Dansville Middle School

Student-Parent Handbook

2026-2027



Updated 7/23/2026

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OVERVIEW

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.

Dansville Schools' Mission Statement

The mission of Dansville Schools is to inspire creativity, confidence, compassion, and hope in all students. Our students will demonstrate knowledge, critical thinking, communication skills, and collaboration as world-changing members of the Aggie Family.

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. 3416
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.

GENERAL INFORMATION

DANSVILLE SCHOOLS' PHONE NUMBER: 623-6120

Middle School Office – Nicole Skouby: Ext. 1104
Secondary Principal – Josh Andrews: Ext. 1106
High School Office –Sheryl Lewis: Ext. 1105
Secondary Counselor – Heather Lloyd: Ext. 1116
Secondary Student Support Specialist – Jeff Hancock: EXT 1118
Food Service Director – Missy Kadlabouski: Ext. 4337
HS/MS Athletic Director – Jeff Dassance: Ext. 1220
Superintendent's Office – Shannon Johnson: Ext. 3416
Elementary Office – Kat Johnson: Ext. 4502
District Liaison for Homeless Children – Jessica Herzfeld: Ext. 4508

Parent Communication
We believe strongly in the power of good communication. We encourage parents to set up their Power School and Parent Square accounts to send email messages on a regular basis for grades and attendance. We want to hear from you when you have questions, concerns or any other feedback.

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. You can also listen to the following radio stations: WVIC 94.1, WFMK 99.1, Z101.7, Q106, and WJIM 97.5. An automated call will be made when possible, to provide families with information about school closings and/or delays as well as a Facebook and Parent Square post.

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

Advertising Outside Agencies
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 Middle 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.

Announcements
All announcements must be submitted to the school office by 8:00 A.M. Announcements, posters, and notices must first be approved by the principal before they are posted or distributed in school buildings or on school property.

MEDICATIONS AND STUDENT HEALTH

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

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- 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.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured.
- 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.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

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

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 Michigan Department of Health.

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

BUILDING INFORMATION

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). 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 are not here for a supervised activity will be asked to leave the building.

Media Center
The Media Center and attached computer lab are designed to provide the students 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.

<u>General Rules</u>

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

Cafeteria and Food Service
The school cafeteria is maintained as a vital part of the health program. 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 before lunch.

Lunch Charges: All students will receive free lunch and breakfast. Students will need to use their own money to purchase additional sides or ala carte items.

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

General Rules

- 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, and use at their own risk.

Inside Recess

- Activities will be offered in the gym
- Include others in all activities
- All food must stay in the cafeteria or by locker. Drink bottles must have a cap.
- No food/drinks in gymnasium
- Follow directions given by adults.
- Use electronic devices responsibly

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.

Lockers

Lockers and locks are the property of Dansville Schools. Students will be assigned a hall locker and when necessary, a gym locker. 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 middle school office.

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.

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.

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.

Video Recordings 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 on a videotape, the principal may use this as evidence of the misbehavior. Since these tapes 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. 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.

ACADEMIC AND STUDENT SERVICES INFORMATION

Enrollment
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 parents or legal guardian. When enrolling, parents must provide copies of the following:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

If interested in registering a student, please visit the Dansville Schools website for more information. 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.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children about 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.

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 consecutive (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in Michigan, 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; and 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 employees shall permit the release of the social security number of a student, or other individual except as authorized by law. 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 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:

- Political affiliations or beliefs of the student or his/her parents
- Mental or psychological problems of the student or his/her family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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:

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 the administration of any survey by a third party that contains one or more of the items described above.

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

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

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

Withdrawal from School
No student under the age of eighteen (18) will 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 Advisory Committee
Parents who are interested in sharing their ideas, concerns and other feedback with the administration and staff are encouraged to join the PAC. This group meets three times per year in the library. The committee consists of interested parents, the principal, the assistant principal, and teacher representatives. Parents can sign up for this committee by contacting the middle school office for information.

Parent Observation Policy
A written policy regarding parents visiting classrooms is available in the 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 sign up at Registration Day or 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 by contacting the 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.

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

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising 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.

If a student chooses to bring musical devices (i.e. mp3 player, iPod), electronic games, etc., they shall not be visible during the school day. IPods and other electronic devices can be used during the lunch period. These and other valuable items can be at school, at the risk of the owner. If used during any time other than lunch, without permission from a staff member, these items may be confiscated and kept in the office for the remainder of the day. Further consequences may also apply.

