information

I understand by not checking one of options listed above, that the Board of Education may release, without my prior written consent, the above-named student's name, address, and telephone listing in accordance with Federal and State law. I also understand that if I authorize the release of information to a recruiter from the United States Armed Forces, that such recruiter will be required to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." Finally, I understand that the Board of Education may contact me to seek my consent if specifically requested by a recruiter, but that I am not required to provide such consent.

_____ _____

Date (Signature of parent/guardian/student*)
(*Student must be eighteen (18) years or older)

This form only needs to be completed and returned if a parent does not want the Board of Education to release information without his/her prior written consent.
3/06