

OPENING BULLETIN
2026 - 2027

Mrs. Angela Ascencio-Mindlin, Principal
Mrs. Lisa Rhodus, Assistant Principal
Rebecca Middleton, School Improvement Coordinator
Regina Madison, Head Secretary

Durant Tuuri Mott Mission Statement

The Durant Tuuri Mott school community is committed to a quality education in a productive and safe environment for all students to become lifelong learners and responsible citizens.

Our Shared Vision

The vision for Durant Tuuri Mott Community School is to increase student achievement in a safe, caring, and orderly environment.

Building Schedule

8:50 a.m. - 3:40 p.m. School Hours
8:45 a.m. Doors Open for Students

DTM MOTTO

I AM SOMEBODY

I WILL DO GREAT THINGS

I WILL LEARN AND SUCCEED

I AM A DTM DRAGON

1. EMPLOYEE ABSENCES

All teacher absences must be recorded in Red Rover.

All support staff/anyone not on Red Rover must email or speak to an administrator as soon as possible.

HR Documentation:

1. *Employees are expected to report on time for duty every scheduled workday. Excessive absenteeism or tardiness will not be tolerated.*
2. *Employees must observe and adhere to work hour schedules (start time, lunch hour, end time).*
3. *Employees must comply with procedures established by the school district for reporting absences. Failure to comply may result in payroll deductions. Exceptions of this rule based on extenuating circumstances may be considered on an individual basis.*
4. *Employees may not leave the work location during work hours without the permission of the administrator in charge. Departure from the work location during assigned prep periods without the permission of the administrator in charge is also prohibited.*

2. PROLONGED ILLNESS

If an absence extends beyond 5 days, you will need to provide a medical excuse. If you believe that you may need a prolonged absence, then you should contact Human Resources to see whether your condition/situation qualifies for FMLA.

3. MEDICAL APPOINTMENTS/PERSONAL BUSINESS

Make every effort to schedule medical and other personal business appointments after the school day ends or use one of your PTO days.

4. DISTRICT IDENTIFICATION BADGES

All school staff are required to always wear FCS identification badges while in the building.

5. PROFESSIONAL ATTIRE

School staff are expected to dress in a professional manner. Clothes should not be too short, tight, or revealing. Staff are no longer allowed to wear hoodies. Please use your best judgment.

HR Documentation

25. Employees must adhere to the District's Dress Code Policy, always wearing appropriate and professional attire, including required safety equipment, and district supplied uniforms (if applicable). Attire that is inappropriate for students shall also be considered inappropriate for teachers and other staff. Management reserves the right to determine whether attire is professional and appropriate for the school and/or worksite, observing applicable federal and state laws.

6. STAFF MEETINGS

- **Staff Meetings** are scheduled for the second Tuesday of each month. Staff meetings will begin at 4:00 p.m. with a duration of 60 - 90 minutes. Staff members are expected to attend all staff meetings and stay until they conclude.

- **School Committees**

  All staff members are expected to be active participants on at least one committee. For instructional staff, you must be an active member of one of the core curriculum committees. Committee chairs will be nominated by the content committee. These individuals will be the designated content leads.

- **School Leadership Team**

  The DTM School Leadership team will meet monthly. All meetings will focus on implementation and monitoring of the school improvement plan. Committee Chairs, Teacher Representatives, and other proper designees will represent staff on this team.

7. PUBLIC ADDRESS (P.A.) ANNOUNCEMENTS

Morning announcements will be made each day at 9:00 a.m. to set the tone for the day and 3:30 p.m. to begin our dismissal process.

8. ENTERING AND EXITING THE BUILDING

Staff ID badges are coded to bypass the door lock and allow access to the building. Be sure to report any lost or misplaced badges to the main office.

9. EVALUATIONS

All staff will be evaluated. The evaluation process will begin in September

STAFF COMMUNICATIONS

10. STAFF BULLETINS/MEMOS/EMAILS

To help facilitate a continuous flow of information and important notifications, staff memos will be published as needed and distributed via email or staff mailboxes. **All staff members are responsible for the information once it is distributed. Some information will be in lieu of meetings.** Check district email and school mailboxes daily. If a response is required, do so in a timely manner. An events calendar will be posted on the staff bulletin board. All field trips and classroom events must be posted.