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.

After School Aggie Aid
This is a program designed to help at-risk students. After school academic support (Aggie Aid) 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. Transportation may be arranged on Tuesdays and Thursdays with prior notice.

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

- Contact the teacher directly with concerns.
- Set up a time to meet with the teacher before or after school.
- Contact Mr. Andrews (ext 1106) to schedule a meeting.
- If there are concerns after steps 1-3 that continue, contact the principal regarding other services that the student may be eligible to receive, including special education.

Community Resources
The Dansville Public Library (623-6511) is available for students, including access to computers and Internet resources. See website for open/closed times.

Eighth-Grade Credit
Students in the eighth grade or below, who take high school classes (grades 9-12) including Algebra I or Geometry, and earn at least a 3, will receive high school credit equivalent. Students must retake these classes in high school if credit is not earned. The credit equivalent will count toward the graduation requirement, however, the grade earned will not transfer to a high school GPA.

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.

Grading
Dansville has adopted 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.

Progress Reports/Report Cards
Progress reports are updated weekly online in every class. Parents can access grades online via the Power School Parent Portal. Report cards are emailed home at the end of the semester and/or year.

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 by the principal. 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.

Student Assistance Team
If a parent, teacher, or student has a concern related to academic progress, the assistant principal 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.

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 middle 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.

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.*

Extracurricular Attendance Policy
A school and community are frequently known by the action of its members at athletic contests. Everybody wants a winning team; however, good sportsmanship is more important. Inappropriate behavior by attendees may result in ejection from an event.

Students are encouraged to attend, watch, and support our athletic teams. Win with character and lose with dignity.

Expectations

To clarify what is expected of our students and parents, the following will be stressed:

- 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.
- Throwing objects at each other or throwing objects onto the playing floor is totally unacceptable.
- No whistles are allowed.
- No drums or instruments except for those in the school pep band are allowed.
- We expect that cheers will be of a positive nature. We expect courteous treatment of our opponents and officials.
- Students cannot leave an event and return, even if they offer to pay again.
- No towels are allowed.
- Dansville Schools will adhere to Central Michigan Athletic Conference (CMAC) standards of sportsmanship.

The CMAC league takes the position that the practice of good sportsmanship is essential and that all league schools adopt a common position. League schools have adopted these standards:

- The school's and league's reputation should not be placed in jeopardy because of unsportsmanlike behavior.
- Fans in attendance at after-school events are expected to have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or the school.
- Fans are to follow all rules that are in effect during the school day at after-school events.
- Proper language is to be used. No swearing or language that is offensive to others will be tolerated. High School events are a family activity. Individual and group vulgarities are unacceptable, as is verbal harassment and booing of players, coaches, and officials.
- Obscene/inflammatory gestures or material (signs, t-shirts, etc.) are unacceptable.
- Dangerous and boisterous behaviors such as pushing, shoving, or fighting are not acceptable.

Dance Policy

The following regulations apply to dances:

- Students planning on attending the dance must have attended school that day.
- Students are expected to always dance and behave appropriately.
- Only Dansville Middle School students may attend dances.
- No suspended or expelled students shall attend Dansville dances.
- 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.
- 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.

- Students who leave the dance will not be permitted to return. Offering to pay does not qualify a student for re-entry.
- The entire Code of Conduct, including 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.
- Students must be picked up immediately after the event.

Organizations/Clubs

Dansville Middle School provides students the opportunity to broaden their learning through curricular-related activities. The Board authorizes many student groups that are sponsored by a staff member. Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, if they meet the eligibility requirements.

Science Olympiad

This is a state organization that offers students the opportunity to work on various science-related projects. The students may then compete against students in other school Science Olympiad programs. Students who succeed in regional competitions are invited to compete in the state competition.

Student Council

The purpose of Student Council is to promote better understanding between students and faculty, improve school spirit, encourage good sportsmanship, develop leadership and self-government and work for the general welfare of the students by providing a means for student expression. Student Council sponsors middle-school dances and concessions at middle school athletic games.

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 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 school Office.

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: 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 learnings result 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 Middle 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.

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/guardian will be notified by phone through our school calling system if a student is unexcused absence/tardy and we have not received notice to consider the absence as excused.

