

Dansville High School



STUDENT-PARENT HANDBOOK 2024-2025

517-623-6120 Phone

517-623-0127 Fax

www.dansville.org

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 and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes 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 handbook and other written material on the same subjects.

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.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Jennifer Wonnell

Superintendent

517-623-6120 ext. 3417

wonnellj@dansville.org

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

SECTION I – GENERAL INFORMATION

Communication:

DANSVILLE SCHOOLS' GENERAL NUMBER: 517-623-6120

High School:

High School Principal – Josh Andrews andrewsj@dansville.org

High School Office –Sheryl Lewis: lewiss@dansville.org

High School Athletic Director – Jeff Dassance: dassancej@dansville.org

High School Counselor – Heather Lloyd: lloydh@dansville.org

School Psychologist- Eileen McKee: mckeee@dansville.org

Other Office Numbers:

Superintendent's Office – Shannon Johnson: johnsons@dansville.org

Elementary Office – Katherine Johnson: johnsonka@dansville.org

Food Service Director - Melissa Kadluboski: kadluboskim@dansville.org

Parent Communication

We believe strongly in the power of good communication. We encourage parents to set up their PowerSchool account to send email messages on a regular basis with school announcements and grade/attendance reports. We want to hear from you when you have questions, concerns or any other feedback. We communicate in several ways, including: ParentSquare, teacher letters/emails, the district newsletter, the automated calling system, PowerSchool Parent Portal, progress/report cards and other mailings. www.dansvilleschools.org

Early Dismissal

No student (even those who are 18) will be allowed to leave school prior to dismissal time without a phone call or written request signed by the parent or 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 permission from the custodial parent(s) or guardian.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WILX TV 10, FOX 47, and TV 6. An automated call will be made when possible to provide families with information about school closings and/or delays as well as social media posts.

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

Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The school has a central bulletin board located in the school entrance, which may be used for posting notices after receiving permission from the principal.

Surveys, Flyers, Posters and Petitions

Dansville High School students will be allowed to pass out materials protected by the First Amendment as long as they do not materially and substantially disrupt the educational process. Such literature must have the principal's prior approval. In most cases, students will be allowed to set up a table at lunch to distribute flyers or get petitions signed. Students who are interested in receiving the information or participating in the survey or petition will approach the table.

Posters and flyers are not to be hung in the building without the principal's prior permission. In most cases, these requests will be denied because of a desire to keep the building clean. Those who wish to publicize events may request to put announcements into our daily announcements or to add slides to our PowerPoint announcements that run all day in the high school commons.

Announcements

Announcements, posters, and notices must first be approved by the principal before they are posted or distributed in school buildings or on school property. Parents are encouraged to subscribe to announcements via PowerSchool.

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 the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the 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 aged eighteen (18) or older that they are required to register for the selective service.

Medical:

Use of Medications

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

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications (including over-the-counter products) must be registered with the principal's office.
4. Medication that is brought to the office will be properly secured.
5. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
6. 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.
7. 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.
8. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Food Allergies

Please send a medical note from the doctor regarding student food allergies to Food Service Director, Chris Salmon.

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.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until 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.

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

Emergency Medical Authorization

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

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

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office staff.

Injury and Illness

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

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

Control of Casual-Contact Communicable Diseases and Pests

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

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

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

Control of Non Casual-Contact Communicable Diseases

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

Building:

Building Use

All organizations or individuals wishing to use the school building for an after school activity must fill out a building request form and submit it to the Superintendent's office for approval (forms are available in the office and online). Please note that there may be a fee associated with building use. See the form for details. Students must be under the supervision of an adult. No students will be allowed to use the building without a responsible adult present. All students who aren't here for a supervised activity will be asked to leave the building.

Media Center

The Media Center is designed to provide the students and faculty of Dansville High School with research materials/tools, recreational reading, and audio-visual aids. The Media Center will be used as an area for study, not for socializing. While fines are not collected for overdue materials, no new books may be checked out until the overdue books have been returned or the cost of a lost book has been paid.

General Rules:

- o Classes must be accompanied by a teacher; individual students must have a pass.
- o No food or drink are allowed in the Media Center.
- o All materials are due in two weeks; reference materials may not be checked out.
- o All general rules of behavior, as found in the student handbook, also apply to the Media Center.

Cafeteria Info and Expectations

A wide selection of nutritionally analyzed meals are offered at various prices and based on the family's ability to pay. Food and Nutrition Services and your fellow students will appreciate your cooperation and courtesy while in the cafeteria. The cafeteria will be open for breakfast until the first hour begins and then will reopen at lunch. Other info:

Sendmoneytoschool.com – on-line student food account. Account histories, account balances, and payment are possible on-line. Food Service will send home information upon request.

Lunch Charges: One lunch may be charged. If a student has an unpaid lunch charge, he/she will receive a minimal lunch until the charge has been paid.

Free and Reduced Price Lunch: Federal assistance is available for free and reduced price lunches for qualifying students. Information is available in the office.

All students should follow the guidelines listed below:

- Walk to the lunch line and wait your turn in line
- Follow directions given by adults
- Dispose of all trash and make sure your eating area is clean before you leave, do not throw food
- Students will be allowed to eat in the Commons Area only
- Students will use the school microwave appropriately. Students will use at their own risk.
- Pay for food before eating

Lockers

Lockers and locks are the property of Dansville Schools. Students will be assigned a hall locker and when necessary a gym locker. Students who have PE will be issued a school lock. They are not to use a personal locking device. Students shall have no expectation of privacy when using school lockers. Each student should safeguard the locker combination to promote security. Lockers shall be kept clean and neat both inside and outside. At the end of the school year, students will be charged for any kind of writing or damage to their lockers.

Students shall keep their belongings in ONLY the locker assigned. Students are NOT to change lockers or locker partners without getting permission from the high school office. All bags and other items must be stored in the lockers. Items too large for a locker may be stored in the training room next to the athletic office.

Lost and Found

Students are responsible for the loss of personal property. The school assumes no responsibility or liability for lost or stolen property. However, as a courtesy, reasonable effort will be made to assist students in locating and recovering lost or stolen personal property. It is expected that students and families will only claim items from the “Lost and Found” that belong to them. These items will be donated at the close of the school year.

Elevator

The elevator is for staff use only. This includes before and after school activities. Students must have special permission from the principal to use the elevator.

Closed Campus

Dansville Schools operates as a closed campus, including during the lunch period. Students will also need to get permission from the office to go to the parking lot during school hours. Leaving school grounds without permission will result in disciplinary consequences. This includes students who are 18 years of age.

Parking/Permits

Driving to school is a privilege and not a right. To retain parking privileges, students must drive and park responsibly while on school property by doing the following:

- A parking permit must be purchased (\$15 for painted Senior spots and \$10 for all others)
- MUST register their vehicle if planning on parking on campus. This must happen every year.
- Parking permits must be prominently displayed, from the rear view mirror, at ALL times
- No parking on Adams Street
- No parking in teacher/visitor section
- Seniors, who have paid to decorate a site and have had their design approved, may park in their painted spot, no one else is allowed to park here. ONLY the senior who paid for the spot, they may not designate someone else to park in their paid spot
- All other students must park in the available student parking spots, not the staff parking lot
- Students must park responsibly, drive responsibly & in their designated area. Failure to do so may result in fines of \$25 for the first offense and \$50 for the second offense. Parking privilege may be revoked if offenses continue.
- Repeat offenders will not be able to park on school campus
- Students may park in the high school parking lot at their own risk
- The school district is not liable for any vandalism, damage or theft that occurs while cars are parked on school grounds.

Student vehicles parked on school property are subject to search based on reasonable suspicion that the vehicle may contain evidence of a rule violation. A student who does not permit a school official to search his/her vehicle, upon the establishment of the reasonable suspicion standard, will forfeit the privilege to park on school property and may face other disciplinary consequences.

Fire, Lockdown, and Tornado Drills

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

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

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

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 Superintendent's office upon request.

Videotapes in School Buildings

The Board of Education has installed video cameras in the school to monitor student behavior. If a student misbehaves and his/her actions are recorded digitally, the principal may use this 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.

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, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal. Former students who wish to visit, must make an appointment and sign-in at the office.

Academics:

Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent(s) or legal guardian. When enrolling, parents must provide copies of the following:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residency,
4. proof of immunizations.

If interested in registering a student, please visit this website for more information:

<https://www.dansville.org/considering-dansville/>. Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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

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

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the office. 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.

Exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. Exchange students are not permitted to participate in the commencement ceremony unless he/she would be officially graduating/finishing school in his/her home school. At the graduation ceremony, exchange students may wear a cap and gown, enter, and sit with their classmates. They will be recognized on stage during the ceremony as an Honorary Aggie. If the exchange student is also officially graduating from school in their home country, he/she will participate in the presentation of the diplomas with his or her classmates.

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 principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) consecutive 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.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the principal to inquire about evaluation procedures and programs.

Limited English Proficiency

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

Student Records

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

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the

prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

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

1. political affiliations or beliefs of the student or his/her parents;
2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or his/her parents; or
8. 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:

1. 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
2. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

Withdrawal from School

No student under the age of eighteen (18) will not be allowed to withdraw from school without the written consent of his/her parents.

Transfer Out of the District

If a student plans to transfer from Dansville, 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 principal for specific details.

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

Parent Involvement:

Parent Advisory Committee

Parents who are interested in sharing their ideas, concerns and other feedback with the DHS administration and staff are encouraged to join the PAC. This group meets two-three times per year. The committee consists of interested parents, the high school principal, the high school counselor and teacher representatives.

Parent Observation Policy

A written policy regarding parents visiting classrooms is available in the high school office upon request. This policy is the same in all three buildings.

Parent Volunteers

We would love your help at school if you are interested and available. Please contact the office if you are interested in being on a list that is made available to teachers and school staff who need help. All volunteers must fill out a Volunteer Screening form before volunteering. This is a precautionary measure to ensure the safety of our students. These forms are available at Registration Day or by contacting the high school office.

Review of Instructional Materials and Activities

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

Students:

Student Fundraising

Any group interested in doing a fundraiser must fill out and submit a completed Fundraiser Form. Before submitting a request, the group should check on the availability of the facility, if needed. This can be done by contacting the H.S. office personnel. The fundraiser must be approved by the principal and the superintendent before it can begin.

Student Involvement in 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 fund-raiser must not interfere with students participating in other activities when soliciting funds. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the principal.

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

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

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

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

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.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Student Fees, Fines, and Supplies

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Fees may be waived in situations where there is financial hardship.

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 suspension from participation in graduation and/or the withholding of a diploma.

SECTION II – ACADEMICS AND STUDENT SERVICES

After School Aggie Aid

This is a program designed to help at-risk students. After School Academic Support is supervised by someone who facilitates, monitors, encourages and provides accountability for students after school on Tuesdays, Wednesdays and Thursdays from 3:00 p.m. - 4 p.m. Students must sign out or have parent permission if leaving early.

Academic Interventions

When a concern arises regarding a student's progress in a class, the following steps are suggested:

1. Contact the teacher directly with concerns.
2. Set up a time to meet with the teacher before or after school.
3. Contact the counselor to schedule a staffing.
4. Contact the counselor to schedule a follow-up staffing to check on progress.
5. If there are concerns after steps 1-4 that continue, contact the principal regarding other services that the student may be eligible to receive, including special education.

Advanced Placement Courses

Students who sign up for AP courses should know that they are not allowed to drop the course once it has begun. Students are encouraged to take the official AP exam at the end of the year for college credit, which is paid for by the student. Financial assistance for this test will be granted for students who qualify.

Wilson Talent Center

The Wilson Talent Center (WTC) will enforce Wilson Talent Center rules as listed in the WTC handbook. Dansville Schools and the WTC mutually respect suspension and expulsion decisions. Decisions rendered by either Dansville or WTC are mutually binding. It should also be understood that Dansville Athletic Training rules are in effect while attending the WTC. Violation of the Athletic Training rules at the WTC will result in discipline as outlined in Dansville policies, rules and practices. Students must have junior status to enroll for the WTC. Students will have opportunities during their sophomore and junior years to visit and apply for enrollment at the WTC. The high school counselor is the point person for questions related to the WTC.

Students must attend the WTC, even if Dansville Schools are not in session. Students must attend DHS, even if the WTC is not in session.

Driving to and from WTC is a privilege. Any student driving to and from WTC is expected to be responsible and respectful. Inappropriate behaviors will be subject to discipline and driving privileges may be suspended.

Credit Recovery

Students needing information about credit recovery, to stay on track for graduation, should make an appointment with the high school counselor or principal to discuss options.

Dual Enrollment Policy

Dansville Schools will pay tuition at a post-secondary institution for full-time students in accordance with the State law. See the counselor for details. As a condition of participation in the Dual Enrollment program, the following rules have been adopted by the Dansville School District.

1. Freshmen, Sophomores, Juniors and Seniors are eligible to dual enroll. This process begins each spring with an email to students and parents before March 1st. In March, counselor will meet with students who have responded to the email.
2. Students will receive necessary paperwork and information at that time.
3. Students must qualify to dual enroll by meeting state-established minimum standardized test scores. The high school counselor is able to discuss test score eligibility with interested students.
4. Students will not dual enroll to take a class that is equivalent to a class offered at Dansville High School.
5. Students who enroll in college classes must ensure that the college courses do not conflict with classes in which the student is enrolled at DHS. It is the student's responsibility to have all digital form and paperwork in by deadlines or they will not be able to dual enroll.
6. Dansville Schools will not pay for students to retake classes or recover lost credit.
7. Due to the cost of tuition incurred by the school, dropping after the deadline and/or failing a dual-enrolled class may jeopardize future dual enrollment.
8. Students are expected to communicate with both the post-secondary institution and Dansville High School counselor and/or principal regarding any concerns that arise related to dual enrollment.
9. Transportation arrangements are the responsibility of the student and his/her family.
10. Attendance rules printed in the Dansville High School Handbook shall govern the Dual Enrollment student.
11. Students shall work from home during Dual Enrollment times with parent permission OR at school in the space designated by the school.
12. Students are not permitted to leave during Dual Enrollment hours to get food, snacks, etc. They can work at home or school.
13. Students who withdraw or fail a dual enrolled course are responsible for reimbursing the school district all course fees and tuition.
14. Students must declare before the start of the semester, whether the class will count for HS, college credit, or both.

Early College Enrollment

The Early College is a program that fits the needs of some students as they continue to work on earning a high school diploma. Please see the counselor for more information.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. All school rules apply on field trips.

Students are required to have “academic permission” to attend the field trip from each of their teachers. If a student is not passing a class, the student will not be allowed to miss more class time in order to attend the field trip.

Grading

Dansville uses a standards-based grading approach to ensure that expectations for what a student is supposed to know are very clear, that the assessment of those standards are very clear, and that the output of the grade is then based on their content knowledge. All classes assess using a 0-4 rubric scale instead of a percentage or letter grade score.

NOT SUFFICIENT DATA: Students receiving an Not Sufficient Data “NS” grade shall make up the work in accordance with a credit recovery contract with the teacher. All “NS” grades are turned to a zero if the student doesn’t comply with all conditions in the contract.

Graduation Requirements

We follow the Michigan Merit Curriculum guidelines as set forth by the State of Michigan. Graduation requirements can be divided into three parts: (1) the total number of credits required (2) credits in specific courses required and (3) taking the Michigan Merit Exam (see MME section below). Graduation requirements should be viewed as dynamic rather than static because they must reflect and/or anticipate changing needs of students in order to prepare them for their eventual role.

Specific course requirements for all students:

- Four credits of English
 - One credit of Freshman English
 - One credit of Sophomore English
 - One credit of Junior English
 - One credit of elective English
- Four credits of Math
 - One credit of Geometry
 - One credit of Algebra I
 - One credit of Algebra II
 - One credit of math-related class in last year of high school
- Three credits of Science
 - One credit of Physics I/Chemistry I
 - One credit of Biology
 - One credit of Earth/Environmental Science
- Three credits of Social Sciences
 - One credit of U.S. History/Geography

- One half credit of Economics
- One half credit of Civics
- One credit of World History/Geography
- One credit of Health/Physical Education (may use Personal Curriculum)
- Two credits of Foreign Language (may use Personal Curriculum)
- One credit of Visual, Applied or Performing Arts (may use Personal Curriculum)

Total number of credits required to graduate are different for each grade level due to a change to the six-period day in the 2019-20 school year. The requirements are listed below:

22.5 credits (Class of 2023 and beyond)

Eligibility to Participate in Commencement Exercises

Four continuous years of high school does not, in itself, guarantee graduation. Situations occasionally occur whereby a student can, at the last moment, fall short of the requirements for a signed diploma but may wish to participate in commencement exercises with his/her class. To be considered eligible to participate in graduation exercises, a student must earn 21.5 credits prior to the ceremony.

