



# DEXTER

DEXTER COMMUNITY SCHOOLS  
PARENT-STUDENT HANDBOOK

2018-2019







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## **Board of Education 2018-19**

### **BOARD MEMBERS**

Michael Wendorf  
President  
4274 Upper Glade Court  
Ann Arbor, MI 48103  
Elected 2005  
Term Expires 12/2020

Daryl Kipke  
Vice President  
5041 Dexter-Pinckney Road  
Dexter, MI 48130  
Appointed 2014  
Term Expires 12/2022

Dick Lundy  
Treasurer  
1855 N. Parker Road  
P.O. Box 247  
Dexter, MI 48130  
Elected 1979  
Term Expires 12/2018

Rob Mitzel  
Secretary  
9881 Scully Road  
Whitmore Lake, MI 48189-9620  
Appointed 2016  
Term Expires 12/2018

Barbara Read  
Trustee  
7130 Ulrich Street  
Dexter, MI 48130  
Elected 2013  
Term Expires 12/2020

Richard Ron Darr  
Trustee  
2045 JanAnne Drive  
Dexter, MI 48130  
Elected 2002  
Term Expires 12/2020

Julie Schumaker  
Trustee  
7619 Kingfisher Court  
Dexter, MI 48130  
Elected 2003  
Term Expires 12/2022

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING SCHEDULE 2018-19**

All meetings are held at the [Creekside Media Center](#) at 7:00 PM unless otherwise noted.

DAY	DATE	HOLIDAYS/NO SCHOOL DAYS
<b>Monday</b>	July 16*	Business Meeting 5:00pm Board Workshop 6:00pm
<b>Wednesday</b>	August 6*	Meeting 6:00pm Board Workshop 7:00pm
<b>Monday</b>	August 27*	
<b>Monday</b>	September 17	Labor Day - September 3
<b>Monday</b>	October 8	
<b>Monday</b>	October 22	
<b>Monday</b>	November 12	Thanksgiving – November 22 & 23
<b>Monday</b>	December 10	Winter Break – December 24 – January 4
<b>Monday</b>	January 14, 2019	Organizational Meeting
<b>Monday</b>	January 28	MLK, Jr. Day – January 21
<b>Monday</b>	February 11	Presidents’ Day – February 18
<b>Monday</b>	February 25	
<b>Monday</b>	March 11	Spring Break – March 25-39
<b>Monday</b>	April 8	
<b>Monday</b>	April 22	
<b>Monday</b>	May 6	
<b>Monday</b>	May 20	Memorial Day – May 27
<b>Monday</b>	June 10	Last Day of School – June 14
<b>Monday</b>	June 24*	

\* These meetings will be held in the [Copeland Boardroom](#).

Note: Board of Education retreat(s) may be set during the year and will be posted prior to meetings.

Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

Board members are interested, informed citizens who have accepted the challenge of providing leadership for the educational enterprise of the community.

The Board represents the children, families, and community members of the school district. The Board is charged with establishing sound educational policies for the school district. The Board must approve financial plans consistent with the educational needs of the community and the availability of resources for the operation of the school district.

Board agendas and meeting materials are posted on our website by 4pm on the Friday before regular Monday meetings, along with extended public participation guidelines. Please visit [www.dexterschools.org/board](http://www.dexterschools.org/board) to obtain this information

## **CONDUCT OF BOARD MEETINGS**

The Board of Education typically meets two Mondays each month. Meetings begin at 7:00 p.m. at Creekside Intermediate School or at Copeland in the summer. A schedule is posted at the Copeland Administration Building and on the District website. You may also call the District office, located in the Copeland Administration Building, for a schedule.

When the Board of Education schedules additional meetings or changes its schedule, notification is posted on the doors of the Copeland Administration Building.

Board meetings follow a standard agenda. The order of business for meetings of the Board is as follows:

- |    |  |    |                   |
|----|--|----|-------------------|
| A. | Roll call                                | I. | Consent items     |
| B. | Approval of minutes of previous meetings | J. | Action items      |
| C. | Approval of agenda                       | K. | Discussion        |
| D. | School presentations                     | L. | Bond update       |
| E. | Superintendent update                    | M. | Board comments    |
| F. | Student representative update            | N. | Information items |
| G. | Public participation                     | O. | Closed session    |
| H. | Consent items                            |    |                   |

Each Board member receives an agenda for each meeting with supporting materials. Members of the public may examine these materials on the District website on the Friday preceding each meeting and will find copies of the agenda available at each meeting. Copies of the agenda for each Board of Education meeting are also available at the Copeland Administration Building on the Friday preceding each meeting.