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

- Illness
- Emergencies
- Funerals/Bereavement
- Medical and Dental Appointments-documentation required
- Religious Observations
- Participation in Legal or Court Proceedings-documentation required
- College Visits -documentation required
- Pre-planned Trip

Note: *In order for an absence to be excused it must be called in within 24 hours of the incident.*

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

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.*

Early Dismissal: No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, or parent phone call. Text messages or emails will not be permissible. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Suspension from School
Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up schoolwork 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.

Tardiness

- 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 via Parent Square if the student is marked tardy. A lunch detention will be assigned each time the student is unexcused for being tardy.

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.

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

However, to ensure that students attending evening events as nonparticipants are properly safeguarded, 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.

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.

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.

STUDENT DISCIPLINE AND SAFETY

A major component of the educational program at Dansville 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.

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

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 requires the permanent expulsion of students (in grades 6-12) for any of the following offenses:

- Physical assault of a school district employee, volunteer, or contractor;

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

The definitions and applications of these terms are found in the Code of Conduct. Additional offenses warranting expulsion from school include:

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

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- 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.
- 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.
- Before suspension the principal will consider seven mandated factors prior to establishing consequences.

Suspension Procedures

- 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.
- The student will have the right to present to the school administrator any relevant information that will support his/her defense.
- The parents will be notified as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return to school.

- When necessary, an administrator will meet with parents and/or the student to plan the satisfactory return of the student to the school setting.
- A student is expected to make-up missed work for full credit during the time of the suspension.

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 parent or guardian 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 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:

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

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: The act of deliberately setting a fire.

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 or clear top 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 with students: "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.

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

- Students' access to computers is restricted to school hours. Special arrangements must be made for other times (e.g. Saturday School).
- Dansville restricts students' access to their personal email except for those with staff approval.
- Dansville reserves the right to block any website.
- Students' storage space on the server is limited, so the use of portable storage devices is strongly encouraged.
- The student home directories are emptied out at the end of each school year.
- 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.

General Rules for Computer Use

- Food and drink are not allowed in either computer lab.
- Students are not to use proxy servers in order to access blocked websites

Reasons for computer use to be restricted or denied

- Inappropriate Internet Use: Visiting non-academic sites (use of chat rooms, instant messengers, iTunes, large downloads, or executables)
- 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.
- 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, pocketknife 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:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

- 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 5511). 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 schoolwork, 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

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

<u>The following are specific expectations on student dress</u>:

- 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

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.

Fidgets/Toys: In order to minimize disruption to the educational environment, please do not allow your child to bring toys/fidgets with them to school unless they have an IEP or 504 that specifically states they are allowed to use a fidget.

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 a parents' signature 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: This includes 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/Skipping Class: Abusing the privilege of a hall pass; leaving class without permission, and/or not being where a student should be, is considered a major offense.

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 prove 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:

Jennifer Wonnell
Dansville Schools Superintendent
517-623-6120
wonnellj@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 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 may include, but is not limited to:

- 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;
- Submission to, or rejection of, the unwelcome 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;
- 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:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,
- 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;
- 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. This includes any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- 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 acknowledgment from any source, including the Internet, books, magazines, newspapers, or essays from other students. It could possibly include class notes from the student's teacher or another teacher. Using Artificial Intelligence (AI) tools on schoolwork is strictly prohibited and treated as plagiarism, unless explicitly allowed under Board Policy 7540.03.

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.
- Using Artificial Intelligence (AI) tools on schoolwork is strictly prohibited and treated as plagiarism, unless explicitly allowed under Board Policy 7540.03.
- 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 consequences. Each year English teachers will present a video to classes to ensure they receive an explanation on plagiarism.

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.
- 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.

Cell Phones

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 and after school, or at the discretion of a classroom teacher. Cell phones are expected to be kept in the student's locker or in the classroom's designated cell phone collection area during class. Any cell phone not kept in the locker must be secured in the school-provided phone pouch. Students are not permitted to take their cell phones with them when signing out of class to use the restroom. Any student found using a cell phone during a time when they have signed out of class, during passing time between classes, or at lunch, shall have the cell phone confiscated and sent to the office.

The use of cellphones 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 or photographic 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. Students may not record or take images of other students or staff without their permission at school ever, no matter the location.

"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.

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:

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

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.

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.

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.

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 T38he threat.

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.

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

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

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

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

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

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

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.

Students 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:

A material cannot be displayed if it:

- is obscene to minors, libelous, indecent and pervasive or vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.
- 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.