Participation in commencement exercises is a privilege not a right. Seniors who are subject to disciplinary action in the last nine weeks of their senior year, may lose the right to walk at graduation. Graduating seniors are also required to attend graduation practice as determined by the principal.

Graduation is a public event. Student dress is expected to be modest, appropriate, and similar to attire worn to a wedding. Men graduates must wear dress pants, a collared dress shirt, and their best pair of shoes (dress cowboy boots must be clean). Women graduates must wear dress pants and an appropriate top or a dress, and dress shoes, dress cowboy boots or sandals (no flip flops).

Eligibility to participate in commencement exercises is determined by grades recorded through the first semester in the final year. Recognition of those who will be graduating with honors will take place after grades are recorded in the final semester before graduation. Seniors with outstanding fees or payments, overdue or lost library books, or unpaid fees/fines (lunch, library, technology), or obligations involving the athletic department, band, choir, school activity, discipline consequences and those who do not attend graduation practice shall not participate in graduation ceremonies.

Graduation with Honors

Students will be honored at graduation for the following accomplishments:

Cum laude: graduating with honor; earned a 3.33-3.69 grade point average (GPA)

Magna cum laude: graduating with great honor; 3.7-3.89 GPA

Summa cum laude: graduating with highest honor; 3.9-4.0 GPA

Students who earn magna and summa cum laude standing will be considered for recognition in lieu of the “Top Ten”. The Valedictorian designation will be given to the student(s) who earn the highest GPA, while the Salutatorian designation will be given to the student with the second highest GPA.

Guidance Services

A counselor is available for help with personal problems, scheduling of classes, career planning, armed services information, planning for college, financial aid, and much more. For an appointment with a counselor, students should email the counselor. Students will then arrange a time with teachers to be released to see the counselor. Issues discussed with the counselor are confidential. However, the counselor will call parents if the student reveals information that indicates he or she is a risk to him/herself or others. Parents may call the counselor at any time to schedule an appointment.

Personal Curriculum

The personal curriculum is available to students to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum*. If you are interested in learning more about a personal curriculum, see the counselor or principal.

Why request a Personal Curriculum to the Michigan Merit Curriculum?

To modify the mathematics, world language or arts requirements.

To substitute additional mathematics, science, English language arts or world languages credit.

To modify credit requirements due to a disability as outlined in a student’s IEP.

To properly place a student transferring into a local school district from out-of-state or a non-public school.

*To see Michigan Merit Curriculum Law in its entirety, see MCL 380.1278a and MCL 380.1278b at <http://www.legislature.mi.gov>.

For more information about Personal Curriculum Content and Special Education, please go to www.dansville.org and then look under the special education link.

Progress Reports/Report Cards

Progress reports are updated online weekly in every class. Parents can access grades online via PowerSchool Parent Portal (see that section for more info). Teachers will print progress reports for students upon request.

Schedule Changes

- I. Students may change their schedule one week prior to the start of a semester for the following reasons:
 - a. Needs to be put into a more difficult or easier class as recommended by their teacher.
 - b. Student was scheduled into a class, which he/she has already successfully completed.

- c. A change in school program, example: programs and/or classes being dropped or added by the administration.
 - d. The student has an incomplete schedule, example: the student has less than five classes printed on his/her schedule.
 - e. The student does not have the prerequisites for a course. The primary changes in a student schedule should be related to the student's four-year career plan.
2. All requests for schedule changes must be initiated with the counselor.
 3. Students who stop attending class without an approved schedule change will be considered truant.
 4. Students taking a year-long class are expected to stay for the full year unless they fail the first semester, or it is mutually agreed upon by both the teacher and student that he/she is allowed to drop the class at semester time.
 5. Changes to schedules after the schedule begins will only occur in limited cases.

Scholarships/Financial Aid

Seniors may be eligible for local, state and other scholarships. Information and applications are available from the counselor. The announcements will give more up-to-date information at the appropriate time. The counselor makes information available on college financial aid to high school seniors. A financial aid program is held in the evening for interested seniors and parents mid-year.

Student Assessment

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT), ACT WorkKeys, and M-Step (for social studies and science) for high school juniors. Completion of the MME is required for graduation.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular 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.

All freshmen and sophomores are required to take the PSAT 9/10, which is a preparatory assessment primarily used to help students prepare for the SAT.

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

Aggie Intervention Meetings (AIM)

If a parent, teacher, or student has a concern related to academic progress, the counselor can be contacted to schedule a staffing. A staffing is a collaborative meeting with the student, parent(s)/guardian, counselor, principal, with input from all the students' teachers. An action plan is developed to identify strategies for student improvement.

Testing Out

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 3 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 and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. (MCL 380. 1279b)

Students can apply to test out at the end of each school year. The counselor will put information in the announcements during this window. Testing out will take place with a staff member in August of each year. Applications are available by contacting the counselor.

Students may receive credit toward high school graduation who successfully completes prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

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

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. Dansville 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 Guidance Office or on the school's website.

Textbooks

Textbooks and other classroom materials are provided free of charge for all students requiring textbooks in their classes. All textbooks and other classroom materials remain the property of Dansville Schools. Each student is responsible for the care and return of all textbooks and other classroom materials in a reasonable condition. If a student loses a textbook or other classroom material, or damages it beyond use, a replacement will be made.

All books and other classroom materials will be checked in at the conclusion of the course for which they are issued. Students are responsible to report to their teacher the condition of their books upon issue. The teacher will assess the student with a fine for damage or loss of school-issued books and materials. The fine

should be paid at the high school office. Fines will be collected on Registration Day in August before school starts. Students with outstanding fines are not permitted to walk at graduation.

Virtual High School Classes

Dansville Schools will pay tuition costs for a limited number of students to take online classes each semester. The number will depend upon budget considerations and personnel to supervise the students. Students may only take classes whose equivalent is not offered at DHS. Students may only take classes that are approved in advance by the counselor and the principal. Approval will depend primarily on the educational value of the class and alignment with the student's Educational Development Plan. All students who stay on campus during the school day to work on their VHS class must complete this work in the library under the staff supervision.

Work Permits

Work permits may be obtained in the office. The State of Michigan regulations control the employment of minors. Minors between the ages of 14 and 18 must have a work permit before they can be employed. A student shall have obtained the age of 14 to be issued a work permit. **NOTE:** PERMITS MAY BE REVOKED BY THE SCHOOL IF A STUDENT'S ATTENDANCE OR ACADEMIC ACHIEVEMENT IS AFFECTED ADVERSELY BY THEIR EMPLOYMENT.

SECTION III - STUDENT ACTIVITIES

Athletics – See Athletic Code of Conduct for Athletic Policies APPENDIX A

Class Officers

Class officers are elected each year to provide leadership for each high school class and to assist class sponsors in carrying out class responsibilities. Officers also serve as a means of communication between classes and the faculty and administration. It is an honor to be chosen as an officer, but also involves hard work and responsibility.

Class Responsibilities

Freshmen: Elect officers, do fundraisers to earn money (goal: \$1000), and participate in Homecoming, including building a float.

Sophomores: Elect officers, do fundraisers (goal: \$2000), participate in Homecoming, and book a venue for Prom.

Juniors: Elect officers, do fundraisers (goal: \$2000), participate in Homecoming, plan, organize and put on Prom.

Seniors: Elect officers, do fundraisers, participate in Homecoming, collect Senior Pictures for the Yearbook, plan and put on the Senior Night, work with the principal to communicate important dates with the seniors, and help plan and put on graduation.