11. CELL PHONE USE & SOCIAL MEDIA

- Non-emergency phone messages will be placed in your mailbox. Staff will be contacted immediately for emergencies.
- Personal calls should be made and/or received during planning time, break time, lunch time, or after dismissal in a private location.
- You cannot walk around the building on personal phone calls and/or social media during school hours.

HR Documentation

21. Employees are prohibited from fraternizing with students. This includes but is not limited to touching, excessive or personal conversations in person, by phone or social media, or any other non-job-related personal contact with students.
22. Employees are prohibited from unauthorized use of district technology and equipment and must comply with District's Computer Network Policy.
23. Employees are expected to exercise professionalism and good judgment in social media activities, in accordance with Board policies, ensuring compliance with the Children's Internet Protection Act ("CIPA"), and as outlined in the Acceptable Use and Internet Safety Policy and Sexting Policy. Furthermore, any social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations.

a. *Violation of this policy or any Board policies or district procedures as a result of social media activities may result in corrective action, up to and including termination.*

12. COMMUNICATING WITH ADMINISTRATION

Continuous communication is important whether it is via email, in person, or in writing. All written communication to the principal or assistant principal must be given to the school secretary, or you may email directly. Feel free to share concerns, challenges, points of pride, etc. Please be understanding of times when it may not be convenient for face-to-face communication or a conference.

HR Documentation

12. Employees must diligently perform their assigned job duties and responsibilities.

13. Employees may not refuse to perform assigned work (excluding situations where imminent danger exists; the act is illegal or unethical, or the request is discriminatory). Insubordination, including refusal to obey or follow the instructions or direction of an administrator or supervisor, is prohibited.

13. STAFF BULLETIN BOARDS

Professional Development opportunities and other flyers will be placed on the bulletin boards in the main office.

- Each classroom has been assigned a bulletin board. Each board needs to be updated for the start of the school year and then at least once during the school year.

14. ATTENDANCE

- Morning attendance must be taken in Synergy by 10:00 a.m.
- Afternoon attendance must be taken in Synergy by 2:00 pm.
- Tardy
    - 9:00 a.m - 10:00 a.m (students will be marked tardy)
    - 10:00 a.m. (students will be marked ABSENT for the morning)
    - Please update your attendance accordingly.

      Student Code of Conduct

      Tardy*:* A student arrives one (1) minute after the morning instructional bell rings up to an hour after the instructional bell.

      Absence ½ Day: A student who arrives an hour or more after the morning instructional bell rings will be marked for a ½ day morning absence. A student who leaves school an hour or more before the end of the day will be marked for a ½ day afternoon absence.

      Absence Full Day: A student arrives after the afternoon lunch bell or a student who comes in the morning but leaves an hour or more before lunch.
- Please send any medical excuses to the office so they can be documented appropriately

15. NEW STUDENTS

- When new students enroll, the office staff will use current enrollment information for classroom assignments.
- On count days, students will be marked Present (P) and Absent (X) with no tardies; staff will need to sign paperwork for these days: Count Days (10-7-26) & (2-10-27).
- State funding is directly correlated with accurate attendance.
- You will know about new students as soon as the office is made aware. The final decision for classroom placement will be made by the principal.

PARENT COMMUNICATIONS

16. NEWSLETTERS/FLYERS

School newsletters will be sent home monthly or as needed. Please review the newsletter with students and stress the importance of giving the newsletters and flyers to their parents or guardians.

17. CLASSROOM/GRADE LEVEL NEWSLETTERS

- Parents love newsletters from the classroom that give information about happenings in school. Classroom teachers and grade level teams could also consider weekly/monthly newsletters.
- Please share a copy of your newsletter with the office.