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 ride 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 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 tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

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 a student government group.

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. 3416, 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

Appendix A

ATHLETIC CODE OF CONDUCT

PERFORMANCE ENHANCING SUBSTANCES

A student-athlete's possession, use, or sale of any performance-enhancing substance is a violation and will affect the student-athlete's eligibility and participation in extracurricular athletics.

The Department of Community Health provides a list of banned substances based on NCAA Bylaw 31.2.3.1. Possession or use of any substance on this list will result in consequences affecting eligibility and participation. This list is available through the Athletic Department or school website.

ATHLETIC TRAINING RULES

Dansville Schools offers a variety of athletic activities in which students may participate if they meet eligibility requirements.

Training rules apply 365 days a year, beginning on the first day a student attends practice and continuing until the student is no longer a student-athlete at Dansville Schools. This may extend beyond graduation. Choosing to participate in athletics is a voluntary commitment to self-discipline and high standards. Being a team member is a privilege.

If there is reasonable suspicion that a student has used drugs, tobacco, or related substances, they may be asked to submit to a drug test.

SELF-DISCLOSURE

a) Disclosure for Treatment: A student who voluntarily discloses a need for assistance with alcohol or substance abuse to a school official or employee before any report, charge, or complaint will be required to complete a chemical assessment/treatment program. This will not be considered a violation of the training rules and is available only once during high school. Documentation from a licensed treatment agency must verify the student has completed the program. All costs are the student's responsibility.

b) Disclosure of Athletic Code Violation: A student who voluntarily discloses a violation of the athletic code before any report, charge, or complaint will receive a 10% reduction in the athletic suspension. This option is available only once during high school.

TRAINING RULE VIOLATIONS

A student-athlete shall not use, possess, sell, or distribute alcohol, tobacco, controlled substances, or misuse prescription medications, including look-alike substances.

Individual coaches or teams may implement additional rules with approval from the Athletic Director. These rules must not be less strict than those below and must be distributed at the team's parent meeting.

Discipline begins with the next scheduled game. If the student is not currently in season, the suspension will carry over to the next sport or season. To fulfill a suspension, the student-athlete must complete the entire season.

Tobacco or Electronic Cigarette Use

- First Offense: Suspension from 10% of scheduled contests.
- Second Offense: Suspension from 33% of scheduled contests.
- Third Offense: Suspension for one calendar year from the date of the decision.

Alcohol, Marijuana, or Misuse of Non-Prescription Drugs

- First Offense: Suspension from 33% of scheduled contests.
- Second Offense: One-year suspension and required evaluation by a district-approved substance abuse counselor. Parents/guardians must provide proof of compliance. Costs are the student's responsibility. Suspension remains in effect until completion.
- Third Offense: Permanent suspension from athletics.

Misuse of Prescription Drugs or Distribution of Illegal Substances

- First Offense: One-year suspension and evaluation by a district-approved counselor. Requirements and costs as described above.
- Second Offense: Permanent suspension from athletics.

Conduct Unbecoming an Athlete

Illegal behavior resulting in arrest or conviction, or disgraceful behavior that reflects poorly on Dansville Schools and its accepted standards of conduct, will result in suspension from 33% of games. The school may impose longer suspensions based on circumstances. The technicality of having charges dropped or reduced by a civil authority does not automatically clear the student-athlete of these consequences; school investigation and findings will prevail over legal findings.

Further violations may lead to permanent suspension.

Serious Violations or Felonies Serious violations, especially when in uniform or en route to/from a game, may result in a one-year suspension. Additional consequences may be imposed by the athletic director or principal.

PARTICIPATION DURING SUSPENSION

Student-athletes must continue to attend practice during suspensions, except in cases of one-year suspensions. Disciplinary decisions will be made by the coach, athletic director, and principal.

CHAIN OF COMMAND

- Coach decisions can be reviewed by the Athletic Director.
- Athletic Director decisions can be reviewed by the Principal.
- Principal decisions can be reviewed by the Superintendent.

MHSAA ELIGIBILITY REQUIREMENTS

- **Age**: Must be under 19 before Sept. 1 of the current school year.
- **Physical**: Students in grades 6-12 who wish to engage in any sport shall submit evidence of physical fitness to the coach before practicing or competing in the sport. The student must secure a form from the athletic office or website to be taken to the physical examination. The completed form, signed by the doctor (MD., DO., NP or PA), must be returned to the athletic office. Fees charged by the doctor are the responsibility of the student/family. Physicals given after April 15 are valid through June 30 of the following school year. (i.e. April 15, 2025, expires June 30, 2026.)