Dance Policy

The following regulations apply to dances:

1. Students planning on attending the dance must have been in attendance at school that day.
2. A combination of staff and/or adult chaperones are required at a dance, the number to be determined by administration. At least one chaperone must be a DHS teacher, unless pre approved by the principal.
3. Students are expected to dance appropriately at all times, including facing their dancing partner while dancing.
4. Dances are primarily for Dansville students. Former students and students attending another school may not attend high school dances without advanced principal permission. Students are to sign up guests for dances using the “*Guest Request*” form available in the office. It is the host student's responsibility to ensure the completed form is filed in the office by **3:30 pm on the Wednesday** before the dance. Host students must also make sure that the form is complete, including parent signatures. Dropouts from any school are prohibited from attending a Dansville dance. Guests shall not be 20 years of age or older. Only one guest will be approved per DHS student. The guest must accompany the DHS student throughout the dance.
5. Middle School students may not attend high school dances; High School students may not attend Middle School Dances.
6. No suspended or expelled students, or students with unexcused absences day of shall attend Dansville dances.
7. The organization sponsoring the dance is required to provide two students at the door to positively identify those who wish to enter. Guests shall be expected to show personal identification such as a driver license or school ID. The organization sponsoring the dance shall provide a list of chaperones to the principal 10 days prior to the dance.
8. Students permitted to enter will be recorded on the dance log with the arrival time. When students leave, the time of departure will be entered until 15 minutes prior to the end of the dance. This log will be kept in the office after the dance. Parents may call and the list will be used to verify the presence or absence of a student as well as the departure time of students who leave prior to the end of the dance.
9. Admission will be charged at the door; those who meet the qualifications outlined in this dance policy will be allowed to enter, while others will be directed to leave the premises.
10. Students who leave the dance will not be permitted to return. Offering to pay does not qualify a student for re-entry.
11. Searches of students/their belongings may be conducted by the dance sponsor. Students refusing to cooperate will be asked to leave the dance immediately. Parents will be contacted.
12. A student who is disrespectful or insubordinate to an adult chaperone will be asked to leave the dance and building. Every effort will be made to contact the parent in these situations.
13. Any student who becomes obscene, threatening or abusive will face the following consequences:

- a. the student will be asked to leave the dance immediately.
 - b. the student will not be allowed to attend future dances at the discretion of the administrator.
 - c. the student will face discipline, including suspension from school at the discretion of the administrator.
14. No one will be admitted during the final 60 minutes of a dance.
15. Students on school property or at a dance, in possession or under the influence of drugs or alcohol are in violation of the law and will be reported first to the police and second to their parents. A student may be asked to submit to a breathalyzer test in order to enter the dance if an administrator has reasonable suspicion that the student is under the influence of alcohol. School rules and Board Policies will be applied appropriately.
16. These regulations apply to Prom, Homecoming, Mistletoe, and other dances.
17. The entire Code of Conduct, including the dress code, expectations regarding public displays of affection, etc. applies at all dances. Inappropriate dancing of any kind will not be tolerated. Any questions about appropriate dresses or other attire, should be asked and answered before the event.
18. In the absence of an administrator, the event sponsor will have the authority to act on behalf of Dansville High School.
19. Students must be picked up immediately after the event. If a student is not picked up within 15 minutes of the event, the student may not attend the next dance. If the problem recurs, the student will not be able to attend dances for the remainder of the school year.

Dress Code for Formal Dances

- I. Attire should be appropriate for a school event, which means they:
 - a. It should not have see-through material in any area that is supposed to be covered.
 - b. It should not have cuts and/or holes that potentially reveal non-school appropriate areas.
 - c. It should cover undergarments.

The guidelines are not all-inclusive; the absence of any particular form or mode of dress does not indicate the dress is appropriate.

If you are concerned about whether a certain attire will be appropriate, please take a picture of YOU wearing the dress you are considering and bring it to school or email to ask school personnel.

PLEASE NOTE: Students who show up with an inappropriate attire will be asked to make an adjustment. If an adjustment isn't possible, the student will be asked to leave.

****Tickets will not be reimbursed for those asked to leave due to such violations.**

Prom Guidelines *All "Dance Policies" also apply to Prom.

1. Students who want to bring a guest are encouraged to turn in their completed guest request forms before purchasing Prom attire and tickets.
2. The latest date for turning in a "*Guest Request*" form to the office for Prom is six school days before the Prom.

3. The purpose of allowing students to bring one guest to Prom is to allow a Dansville student to bring a date from another school. Additional non-current DHS students/guests will not be permitted to attend.
4. Underclassmen may attend Prom as guests of upperclassmen, as long as he/she is in good standing on the day of Prom.
5. Prom tickets are non-refundable.

School Clubs and Organizations

Dansville High School recognizes several student clubs or organizations as part of the Dansville Schools. Each organization and its members shall adhere to Board policy and school rules when meeting or engaged in activities representing the organization.

New clubs or organizations formed shall submit a written proposal to the building principal. The criteria for recognition are that the clubs should meet a student need or community need or community need and be within the educational mission of Dansville Schools. The building principal has the authority to recognize new clubs or withdraw school recognition, for cause, from recognized clubs.

NOTE: Students with an unexcused or excused absence will not be allowed to attend after-school events or activities on the day of the absence unless the absence is due to a medical appointment. Documentation is required.

Dansville has the following student organizations/clubs:

Drama - sponsored by: Mrs. St. Amant

Watch email and PowerSchool announcements for more information

Equestrian Club - sponsored by: Mrs. Braman

Anyone who is interested may participate as long as you have a horse available and some experience with horses, preferably in showing as well. The season is relatively short, with only two weekends and the State tournament for those who qualify. Practices start in August after the Ingham County Fair is over. If you are interested or need more information, contact Mrs. Braman.

eSports - sponsored by: Mr. Braman

eSports athletes participate in a variety of online games against other students from around the state. Students will also learn about post-secondary and career opportunities involving online gaming.

FFA - sponsored by Mr. Sheridan

FFA is a program that runs in conjunction with our Agriscience courses. Students must be in an Agriscience course or plan to be in an Agriscience course in order to participate in FFA activities. Students participate actively throughout the school year. There is also an FFA 4-H club that shows at the Ingham County Fair. The FFA meets once per month in the evening. Members are required to attend at least 3 meetings, do one

fundraiser, and one community service project to be considered active. Members may choose to participate in leadership contests as well. Career development contest practices will be after school November through March depending on the contest. The first meeting is usually within the first three weeks of school. If you are interested or need more information, contact Mr. Sheridan.

National Honor Society- sponsored by Mrs. Nachazel

Students may apply to be in the National Honor Society as sophomores. Students need to have a 3.25 GPA. Members need to do 25 hours of community service per year to maintain their eligibility. NHS students raise money for charity each year as well as sponsor Powder Tuff. Students meet approximately once per month during lunch.

Science Olympiad- sponsored by Michelle Bennett

Science Olympiad is open to anyone who is interested in science or engineering. Dansville's Science Olympiad team typically starts meeting in October, preparing to compete in lab events, build events, and study events at invitational tournaments in the winter and the Regional Tournament in March. The top schools overall and the individual winners in each event at the Regional Tournament are invited to the State Tournament in April.

Student Council - sponsored by: Mrs. Krieger-Shanley

Students who are interested in assuming more leadership roles in the building should speak with Mrs. Krieger-Shanley in order to get involved. Student Council Representatives will help plan activities and events for the high school. They will also communicate new ideas and thoughts to the building leadership.

SECTION IV - STUDENT CONDUCT AND ATTENDANCE

Students 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 his/her 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 his/her 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 main office.

Student Well-Being:

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the office.

School Attendance Policy

The State of Michigan's compulsory school attendance law states that parents/ guardians must send their child to school. Their school attendance is to be continuous and consecutive for the entire school year. Failure on the part of the parent/guardian to send a child in their custody to school could result in legal action.

The Michigan General School Law states:

The child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. (Section 380.1561)

Violation of Act by parents, penalty:

A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor punishable by a fine of not less than \$5.00 or more than \$50.00 or imprisonment for not more than 90 days, or both. (Section 380.1599)

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

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

Dansville High School recognizes that there are situations that require a student to be absent for a reason other than illness. However, since there is great variance in thinking with respect to this issue, the school must stand in the position of judge in order to maintain uniformity in the handling of non-illness related absences.

The final decision regarding "excused" or "unexcused" absences rests with the school.

Please note: The school will not condone or promote in any way a “Senior Skip Day”. Don’t forget that seniors are released from school long before any other students, providing them several “Senior Skip” Days.

Absences

An absence is defined as missing more than 10 consecutive minutes of a class period.

A student absent from school, except to officially represent the school in a school-sponsored activity, is entered as absent on the school attendance register. A parent will be notified by phone through our school calling system that leaves messages if a student is unexcused absence/tardy and we have not received notice to consider it the absence as excused.

Students may be excused from school for one or more of the following reasons.

1. Illness
2. Emergencies
3. Funerals/Bereavement
4. Medical and Dental Appointments-documentation required
5. Religious Observations
6. Participation in Legal or Court Proceedings-documentation required
7. College Visits-documentation required
8. Pre-planned Trip

***Absences/tardies must be called in up to 24 hours after incidence in order to be excused.**

Excessive absences are disruptive to the educational environment. A student with excessive absences may be subject to disciplinary action. These consequences may include student conference, detention (lunch, after school), Saturday School, parent/guardian conference, referral to intervention services, and referral to Ingham County Truancy Court.