The Board of Education may schedule closed sessions. Closed sessions are not open to the public and only persons invited by the Board may attend. During closed sessions, the Board may deal only with matters clearly prescribed by provisions of the Michigan Open Meetings Act. These items include the purchase or lease of property, certain student or employee disciplinary matters, disputes involving court action, the negotiation of collective bargaining agreements, and other purposes as allowed by law.

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting. Each speaker is allotted a maximum of five (5) minutes unless otherwise notified. Total comment time is thirty (30) minutes. Each speaker will be asked to announce his/her name and indicate if s/he represents any organization or agency. After the board addresses discussion items, there is a second opportunity for public commentary. During the second public commentary, persons who wish to address the board will be invited to be recognized by the board president. If several people wish to speak, they may form a line. Individual speakers will be allowed a maximum of two minutes. The total allotted time is fifteen minutes. Each speaker will be asked to announce his/her name before beginning to speak. No person may speak more than once on the same subject during a single meeting. Members of the board and district employees are not able to comment or answer questions during the public commentary per board policy. Individuals are expected to abide by rules of common courtesy and may be asked to leave the meeting if their behavior is disruptive or interferes with the orderly progress of the meeting. For further details see policy 0167.3 on Public Participation at Board meetings.

## **ADMINISTRATIVE PARTICIPATION**

The Superintendent and those administrators directed by the Superintendent shall attend all meetings when feasible. For further details see Policy 0167.4 on Administrative Participation.



## DISTRICT INFORMATION

### ACCREDITATION

All Dexter schools engage in a process of continuous school improvement. Bates, Cornerstone, Wylie, Creekside and Mill Creek utilize the Michigan Department of Education School Improvement Framework. Dexter High School follows NCA CASI protocols. DHS has been NCA accredited since the 1962-63 school year.

### ADMINISTRATIVE TEAM

If you have a problem or concern about Dexter Community Schools, please make your first phone call to the principal or program director for the appropriate department.