18. INDIVIDUAL COMMUNICATIONS

- Document your concerns **shared** with parents regarding homework, behavior, and student progress in Synergy. This documentation will go under the communication tab. This is especially important for students who have ongoing discipline and academic issues. Keep track of positive notes as well!

19. PARENT CONTACT LOG PA25

- Maintain a log of parents you communicate with during school events, conferences, phone calls, etc. These forms will be collected at the end of the year. Additional forms will be passed out for school-wide events.
- Maintain a communication log of parent conferences, contact, and interactions.

BUILDING ROUTINES AND PROCEDURES

20. ENTERING/EXITING THE BUILDING (STUDENTS)

- Entrance doors will be open at 8:45 a.m. and students will get breakfast then go directly to their respective classrooms.
- Dismissal will begin at 3:35 p.m. and begins with LSS and the 3rd floor. **Do not dismiss your students early.** LSS bus students exit from the auditorium, general education bus students will be dismissed from the gymnasium area, walkers will be dismissed from the door between room 13 & 14 and all parent pick up students will be dismissed from the canopy.

21. RECESS

- Recess periods give students two short breaks (15 minutes) from class work each day. Teachers may take students outside for recess once in the morning and once in the afternoon; recess periods may not be combined. The 15-minute period includes walking to the playground etc. **Contact the office for a walkie talkie to take to the playground.** It is important that the office knows where you are at all times. All recess periods must be concluded by 3:00 pm each day to allow for a smooth dismissal.

22. BREAKFAST AND LUNCH PROGRAM

- All students receive a free breakfast and lunch. Paperwork will still need to be filled out for demographic information. Students are allowed to bring items in for breakfast/lunch to eat in addition to the school provided meals.

23. MEDICATIONS

- Appropriate consent forms (for all medication including any over the counter medication) must be completed by the parents and a physician. Students may not take any medication including over the counter medication of any kind at school without consent. If a child has medication in his/her possession, please send the student to the main office or nurse's station immediately.

24. EMERGENCY FORMS

- Student emergency cards will be provided during the first week of school. Send them home with students and remind them to return the cards. Submit the cards to the office as soon as they are returned. The main office will be periodically updating the emergency cards and reaching out to families as needed.

- Staff emergency cards will be provided as well. Please complete your emergency card and submit it to the main office.

HR Documentation

24. Employees must notify the Department of Human Resources in writing immediately of any changes in personal data; including current residential address and phone number.

25. FIELD TRIPS

- When planning a field trip, you should clear the dates and transportation arrangements with the office. Transportation forms are available in the main office, and we will send one for your electronic files. Please make sure you use the updated field trip form.

SAFE AND ORDERLY LEARNING ENVIRONMENT

26. RESTROOM BREAKS

- Establish routine class restroom breaks and closely monitor students.
- Please have a procedure in place for individual emergencies.

27. CLASSROOM CARE

- A neat and orderly classroom environment is important to the overall school culture. Students should be taught to take pride in their classroom and their appearance. To ensure that rooms are cleaned properly, the floors should be kept free of crayons, pencils, paper, etc. Student chairs should be placed on the desk at the end of each day to assist maintenance staff.

28. EXCESS MATERIALS AND STORAGE

- **Remove all personal materials** and/or teaching materials that are not needed for your current teaching assignment and store them **away** from the building. Materials that are required for your current assignment should be organized and stored neatly.

HR Documentation

16. Employees may not abuse, destroy, damage, or deface school district property or equipment, or the property of others on school district owned or leased premises.

20. Employees must not steal or convert district property or that of other employees or students for employee's personal use.

29. SCHOOL SAFETY PLAN (DRILLS)

- All staff are expected to know school safety procedures as outlined in the DTM School Safety Plan (Check To-Go Bag). Keep the plan in a readily available location. Review the plan often and respond appropriately. Several drills are required throughout the school year. Please keep an **updated** copy of student information readily available for drills.

30. VISITOR PASSES

- All visitors and guests to DTM must go through the metal detector and must go through our visitor management system. **Ask visitors/guests/parents you observe without a pass to return to the security desk.** This procedure must be followed by all staff to be effective.