District Reporting Procedures

Absences	District Response
10	Written Notification
15	Written Notification/Parent Meeting Request
20	Referral to Ingham County Truancy Officer

Tardies

A tardy is defined as not being inside the classroom door when the bell rings.

Students are expected to be on time with the sounding of the tardy bell (second/final bell each hour). Students are considered tardy if not in their own seats. A parent will be notified by phone if a student has been recorded tardy for the hour through our school calling system that leaves messages. Excessive tardies are disruptive to the educational environment. A student with excessive tardies will be subject to discipline. These consequences may include: student conference, detention (lunch, after school), Saturday School, parent/guardian conference, referral to intervention services.

***In order for a tardy to be excused it must be called in within 24 hours of the incidence.**

*Tardies during the school day can only be excused by parents/guardians if they are bringing their student(s) to school and they are late to class. A student may not be excused by a parent/guardian who is not presently at the school with their student(s).

Vacations During the School Year

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

To excuse an absence, parents/guardians must call the attendance office (623-6120, Ext. 1104) on the morning of the absence. The student can also submit a signed note from their parent/guardian which contains the following: date of note, name of student, date of absence, reason for absence and parent/guardian signature. A doctor's excuse is required whenever a student exceeds three consecutive absences.

Failure to call or provide a note regarding the absence will cause the absence to remain unexcused carrying possible disciplinary action.

NOTE: Students with an unexcused or excused absence will not be allowed to attend after-school events or activities on the day of the absence unless the absence is due to a medical appointment. Documentation is required.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. Before suspension the principal will consider seven mandated factors prior to establishing consequences (380.1310d).

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

Student Attendance at School Events

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

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

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

Code of Conduct

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

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

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

Positive Behavior Intervention Support (PBIS)

As a staff we have worked together to encourage positive behavior and create a positive school-wide system of support for students to make good choices. We believe that in addition to educating our students academically, we have a responsibility to foster the development of personal traits.

Character Education- 7 Mindsets:

The 7 Mindsets approach relies on the premise that success is based less on what a person knows, and much more significantly on how he or she thinks. A person's mindset provides the foundation for resilience, motivation, and meaning in life. By making small shifts in the way a person views the world and their future in it, we see a positive, immediate and sustainable transformation. For students, improved graduation rates, higher test scores, better behavior, increased confidence and optimism are all proven outcomes of the 7 Mindsets. Dansville Schools promotes character education by teaching our students about the 7 Mindsets. The 7 Mindsets are:

EVERYTHING IS POSSIBLE: Everything is Possible teaches us that we are all capable of living extraordinary lives. We learn that everything in existence was once just an idea, until someone believed it was possible and turned it into a reality. Embracing this fact allows one to envision a wonderful life, expect greatness, and effectively execute the process of making dreams come true.

PASSION FIRST: Passion First tells us that we are each a unique expression of human life, and that our lives should be focused on finding our unique genius and sharing it with the world to the maximum extent possible. You will learn to make your dreams authentic, and of such critical importance that you'll find the fuel to overcome any obstacles you face on the way to achieving them.

WE ARE CONNECTED: We Are Connected helps us understand that everyone who comes into our lives can help us live our dreams. Through this mindset, we learn to constantly explore synergies with others, embrace diversity, and relish the competition that will allow us to maximize our potential with and through others.

100% ACCOUNTABLE: 100% Accountable teaches us that we are not victims of our past, that our futures are not predetermined, and that our lives are what we choose them to be at this moment and each moment forward. With a focus on recognizing fears and excuses, this mindset helps us to break down barriers, freeing our minds and focusing our energy on taking critical steps toward our goals.

ATTITUDE OF GRATITUDE: Attitude of Gratitude teaches us that we build our lives on either positive or negative foundations. Choose the positives, and you are on your way toward extraordinary success. Choose the negatives, and you will likely start on a downward spiral.

LIVE TO GIVE: Live to Give describes how abundance in one's life is a cycle. To receive love, respect, and financial security, one must first learn to give those things. This mindset also teaches that the greatest gift you

can ever give is finding and leveraging your unique genius to maximize your positive impact on the world, knowing that good things will be returned to you in kind.

THE TIME IS NOW: The Time is Now teaches that all your power exists in the moment. You cannot change the past and the future has not happened, so the only thing to do is take purposeful action in the present to create the ultimate life of your dreams.

Code of Conduct Purpose

The purpose of this Code of Conduct is to foster an environment that is safe and conducive to learning. Within our school, the administration and all other school personnel are responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parents, students, and other members of the community must have a clear understanding of the school's expectations for student behavior. The Dansville High School Code of Conduct provides those expectations by:

- Integrating various sources of authority including state law, Board of Education policies, and administration guidelines,
- Identifying expectations and responsibilities of DHS students,
- Defining the conduct that violates those rights and responsibilities,
- Standardizing the procedures that the school will use in responding to conduct violations,
- Assuring the rights and responsibilities of students when disciplinary action is taken.

The Code of Conduct applies to any student who is on school property, traveling on school-affiliated transportation, attending school or any school-affiliated activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences are assigned using a rubric, which guides the evaluation of; (a) prior infractions; (b) intent of the student; (c) actual or risk of harm to student(s); and (d) the severity of the infraction. These consequences may include:

Warning	Student conference
Lunch Detention	Before/After School Detention
Saturday School	Loss of passing time with peers
Parent Conference	Restorative conference
Community Service	Loss of bus riding privileges
In-School suspension	Out-of-School suspension
Referral to law enforcement	Expulsion/separation
	Suspension from extracurricular participation and attendance

Out-Of-School Suspension

On the basis of present law, the principals at Dansville Schools are delegated the authority by the Board of Education to temporarily separate or suspend a student from school and school property. Violators will be prosecuted to the full extent of the law. Suspensions of more than ten days require Board action.

Out-of-School suspension is one or more days during which the student is barred from attending all classes and school sponsored events. Students receive out-of-school suspension due to one major violation of the Student Code of Conduct or a series of violations, which result in a higher level of consequence.

Suspended students may not be on school grounds or attend school activities during suspension (including other Dansville Public Schools activities such as football games, etc). An out-of-school suspension prevents the student from attending their Career Center and/or classes for which they are dual enrolled. Students are expected to complete all schoolwork. Assignments may be picked up by parents in the main office every two or three days. Students are generally given 2-3 days worth of work and more work will be provided when that work is completed and returned to school. Students are expected to talk with their teachers to make a plan for turning in their work. Students will earn credit for work missed.

Students **MUST** meet with administration or support staff in the morning of the day of return, before returning to classes if directed to.

Expulsion

Expulsion – the removal from Dansville Schools for an extended period of time, such as the remainder of the school year or longer. The Dansville Schools' Board of Education and Administration are committed to maintaining our safe and respectful school environment. Therefore, we adhere strictly to Michigan Law, which may require the permanent expulsion of students (in grades 6-12) for any of the following offenses:

- o Physical assault of a school district employee, volunteer, or contractor;
- o Verbal intimidation of a school district employee, volunteer, or contractor;
- o Possession of a dangerous weapon on school property or at a school activity;
- o Criminal sexual conduct
- o Arson

The definitions and applications of these terms are found in the Code of Conduct.

Additional offenses warranting expulsion from school include:

- o A student who uses or threatens to use a device capable of harm.
- o Student who threatens to use or uses weapon, facsimile or explosive device.
- o Possession or use of a weapon or weapon facsimile, explosive device or a threat to use such instrument(s) to do bodily harm.
- o Sexual misconduct/assault, (unwanted sexual contact).
- o Bomb threats.
- o False fire alarms.
- o Selling, distributing, or providing drugs or other controlled substance(s), (including look-alikes) to others.
- o Extortion, blackmail.
- o Acts of hate (including racist or sexist comments/literature).

This is not an all-inclusive list. Other cases may be brought before the Board of Education for expulsion at the discretion of Dansville Schools. Cases of serious misconduct that also violate law are reported promptly to law enforcement personnel.

Due Process Procedural Rules and Regulations for the School Community

The constitutional rights of individuals assure the protection of the due process of law; therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. An effort shall be made by administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the students and his/her parent or guardian.
3. A student must be given an opportunity for a meeting with the appropriate school administrator if the student or his/her parents desire one. A meeting shall be held to allow the student and his/her parent or guardian to contest the facts that may lead to a suspension or if the student and his/her parent or guardian alleges prejudice or unfairness.