- **Enrollment**: Must be enrolled before the 4th Friday after Labor Day (1st semester) or the 4th Friday of February (2nd semester).
- **Semesters**: Maximum of eight (8) consecutive semesters.
- **Academic Record**: Must have passed 100% of the previous academic courses.
- **Transfers**: A student who transfers from another high school is not eligible to participate in Dansville athletics until cleared by the Athletic Director.

ATHLETIC PARTICIPATION POLICY

- Students may try out for any sport offered at Dansville Schools. Coaches determine the tryout time period and the final roster.
- Athletes will be required to pay a fee to participate in athletics. *If the fee will prevent the student-athlete from participating, the student-athlete's parent or guardian is encouraged to contact the athletic director or coach for possible assistance.*
- Athletes are expected to begin the season at the earliest possible date. Late enrollment may be permitted, but lack of conditioning, instruction in fundamentals and equipment or uniforms may delay the opportunity for latecomers to participate.
- If it is necessary to cut student-athletes from a high school team, the coach shall consult with the athletic director and/or building principal who will confirm that cuts are needed.
- If cuts are confirmed at the junior varsity level, upperclassmen may not be moved to junior varsity or freshman teams.
- Seniors shall participate at the varsity level unless extenuating circumstances apply.
- A student-athlete who discontinues one sport in good standing may join another team in the same athletic season if the change is made prior to the first athletic contest unless there are extenuating circumstances. If a change is to take place, the student-athlete must contact the athletic director who will facilitate the transfer. Key factors in the decision are the impact that the transfer would have on both teams and the situation of the student involved.
- A student-athlete who discontinues a sport not in good standing will not be allowed to join another sport/activity (in- or out-of-season) until the sport they quit has finished the current season.
- Athletes who miss a practice session or contest must present his/her reason for missing directly to the coach. If the student-athlete knows in advance that he/she must miss, he/she will inform the coach in advance to request to be excused. The coach will handle excused and unexcused absences. "Automatic suspensions" are not permitted. The coach involved must meet with the athletic director before this type of action can be taken.
- To be eligible for participation in any practice, scrimmage or competition, students must be in attendance the full school day or have an excused absence. For an absence to be excused for the purpose of athletic competition the parent must have cleared the absence with the athletic director. Funerals, doctor appointments and emergency situations are some examples of acceptable reasons for excused absences. If a student is too sick to attend class, they shall not participate in practices, scrimmages, or competition. If absences are excessive, they may be excluded from athletic competition by their coach and/or athletic director.
- Student-athletes suspended from the regular school day are not permitted to be on school property or participate in extracurricular programs.
- "In-school" suspension is considered a suspension with the same limitations of an "out-of-school" suspension.
- Dual sport athletes must inform their coaches and the Athletic Office of their intentions and plan ahead to avoid conflicts, missed practice/contests, etc.

ACADEMIC ELIGIBILITY RULES

- Must pass all classes (Wilson Talent Center, Lansing Community College, online courses, etc.) to participate in the following semester. If a student-athlete does not pass a class, the

student-athlete will not be able to participate in athletics for the entire next semester or until the credit is recovered.

- Weekly eligibility checks occur on Fridays.
- Weekly ineligibility results in suspension from contests (Monday–Sunday), though students may practice.
    - Two consecutive weeks of ineligibility may lead to further restrictions.
    - Plans for improvement should involve teachers, coaches, and parents.
- Retaking tests after school will not result in athletic consequences.
- Dansville High School is a member of MHSAA and enforces MHSAA Regulations.

COACH/ATHLETE/SPECTATOR EJECTION POLICY

- One ejection = suspension from next event.
- Multiple ejections = further consequences at coach's and/or Athletic Director's discretion.
- MHSAA minimums apply.

COMMUNICATION GUIDELINES

What Parents Can Expect From Coaches:

- Coaching philosophy
- Expectations of the student-athlete and the team
- Schedule and location of practices and games
- Team rules

Discussion of a student-athlete's role on the team will be between the coach and the student-athlete ONLY.