HR Documentation

5. Employees are prohibited from having unauthorized persons in school district owned or leased buildings or vehicles without the permission of an administrator.

31. EARLY DISMISSALS

- Parents and guardians may not directly check out a student from the classroom. Students will be released from the main office only. **Office staff will call the children to the main office or canopy. Please do not release students to parents at the classroom door unless they have clearance from the office. Make NO assumptions or any exceptions to this procedure.** This procedure eliminates as many interruptions to instruction as possible and is a safety precaution as well. All early dismissals will end by 3:15 p.m. to allow for a smooth dismissal.

32. HALL PASSES

- Students must have a pass to leave the classroom. Students in the hall without a pass will be sent back to class. Students should be using designated restrooms and paths.

33. STUDENT SUPERVISION

- Do not leave students unsupervised. This includes inside and outside of the building. Injuries and mishaps are difficult to explain when children are left unattended. Students who have forfeited recess must stay with the teacher or an adult staff member. Please remember to close and lock your classroom door when everyone is leaving the room.

34. FOOD/ GUM/ CANDY

- Food is allowed for designated building wide classroom parties or during snack time. Teachers are strongly encouraged to avoid giving students candy as rewards and incentives. Gum are not permitted at school. Staff can choose to allow students to bring a snack; however, staff cannot dictate the type of snack they bring.

35. ACTUAL OR SUSPECTED CHILD ABUSE OR NEGLECT

- Act No. 1 238 Public Act of 1975, requires all school officials must report suspected and/or actual cases of child abuse or neglect to Children's Protective Services. The act further requires that the school person makes an oral report or causes an oral report to be made within 24 hours. In addition, the DDS 3200 – reporting form must be submitted to Protective Services, 125 E. Union St. Flint, MI 48502 within 72 hours, and a copy of the report given to the main office. Calls can be made to 1-855-444-3911 or you can fill out the report online at https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/childrens/mandated-reporters .
- School Employees are mandated reporters, and the law applies to each staff member individually. Permission from an administrator is not required to make an abuse report; however, please keep the administrative team informed of suspected abuse.
- Forms and guidelines are available in the office.
- Corporal punishment is prohibited.

HR Documentation

11. Employees must not commit an act or fail to perform an act which might endanger the safety or well-being of others. This includes corporal punishment towards students.

36. ACCIDENT PROCEDURES

ALL student-related accidents that occur at school must be reported to the nurse's office. Accident forms are located in the nurse's office, and documentation must be completed immediately. It is the responsibility of the school staff member(s) who observed the accident to complete the form. The nurse will call home. As the child's teacher, a follow-up phone call should take place.

37. STUDENT INJURIES

NEVER assume an injury is minor, especially those involving the head or injured limbs. Please send students to the nurse with proper documentation. Parents will be contacted by the nurse and given the opportunity to decide regarding the next steps.

38. STAFF INJURIES

If you have been injured on school grounds, it is your responsibility to inform the office and complete the proper injury report.

39. HARASSMENT

Do not harass staff or students.

HR Documentation

7. Employees are prohibited from verbally abusing, intimidating, harassing or interfering with any employee's performance of assigned duties.

8. Fighting or threatening violence in the workplace is strictly prohibited. This includes intimidating tactics, excessively abusive, hostile, or obscene language, threatening an employee, and/or committing or threatening acts of workplace violence.

9. Harassment, Sexual Harassment, and/or discrimination is strictly prohibited. This includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct.

CLIMATE/ CLASSROOM MANAGEMENT/ DISCIPLINE

40. CLASSROOM EXPECTATIONS, ROUTINES AND PROCEDURES

- Determine routines and procedures for your class that will help produce a positive and cooperative learning environment. Teach, Model, Practice and Review. Appropriate expectations for student behavior as well as fair and consistent rewards and consequences are critical to effective classroom management and a positive learning environment.
- Outline your classroom expectations for students and parents in a brief, written format. Include procedures, homework guidelines, consequences, etc.
- There should be a consequence before a referral is written, unless the behavior is major.