Suspension Procedures

1. The student shall be informed of the specific charges forming the basis for the disciplinary recommendation, and shall be given a brief explanation of the evidence against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return to school.
 - b. When necessary an administrator will meet with parents and/or the student to plan the satisfactory return of the student to the school setting.
4. A student is expected to make-up missed work for full credit during the time of the suspension.
5. Before suspension the principal will consider seven mandated factors prior to establishing consequences.

Suspension Appeal Process

Appeals may only be made for suspensions exceeding three (3) school days. During the appeal process, the student will be reinstated unless their attendance is deemed a risk to their own safety or the safety of others. Reinstatement applies exclusively to activities that are part of the student's regular academic schedule and does not extend to extracurricular activities, such as athletics, clubs, or other student programs.

First Level: For suspensions more than three (3) school days, but not more than ten (10) school days, a student's parents or guardians may appeal a suspension to the principal, in writing, within two (2) school days of the suspension notification. The written appeal must contain the reason(s) for the appeal.

Upon receipt of a written appeal, the principal (or designee) will review the issues and reach a decision as soon as possible. The review may include a parent conference, if appropriate, but this step is optional. If there is no parent conference, the letter of appeal will represent the parent's point of view. The principal (or designee) may uphold, modify, or vacate the suspension and will notify the parent as soon as possible of the decision.

There is no further appeal for suspensions of five (5) days or less.

Second Level: If the parent or guardian is not satisfied with the disposition after appealing to the principal, and the suspension is 6-10 days, the parent may file an appeal to the superintendent. The request for an appeal must be submitted in writing within two (2) days of the principal's decision. The superintendent will review the issues and reach a decision as soon as possible within ten (10) school days of receipt of the written request.

The decision of the superintendent is final. Parents may only appeal to the Board in cases of alleged violation of due process by the superintendent. This appeal shall be made in writing to the Board President within two (2) days after receiving the decision of the superintendent.

Days of Suspension	Can Appeal to Principal (Level 1)	Can Appeal to Superintendent (Level 2)	Can Appeal to Board
½ - 3			
4 - 5	X		
6+	X	X	Only if Superintendent Violates Due Process

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:

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

A formal hearing is scheduled with the Board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within two days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the principal. 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 the 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.

Dansville Schools 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.

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 jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or 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.

Explanation of Terms Applying to the Student Discipline Code

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

Alcohol, Drugs, Tobacco, or Any Controlled Substance:

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, tobacco products, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have 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. No student is to be under the influence of drugs or alcohol on school property.

Use of Breath-Test Instruments: The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Use of Tobacco/Electronic Cigarettes: 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 products by students in District buildings, on District property (owned or leased), on District buses and at any District-related event when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

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.

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

Bomb Threat/False Alarm/False 911 Call: Bomb threats and similar threats, including false alarms, directed at a school building, school property, or a school related event are violations of State Law.

Book Bags, Coats, Purses and Drinks: Book bags, coats, hats and purses are not allowed in classrooms and must be stored in students’ lockers during the day. Book bags, purses and coats should be placed in the locker at the start of the day and then can be taken/worn out of the building. Students may be in possession of clear water bottles during the school day.

Bullying: The District has adopted this definition from the Olweus Bullying Prevention Program to use when handling student conflict: “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. The three key components of bullying behavior are: (1) Involves an imbalance of power and strength; (2) Involves a pattern of behavior over time; and (3) Involves aggressive behavior.”

Student Technology Acceptable Use and Safety

Before any student may take advantage of the School’s computer network and the internet, s/he 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 as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District’s [Agreement for Acceptable Use of Technology Resources](#) and the requisite student and parent agreement will be distributed annually.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Computers and Acceptable Use Policy:

I. General Information

- A. Students’ access to computers is restricted to school hours. Special arrangements must be made for other times (e.g. Saturday School).
- B. DHS restricts students’ access to their personal email except for those with staff approval.

- C. DHS reserves the right to block any website.
- D. Students' storage space on the server is limited, so the use of portable storage devices is strongly encouraged.
- E. The student home directories are emptied out at the end of each school year.
- F. When you are using the computer system at school, it may feel like you can easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, it is likely that you will be caught if you break the rules.

II. General rules for computer use

- A. Food and drink are not allowed in either computer lab.
- B. Games are not allowed on any computer.
- C. Games are allowed on lab computers at the discretion of the supervising teacher.
- D. Students may not exit Windows without teacher permission.

III. Reasons for computer use to be restricted or denied

- A. Inappropriate Internet Use: Visiting non-academic sites (use of chat rooms, instant messengers, iTunes, large downloads or executables)
- B. Illegal Internet/Network Use: Visiting pornographic sites or hacking, including using someone else's user ID without their knowledge. Circumventing our school proxy and web filter by accessing a 3rd party proxy. By doing this, students gain access to all websites on the internet, without any monitoring.
- C. Vandalism: Any damage to a computer or computer equipment. In addition, students/parents/guardians may be required to make full financial restitution to cover the loss of staff time and/or loss of equipment and/or any legal expense that may have been incurred during investigations of student misuse.

Conspiring: Conspiring is considered assisting with another to violate any school rule. A student in conspiracy with another student will also be subject to the same disciplinary penalty as another student if rule is violated.

Criminal Acts: A student's commission of, or participation in, any act prohibited by federal or state law or local ordinance, when such act affects the safe and orderly operation of the school. This includes but is not limited to an act committed on school property, on school-related transportation, or otherwise related to any school program, function, or activity. School officials may take appropriate disciplinary action regardless of whether criminal charges result.

Dangerous Weapons and Dangerous Articles: A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, razors, pocket knife opened by a mechanical device, iron bar, clubs, or brass/metallic knuckles" or other devices designed to or likely to inflict bodily harm, martial arts weapons including, but not limited to, air guns and explosive devices (whether loaded or unloaded). 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.

Before expulsion for possession of a gun (including look-alike toy guns or facsimiles of guns) or knife (with a blade of three inches or longer) legislation requires the district to consider seven mandated factors prior to establishing consequences. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

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

Disruptive/Inappropriate Behavior: Behavior which substantially interferes with the educational process.

Dress Code: The purpose of the dress code is to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes (Board Policy 551 I). While it is recognized that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any hairstyle or apparel which is disruptive, distracting, unsanitary or unsafe is prohibited.

The guidelines serve to inform students of appropriate as well as unacceptable dress. Such guidelines shall prohibit dress or grooming practices which:

- Present a hazard to the health of safety of the student or to others in the school
- Interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement

The guidelines are not all-inclusive; the absence of any particular form or mode of dress does not indicate the dress is appropriate.

The following are specific expectations on student dress:

- Any dress or appearance that contains profanity, pornography; drug, cigarette, or alcohol messages; double meanings deemed inappropriate or demeaning; derogatory racial and ethnic slogans (including Confederate flags); or is identified as gang affiliated attire will not be tolerated.
- Any dress or appearance that disrupts the learning environment is not allowed.
- Undergarments shall not be displayed at any time, however bra straps may be displayed
- Clothing that is too tight or revealing will not be allowed if it is see through or has revealing holes in the fabric.
- Sunglasses and other tinted lenses will not be worn in the building without a prescription.
- Shoes and/or sandals are to be worn at all times. Slippers are not permitted.
- Costumes are not allowed, unless given approval by the principal ahead of time

Elevator

The elevator is for staff use only. This includes before and after school activities. Students must have special permission from the principal to use the elevator.

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

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

Failure to Follow Rules: The act of not following the classroom/school rules and/or procedures as determined by a staff member.

Fighting/Physical Aggression: Engaging or attempting to engage another in physical conflict with the intent to harm. It is only considered a fight if BOTH students engage each other physically with intent to harm.

Forgery/Altering Document: Students who forge, or who have other students forge passes, notes, or other documents, will face disciplinary action. The school requests parents' signatures on many forms and will accept only that of the parents or legal guardian. A student who forges a note is considered unexcused for absence he/she was attempting to excuse and will also face consequences for the unexcused absence.

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

Gross Insensitivity: The act of intentionally directing slurs or demeaning remarks toward others which reflect on their race, religion, ethnic background, sex, sexual orientation, social-economic status, appearance or abilities.

Hall Pass Misuse: Abusing the privilege of a hall pass; leaving class without permission

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

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the office. Complaints will be investigated in accordance with the district Title IX policy and regulations.

Upon receiving a report of Sexual Harassment or allegations of Sexual Harassment, the Title IX Coordinator will provide the appropriate notice to the Complainant, discuss supportive measures with the Complainant, and explain the Formal Complaint Process.