Communication Coaches Expect From Parents:

- Concerns related to student-athlete's mental, physical, or emotional well-being
- Questions about coach expectations of parents
- Injury or illness notices
- Prior notification of any student-athlete's absences from practices or games

Appropriate Topics for Parent-Coach Discussions:

- Mental or physical treatment of your student-athlete
- Ways in which you can help your student-athlete improve
- Concerns about your student-athlete's behavior

Inappropriate Topics for Parent-Coach Discussions:

- Playing time
- Team strategy
- Play calling
- Team selection
- Other student-athletes

Coaches are instructed to end discussions involving inappropriate topics. Parents may reschedule a meeting. Vulgarity, threats, or rude behavior will end the discussion.

24-Hour Rule: Parents are expected and required to adhere to the 24-hour rule. This includes all practices and games. This allows time for reflection and calmer communication.

Serious Concerns: Allegations of misconduct should be reported immediately to a school administrator for investigation.

CODE OF CONDUCT FOR PARENTS & OTHER SPECTATORS

Dansville Schools believes that sportsmanship is a core value and its promotion and practice are essential. This code of conduct applies to all parents/fans involved in interscholastic athletics and activities.

- Parents/Spectators will promote academic, emotional, physical and moral well-being above desires and pressure to win.
- Parents/Spectators will supervise minor children in their care who are attending athletic events as guests.
- Parents/Spectators will enforce, advocate, model, and promote the development of good character to include:
    - Trustworthiness
    - Respect
    - Responsibility
    - Fairness
    - Caring
    - Citizenship
- Parents/Spectators will respect participants, officials, opponents, and all others involved.
- Parents/Spectators will promote fair play and uphold the spirit of the rules in the activity.
- Parents/Spectators will model appropriate behavior at all times.

Any violation of the above standards may result in suspension from attending home and/or away contests involving Dansville Athletic teams.

PAGE 7 – RETURN THIS PAGE ONLY

I, _____ have read the Dansville Schools Athletic

(student/athlete printed name) Department Code of Conduct and understand the policies, procedures, and communication guidelines. I understand these rules apply 365 days a year from my first practice until I am no longer a student-athlete at Dansville Schools, which may be after graduation.

_____

(Student-Athlete Signature & Date)

I, the parent/guardian of _____ have read the Dansville (student/athlete printed name) Schools Athletic Department Code of Conduct. I agree to follow and support the policies, communication guidelines, and code of conduct for spectators.

_____

(1st Parent's/Guardian's Signature & Date)

_____

(1st Parent's/Guardian's email)

_____

(2nd Parent's/Guardian's Signature & Date)

_____

(2nd Parent's/Guardian's email)

Sexual Harassment

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

July 2024

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

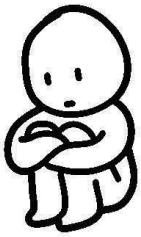


Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



1

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Appendix C

MS Chromebook Information

Each DMS student will receive a Chromebook to use for the year. Most students will only use these at school, however, you may give permission for your student to take the Chromebook home.

Students are responsible for the cost to repair the Chromebook for anything that is not deemed from “normal use”. The replacement cost for a cracked screen is $90. The replacement cost of the Chromebook is approximately $350 in the event of loss or theft. A police report should also be filed for theft of the device.

Frequently Asked Questions

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 device is connected to the Internet at school. When the student uses the Chromebook at home, parents will need to monitor the student’s use.

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. Unfortunately, this means students cannot send documents to you as parents. However, it also means that predators cannot email them on their school device, and online safety is a priority.

Appendix D

DMS 8th Grade Top Student Criteria

The criteria listed below will be used to determine the awards for the 8th Grade Awards and Move Up ceremony.

Core Classes

1. Work habits grade of 4 or 3
2. 3.5 or 4 on each standard
3. Retakes allowed/encouraged
4. Take 8th grade math instead of Algebra/Pre-Algebra
5. There may be some subjects that do not have Top Students based on criteria

Electives

1. Take on extra challenge or do extra work to learn more
2. Retakes allowed/encouraged
3. Work habits of 3.5 or 4
4. 3.5 or 4 on each standard
5. There may be some subjects that do not have Top Students based on criteria

President's Award for Educational Excellence Criteria

1. Only awarded to 8th grade students
2. Work habits grade of 4 in all classes
3. Qualifies as a Top Student in all 4 core classes

President's Award for Educational Achievement Criteria

1. Only awarded to 8th grade students
2. Work habits grade of 3.5 or 4 in all classes
3. Qualifies as a Top Student in all 3 core classes