41. CODE FOR STUDENT CONDUCT

A copy of the FCS Student Code for Student Conduct will be provided for each student, and it will be available on our FCS website. Plan a time to review the booklet with the students when it arrives.

42. POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

All students have the opportunity to earn PBIS points based on our 4 B's. Students can be awarded points for Being Respectful, Being Responsible, Being Safe, and Being Mindful. Students can use PBIS points to purchase items throughout the school year.

43. "SNAP" SUSPENSION

- Classroom teachers have the right to issue a one-day suspension from class. The administrator must be informed and provide a signature for this suspension to be valid. <u>The teacher issuing the suspension is responsible for contacting the parent/guardian concerning the suspension, as well as arranging and conducting a parent conference **before** the student returns to class.</u>
- The contact must be made, and the conference must be scheduled **before** an administrator signs the form. **DO NOT send incomplete referrals to the office.**
- If you are unable to contact the parent or guardian, use the regular discipline form and the referral will be handled by the administrators.
- NOTE: Staff may **not** request that parents pick up disruptive students without administrator approval and appropriate documentation.

44. DETENTION/ KEEPING STUDENTS AFTER SCHOOL

Teachers must make advance arrangements with parents to keep students after school longer than five (5) minutes. If a child must be kept after school, it is best to make arrangements with the parent or guardian to keep the child the following day. This is especially important for students who ride the bus or are responsible for siblings after school.

45. STUDENT DRESS CODE

It is important that all staff encourage students to wear school-appropriate dress that follow the code of student conduct. **NO hoodies.**

INSTRUCTIONAL PROGRAM – Teaching and Learning

44. LESSON PLANS

- Lesson plans must be kept and available for review.
- Guest Teacher Plans: Please provide substitute plans for your absence. Prepare a substitute folder for emergency use during your unexpected absence. Plans should include enough materials for three days.
- All teachers are responsible for documenting accommodations/ modifications made for students with disabilities with the assistance of the LSS case manager.

45. WALKTHROUGHS

Walkthroughs will take place on a regular basis to monitor the effectiveness of teaching and learning. Staff will be given individual and whole school feedback in collaboration meetings, staff meetings, and professional development sessions.

Please make sure your lesson plans and seating chart are available.
Your daily schedule needs to be posted.

46. PROFESSIONAL LEARNING COMMUNITIES

We will continue to hold collaboration/planning meetings. A schedule for collaboration meetings will be developed based on the scheduling of ancillary classes. A professional development calendar will be developed and shared with staff at two meetings per month.

47. PARENT-TEACHER CONFERENCES

- Parents who wish to have a conference with teachers **<u>may not do so during instruction.</u>** If a situation is urgent, if possible, we will make arrangements to release the teacher. As part of your opening letter, express whether you prefer to handle parent visits before or after school. Be clear on this from the beginning. Parents have the right to visit the classroom (as long as they have been cleared through security). However, teachers have some control over when visits can occur.
- If you have a conference scheduled, please notify the main office of the date, time, student, and parent name.

ASSESSMENTS

48. SYNERGY/RECORD KEEPINGS

- Record grades from assignments and assessments into Synergy, our school record-keeping system. Record a minimum of 8-10 grades for each content area, each marking period. **Be sure all grades are properly labeled, identifying concept/benchmark and date of assignment/assessment.** Keep all the actual assignments and assessments in the student instructional folder or portfolio.

49. PROGRESS REPORTS and REPORT CARDS

- Parents must be informed of their students' progress. Progress reports will be sent home near the midpoint of each marking period. Place a copy of all progress reports in the student's portfolio folder.
- Please note that a report card must be completed if students have been in class for at least 5 weeks of the given marking period.
- Report Cards – All student Progress Reports and Report Cards must be generated using Synergy.