The district's Title IX Coordinator is:

Tania Dupuis
High School Principal
517-623-6120 ext. 1106
dupuist@dansville.org

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

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

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

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

Harassment

1. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
2. 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;
3. 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:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
7. 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;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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:

1. illegal activity, such as drinking or drugs;
2. physical punishment or infliction of pain
3. intentional humiliation or embarrassment;
4. dangerous activity;
5. activity likely to cause mental or psychological stress;
6. forced detention or kidnapping;
7. undressing or otherwise exposing initiates.

Inappropriate Display of Affection: Physically demonstrating affection, even when consensual, on school property or during school related activities is not tolerated. Holding hands is the only acceptable public display of affection (PDA).

Insubordination: Refusal to comply in a timely and orderly fashion with the request of a school employee or volunteer.

Intimidation: Intimidating others by the real or implied infliction of physical, verbal, written, electronically-transmitted, or emotional abuse, which includes posturing or attacking the property of others for the purpose of intimidation.

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.

Lying/Dishonesty to a Staff Member: Attempting to make a person believe as true something false, which includes, but is not limited to: failing to disclose information, hiding or covering up information and/or evidence, or giving a false name to a staff member or volunteer.

Minor Physical Incident: Physical incident where there is no imbalance of power and there is no intent to cause harm. Not limited to, but may include: pushing, shoving, slapping, wrestling, and horseplay.

Persistent Misbehavior: Students who accumulate five or more discipline referrals to the office in a given school year.

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

Plagiarism/Academic Dishonesty:

Philosophy: The integrity of a school depends on the honesty of those involved in the learning process. Students who choose to be academically dishonest cheat not only themselves and their teachers, but also all other students who choose to show academic integrity in their work. Academic dishonesty in any form is a serious offense and will result in penalties including possible failure and expulsion.

Definition: *Plagiarism is the use of and the representation of other people's work and ideas, in whole or in part, as the student's own work. This definition applies to words and ideas taken without proper acknowledgement from any source including the Internet, books or magazines or newspapers or essays from other students. It could possibly include class notes from the student's teacher or another teacher.*

Plagiarism and Academic Dishonesty may take the following forms:

- Copying word-for-word from a source without proper acknowledgement. Applies to the use of an entire paper, the use of entire sections and “cutting and pasting”, and the use of a few words or phrases.
- Paraphrasing ideas from a source without proper acknowledgement.
- Submitting in whole or part a paper written by another person.
- Allowing one's essay, assignment, or test answers to be copied by another student.
- Submission of a paper from a research service or term paper mill in an effort to earn credit.
- Copying homework.
- Looking at another's test or quiz.
- Permitting another student to look at a test or quiz.
- Using secretive methods of getting test answers or doing class work.
- Taking papers from the Internet, other publications, or another student.
- Taking any part of a test for personal use or to give to others.
- Taking ideas and representing the ideas as the student's own.

Plagiarism and Academic Dishonesty will not be tolerated as it undermines the integrity of the academic community at Dansville Schools. While all forms of cheating and plagiarism are wrong and insidious, incidents of cheating and plagiarism will involve the following consequences:

Consequences may include, but are not limited to:

- The teacher will notify the principal and parents of the violation.
- A mandatory “zero” for the assignment or exam until the student arranges to make up or redo the assignment or exam.
- Saturday School.
- May include loss of National Honor Society membership/candidacy.
- Mention in the student's permanent file at the option of the principal. A list of violations will be kept on file so escalation of, or repetition of cheating and plagiarism can be monitored by school personnel.
- Additional assignments at the discretion of the teacher to verify learning

Profanity/Obscenity/Inappropriate Language: School employees will not tolerate profane or inappropriate language at any time. Profanity or inappropriate language directed toward others is particularly offensive and is considered a more serious violation than incidental profanity. The act of using obscene or inappropriate language or demonstrating in verbal or written form or in pictures, caricatures or gestures is prohibited in or on any school property.

Possession of Personal Communication Devices (PCDs):

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. A student may possess a 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 provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

It is expected that such devices are to be used only before school, during lunch, after school, or at the discretion of a classroom teacher.

The use of cellular telephones may be allowed for health or other unusual reasons when approved in advance by school administration and are to be used only in the case of emergencies.

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.

“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 WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and will need to retake the assessment.

Surreptitious recording of any kind is prohibited. Cell phone use during a lockdown situation is prohibited.

Theft: Taking property not belonging to the person taking it, whether it is property belonging to the school or to another person, and including the possession of property known by the possessor to be stolen. This includes items from the “Lost and Found” that do not belong to the possessor.

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.

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

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

Vandalism: An act which intentionally harms, destroys, defaces, or renders unusable the property of another or of the school.

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

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

Verbal Harassment/Defamation: Persistent use of language to berate or publicly impugn the person (status, race, creed, gender, sexual orientation, etc.) or reputation of another.

Possession of a Firearm, Arson, and Criminal Sexual Conduct: The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

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 criminal sexual conduct in a District building or on District property, including school buses and other school transportation. Before expulsion for possession of a gun (including look-alike toy guns or facsimiles of guns) or knife (with a blade of three inches or longer) legislation requires the district to consider seven mandated factors prior to establishing consequences.

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

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

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

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

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

Notification

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

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

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

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

Procedure

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

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

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

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

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

Non-Retaliation/False Reports

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

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

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.

Search and Seizure

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

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

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

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

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

Searches of Persons and Belongings: During the school day, personal searches are occasionally performed. Understand that any item brought to school (laptop, phone, etc) is subject to search if the administration has reason to suspect that the contents may include evidence of a rule violation. If the administration has reasonable suspicion that a search is necessary, the following guidelines will be in effect:

1. All searches will be conducted by an administrator who will be accompanied by a witness or with the student as the witness.
2. The search will be done as privately and as reasonably as possible.

K-9 Searches

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal substances and contraband at school including vehicles parked on district premises. The entire campus is subject to search. Such inspection by school authorities and trained dogs may be made at any time.

Student Rights of Expression

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

1. A material cannot be displayed if it:
 - a. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - b. advertises any product or service not permitted to minors by law,
 - c. intends to be insulting or harassing,
 - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - e. 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.
2. 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.

Bus Conduct

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

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with safety rules as explained by the driver.

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

Video Surveillance and Electronic Monitoring on School Buses

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

If a student misbehaves on a bus and 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.

Penalties for Infractions

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

Student Concerns, Suggestions, and Grievances

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

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

A student may have the right to a hearing if the student believes s/he 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.

Statement of Non-discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicant and admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Dansville Schools are notified that the Dansville Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in any of its programs, activities or policies. Any person having inquiries concerning the Dansville Schools' compliance with the regulations implementing Title VI, Title IX, the ADA, or Section 504 is directed to contact: Jennifer Wonnell, Superintendent, 1264 Adams St., Dansville, MI 48819; 517-623-6120, ext 7221, wonnellj@dansville.org, who has been designated by the Dansville Schools to coordinate the District's efforts to comply with Title VI, Title IX, the ADA or Section 504.

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Appendix A

Athletics Code of Conduct

Appendix B

Sexual Harassment

Appendix C

iPad Handbook

Dansville High School



iPad
STUDENT-PARENT HANDBOOK
2024-2025

517-623-6120 Phone
517-623-0127 Fax

www.dansville.org

SECTION I – OVERVIEW

The following information and policies refer to the individual student's use of an Apple iPad. Students are required to follow these guidelines as well as the Dansville Schools Technology Acceptable Use Policy. Please refer to the school website for updated policies and information throughout the school year.

Care and Maintenance of the iPad:

- Do not attempt to open the inside of your iPad, access the internal electronics or repair your iPad. If your iPad is not working properly, fill out an iPad tech request in the office as soon as possible.
- Never leave your iPad unattended. Your iPad should be with you at all times.
- Do not store your iPad in your car because of possible theft and extreme temperature changes. If your iPad has been in the heat or cold for an extended period of time, allow the iPad to reach room temperature before using it.
- Only clean your iPad with a soft, dry, lint-free cloth. Do not use any type of cleaner (even eyeglass cleaner) on your iPad.
- Do not place weight on the iPad. This means it should not be stored in a backpack where books can place weight on it.
- Never throw or toss your iPad.
- Be careful when plugging in your iPad to charge as the ports are fragile. Be sure to plug the charger into the wall first, and then plug it into your iPad.
- Each iPad will have GPS locator software installed on it. Disabling, changing, or attempting to remove this software is grounds for disciplinary action.
- The iPad should always be inside the protective case.
- Each iPad will have an identification tag attached to it. Do not remove or alter this tag.
- Never lend your iPad to another person. You are the person responsible for the iPad that was assigned to you.
- The iPad needs to be charged at home each night. Charging at school will not be permitted.
- The iPad and its cover must be free of stickers, writing, and/or painting.
- If your iPad is damaged, you must submit it to the office in order to have repairs done. Do not take the iPad to a repair vendor on your own because their work is usually not guaranteed.