Marking Period	MP Dates	Progress Report Date	Report Card Date
MP 1	8/31/26 - 10/30/26	October 3, 2026	November 6, 2026
MP 2	11/02/26 - 1/14/27	December 11, 2026	January 22, 2027
MP 3	1/19/27 - 3/25/27	February 27, 2027	April 9, 2027
MP 4	4/05/27 - 6/10/27	May 14, 2027	June 10, 2027

HR Documentation

14. Employees may not falsify (intentionally providing or submitting false information) school records, reports, payroll documents (including one's own time records or the time records of another employee), worksite of school district records or information.

50. CORRECTIVE ACTION PLANS (CAP)

- It is FBE policy that a **Corrective Action Plan** be developed for students who are struggling academically and in danger of being retained. The plan should be developed in collaboration with the student and parent/guardian. Their signatures are required. Start the process as soon as possible after the **first marking period.** It is difficult to retain students if this plan is not in place by mid-year.

51. CA-60

- A file containing the individual cumulative records for each student is kept in the main office. The CA-60 contains grades, attendance, health records (including health concerns), corrective action plans, and standardized assessment results.

52. CONFIDENTIAL INFORMATION

Records and information regarding students and staff are confidential. Do not discuss confidential information in the presence of students, parents, or unauthorized persons. See an administrator if you have any questions or concerns regarding confidential information.

HR Documentation

15. Employees are prohibited from making any unauthorized release, or improper use of district records or other information, including publicly disclosing private information from other individuals. This includes employee access to personnel records. An employee will be given access to his or her personnel record(s) according to law and the guidelines developed by the Superintendent.

53. LIBRARY/IMC PROCEDURES

- A weekly library schedule will be established for the year. Teachers must stay with the class during the library period.
- Discuss proper handling of books with students. Books are treasures and should be treated as such. Stress the importance of returning library books on time.
- Inform Ms. Wendy if you plan to miss your scheduled library period. The time may be used by students in other classes for individual or group research projects.

54. COPYRIGHT/LICENSE POLICY

We must follow copyright laws when copying printed materials, placing software programs on computers, and showing videos or movies. Videos shown in the classroom must be approved by the district, GISD or the principal. They should enrich and support learning in the classroom. No commercial rentals or personal tapes should be viewed at school.

55. SUPPLIES

- **CURRICULUM:** Ms. Wendy has curriculum materials for teachers, please see her to sign out your curriculum.
- **CLASSROOM SUPPLIES:** Fill out the form to order your classroom supplies for the year. Please see the main office/Mrs. Middleton if other supplies are needed.
- **SUPPLEMENTAL RESOURCES:** Use the following page to keep track of your information.

56. DRUGS/ ALCOHOL/ WEAPONS

HR Documentation

17. The District is subject to the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. The District's Drug-Free Workplace Policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol on school district property or any school sponsored activity or event.

a. *Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment is strictly prohibited.*
b. *Employees are prohibited from from working under the influence of alcohol or illegal drugs, bringing alcoholic beverages or illegal substances on district owned or leased property, or reporting for duty under the influence of alcohol or illegal substances.*
c. *Any employee found to be under the influence from abuse of prescription drugs or over-the- counter medication may be subject to the same disciplinary action as those found to be under the influence of alcohol or illegal substances.*

18. Employees are prohibited from smoking or carrying lighted tobacco products on school district owned or leased property.

19. Employees are prohibited from possession of dangerous or unauthorized materials, such as explosives, carrying firearms or other weapons on school district owned or leased property unless required to do so as part of assigned job duties.

Supplemental Programs and Login Information:

Program	Administrator	Username	Password
BrainPOP			
Edmentum- Study Island/ Exact Path	District		
Epic			
Generation Genius			
InnerExplorer			
Kahoot	Bethann Oliver		
Kami	Bethann Oliver		
Learning A-Z (Raz-Plus)	Bethann Oliver		
Mystery Science			
Nearpod			
Quizizz	Bethann Oliver		
Schoology	Bethann Oliver		
Seesaw Learning			
ST Math	District		
Star Reader/ Accelerated Reader	Rebecca Middleton		
Zoom			