Student Use of the iPad:

- The sound on your iPad must be muted at all times unless otherwise instructed by the teacher.
- The iPad must remain flat on the student's desk during class so the teacher can view the work that is being done.
- All users are expected to follow copyright laws.
- A student is to notify a staff member immediately whenever she/he comes across information, messages, or website posts that are inappropriate, dangerous, or threatening.
- A student is to notify the office immediately if he/she becomes aware of an Internet security problem.

- A student must immediately tell the office when his/her iPad is lost or stolen so the police can be contacted to begin an investigation.
- The iPad is the property of Dansville Schools and may be reviewed by an administrator at any time for appropriate use. There is no expectation of privacy for students regarding content on the iPad or email/data transmissions.
- Personalized screensavers are permitted, however, these may not contain inappropriate material.
- The iPad has a limited amount of space. Students must store school-related material on the iPad before personal items (music, pictures, videos, etc.)
- Students are not allowed to record videos or take pictures without permission from a staff member.
- Students must obtain school permission from an administrator prior to publishing any picture or video on the Internet.
- The district will provide some applications needed for learning. These applications cannot be transferred to another iPad and should not be uninstalled.

Internet Access:

Access to the Dansville Internet network is a privilege, not a right. Unacceptable conduct includes, but is not limited to:

- Using the network for illegal activities, including copyright, license, or contract violations; downloading inappropriate materials, viruses, inappropriate software, hacking, and host file sharing
- Using or having possession of hacking software
- Causing congestions on the network or interfering with the work of others (ex. Broadcasting group messages, “spamming”)
- Invading the privacy of other individuals
- Using another student’s account, or password or allowing another user to access your account/password
- Coaching, helping, or watching any unauthorized activity on the network
- Violating copyright law and/or plagiarism
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of websites to buy/sell term papers, book reports, and other forms of student work
- Bypassing the school web filter through a proxy site
- Being in possession of gang-related files and/or bootleg movies or music
- Using the camera to create inappropriate movies/pictures (pornography can be a felony offense and may be turned over to the police)
- Using the camera to take a picture/movie during school without the permission of the classroom teacher and/or other students in the picture/movie

SECTION II – VIOLATION & CONSEQUENCES

Consequences for violations of the iPad expectations may include, but are not limited to:

- Suspension or revocation of iPad use
- Suspension or revocation of the Internet, App Store, and/or email privileges
- Legal action and/or prosecution
- Saturday School/detention/suspension
- \$25 fee if the iPad needs to be reimaged due to inappropriate content/use

Distribution of iPads:

- Each high school student will receive an iPad, charger, and protective case.
- A parent/guardian may choose not to have their child participate in the iPad take-home program by sending a written notification to the building principal. In this case, the student will be provided an iPad for use at school but will not be able to take the iPad home.
- Each iPad will be distributed at the start of the school year and collected during the final week of the year. Any iPad not returned by the last day of school will be considered lost or stolen, which may result in additional fees and/or legal action.
- Students who leave Dansville Schools during the school year must return the iPad and accessories before they leave the district. Failure to do so will result in legal action.

Cost:

General Cost

Each student will be provided with an iPad to use free of charge. We ask that students be responsible for paying an annual \$10 rental fee for the protective case.

Insurance is available for \$35 per year. This optional School District Protection Plan is available to cover the replacement or repair in the event of iPad accidental damage or theft for only a \$100 deductible. Please note that a cracked screen has a \$200 repair cost and the cost is only \$100 if you have insurance.

Students will be charged a replacement fee of \$50 if their iPad case is damaged, including missing or damaged port covers

The replacement cost of the iPad is approximately \$500.

- iPad - \$350
- Battery - \$100
- Case - \$50
- Cracked screen - \$200

- Charger and cable - \$10
- District-issued applications/software - \$20

Damaged, Lost, or Stolen iPads

- If a district iPad is stolen, lost, or damaged the student and/or parent should immediately contact the high school office. A police report should also be filed at that time.
- If an iPad is stolen, lost, or damaged, the parent/guardian will be responsible for paying the cost to repair or replace the iPad. If the parent/guardian purchased the School District Protection Plan, they will be assessed a \$100 deductible for the repair or replacement of the iPad.
- If a loaner iPad is issued due to damage or loss, and the loaner is subsequently damaged or lost, the parent/guardian will be responsible for the replacement/repair cost.

Frequently Asked Questions:

Q: Is there insurance available to cover my student's iPad?

A: Yes. The School District Protection Program is available to interested families. The insurance has an annual fee of \$35 and a \$100 deductible for all claims. It covers the repair and/or replacement cost of the iPad in the event of theft or accidental damage.

Q: Will the school's Internet filtering system work at home to prevent my child from inappropriate content?

A: The school's Internet filter is only able to be used when the iPad is connected to the Internet at school. When the student uses the iPad at home, parents will need to monitor the student's use.

Q: What if we don't have wireless Internet at home?

A: Students can still use many of the applications and learning materials on the iPad without Internet access. If Internet access is required (for research, etc.) you may use the iPad in a location with wireless access, such as the library. There are apps that allow you to download videos at school (or any wireless area) and then they can be viewed anywhere without accessing the Internet.

Q: What if I don't want my child accessing the Internet?

A: We can block all websites and applications that are not school-related. (All access would be blocked except for iTunes U and note-taking apps). Please contact the office if you would like your child's iPad set up this way.

Q: How long will the iPad battery last?

A: The iPad battery is built to last up to 10 hours when fully charged.

Q: What if I don't want my child to participate in the program?

A: A parent/guardian may choose not to have their child participate in the iPad take-home program by sending a written notification to the building principal. In this case, the student will be provided an iPad for use at school but will not be able to take the iPad home.

Q: Why do we have to use the school's case?

A: We did substantial research to find a case that would provide utility and protection for the iPads. Students may elect to use their own case, however, the iPad must be in some cases at all times.

Q: Will I need an email address?

A: Each student will be provided an email address through the Dansville Schools email system. This email address is only accessible to other Dansville students and staff. All incoming and outgoing email to an address other than "Dansville.org" is blocked.

Q: Can I sync my iPad with my home computer?

A: Unfortunately, we have not found a way for you to be able to sync your home computer without erasing the district-loaded apps and content.

Q: Can I decorate my iPad?

A: The iPad and its cover must be free of stickers, writing, and/or painting. You may "personalize" the iPad by choosing a unique background screen.

Q: What do I do if I can't find my iPad?

A: If a district iPad is stolen, lost, or damaged the student and/or parent should immediately contact the high school office. A police report should also be filed at that time.

Tips to Stop Cyberbullying

ConnectSafely.org

Don't respond. If someone bullies you, remember that your reaction is usually exactly what the bully wants. It gives him or her power over you. Who wants to empower a bully?

Don't retaliate. Getting back at the bully turns you into one and reinforces the bully's behavior. Help avoid a whole cycle of aggression.

Save the evidence. The only good news about digital bullying is that the harassing messages can usually be captured, saved, and shown to someone who can help. You need to do this even if it's minor stuff, in case things escalate.

Talk to a trusted adult. You deserve backup. It's always good to involve a parent but – if you can't – a school counselor usually knows how to help. Sometimes both are needed. If you're really nervous about saying something, see if there's a way to report the incident anonymously at school.

Block the bully. If the harassment is coming in the form of instant messages, texts, or profile comments, do yourself a favor: Use preferences or privacy tools to block the person. If it's in chat, leave the "room."

Be civil. Even if you don't like someone, it's a good idea to be decent and not sink to the other person's level. Also, research shows that gossiping about and trash-talking others increases your risk of being bullied. Treat people the way you want to be treated.

Don't be a bully. How would you feel if someone harassed you? You know the old saying about walking a mile in someone's shoes; even a *few seconds* of thinking about how another person might feel can put a big damper on aggression. That's needed in this world.

Be a friend, not a bystander. Watching or forwarding mean messages empowers bullies and hurts victims even more. If you can, tell bullies to stop or let them know harassment makes people look stupid and mean. It's time to let bullies know their behavior is unacceptable – cruel abuse of fellow human beings. If you can't stop the bully, at least try to help the victim and report the behavior.