Chris Timmis	Superintendent	<a href="mailto:timmisc@dexterschools.org">timmisc@dexterschools.org</a>	734-424-4100 ext. 1001
Sharon Raschke	Chief Financial Officer	<a href="mailto:raschkes@dexterschools.org">raschkes@dexterschools.org</a>	734-424-4100 ext. 1015
Mollie Sharrar	Executive Director of Instruction	<a href="mailto:sharrarm@dexterschools.org">sharrarm@dexterschools.org</a>	734-424-4240 ext. 7346
William Moran	Principal, Dexter High School	<a href="mailto:moranw@dexterschools.org">moranw@dexterschools.org</a>	734-424-4100 ext. 7001
Ken Koenig	Assistant Principal, DHS	<a href="mailto:koenigk@dexterschools.org">koenigk@dexterschools.org</a>	734-424-4240 ext. 7003
Karen Walls	Assistant Principal, DHS	<a href="mailto:wallsk@dexterschools.org">wallsk@dexterschools.org</a>	734-424-4240 ext. 7002
Jami Bronson	Principal, Mill Creek Middle School	<a href="mailto:bronsonj@dexterschools.org">bronsonj@dexterschools.org</a>	734-424-4100 ext. 5001
Brett Pedersen	Assistant Principal, Mill Creek	<a href="mailto:pedersenb@dexterschools.org">pedersenb@dexterschools.org</a>	734-424-4150 ext. 5002
Tammy Reich	Principal, Creekside Intermediate School	<a href="mailto:reicht@dexterschools.org">reicht@dexterschools.org</a>	734-424-4100 ext. 6001
Lauren Thompson	Assistant Principal, Creekside	<a href="mailto:thompsonl@dexterschools.org">thompsonl@dexterschools.org</a>	734-424-4160 ext. 6002
Katie See	Principal, Wylie Elementary School	<a href="mailto:seek@dexterschools.org">seek@dexterschools.org</a>	734-424-4100 ext. 4001
Ryan Bruder	Principal, Bates Elementary School	<a href="mailto:bruderr@dexterschools.org">bruderr@dexterschools.org</a>	734-424-4100 ext. 3001
Craig McCalla	Principal, Cornerstone Elementary School	<a href="mailto:mccallac@dexterschools.org">mccallac@dexterschools.org</a>	734-424-4100 ext. 2001
Michael Baveineau	Director of Athletics	<a href="mailto:baveineum@dexterschools.org">baveineum@dexterschools.org</a>	734-424-4100 ext. 1101
David Teddy	Community Education Director	<a href="mailto:teddyd@dexterschools.org">teddyd@dexterschools.org</a>	734-424-4180 ext. 1401
Jennifer Mattison	Director of Food and Nutrition	<a href="mailto:mattisonj@dexterschools.org">mattisonj@dexterschools.org</a>	734-424-4100 ext. 1501
Barb Santo	Executive Director of Human Resources	<a href="mailto:santob@dexterschools.org">santob@dexterschools.org</a>	734-424-4100 ext. 1031
Deneen Smith	Transportation Coordinator	<a href="mailto:smithd@dexterschools.org">smithd@dexterschools.org</a>	734-424-4100 ext. 1610
Brian Schuler	Director of Facilities	<a href="mailto:schulerb@dexterschools.org">schulerb@dexterschools.org</a>	734-424-4100 ext. 1201
Mike Wagner	Fiscal Services Coordinator	<a href="mailto:payroll@dexterschools.org">payroll@dexterschools.org</a>	734-424-4100 ext. 1014
Hope Vestergaard	Director of Office Mgmt & Communications	<a href="mailto:vestergaardh@dexterschools.org">vestergaardh@dexterschools.org</a>	734-424-4100 ext. 1002
Anne Nakon	Director of Special Education	<a href="mailto:nakona@dexterschools.org">nakona@dexterschools.org</a>	734-424-4100 ext. 6052
Rick Munir	Director of Technology	<a href="mailto:munirr@dexterschools.org">munirr@dexterschools.org</a>	734-424-4100 ext. 6351
Jody Gielinski	Career and Technical Education	<a href="mailto:gielinsj@salineschools.org">gielinsj@salineschools.org</a>	734-429-8060 ext. 8061

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that parents and students need to know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, please speak with your teachers or the building principal.

To the extent that the handbook is ambiguous or conflicts with Board 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 as of September 2018. If any of the policies or administrative guidelines referenced herein are revised after September 2018, the language in the most current policy or administrative guideline prevails.

## **VISION OF THE DISTRICT**

The vision of Dexter Community Schools: Champion Learning - Develop, Educate, and Inspire!

## **MISSION OF THE DISTRICT**

The mission of Dexter Community Schools: We will encourage and develop each student's individual abilities, skills and character to shape tomorrow's world through positive relationships, best practices and a shared sense of purpose.

## **SECTION 1 - GENERAL INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

Students and parents may not post announcements or advertisements for outside activities without receiving prior approval from the Director of Communications. Each school has an area for posting notices for outside activities. These are generally limited to school-sponsored events.

### **AGE OF MAJORITY**

Although students reach the “Age of Majority” or legal adulthood on their 18<sup>th</sup> birthday, they still are regarded by law as enrolled students and must obey the rules and regulations established by the Board and the administration. If student adults wish to have all school contacts and correspondence on matters affecting them directed to themselves personally, they must fill out the Age of Majority Form. This form requires parent signatures. The office will also inform the student’s parents that the student has exercised this right as an adult. The administration has the right to verify all absences and attendance problems with parents. Age of Majority rights can be taken away if abused.

### **ANNOUNCEMENTS**

General announcements are made in each school. Students should pay close attention to these announcements. Information for announcements should be given to the staff in the school office the day before the announcement is to be made. Announcements are restricted to school activities.

### **CARE OF PROPERTY**

Any item brought to school should be necessary for school activities and should never be left at school overnight or during vacation periods. Dexter Community Schools cannot be responsible for any losses or thefts that occur at school. School insurance covers only those items owned by the District. Expensive items such as jewelry, electronic equipment, cameras, collectible cards, etc. should be left at home. Students should not bring large sums of money to school. If a theft occurs, it must be reported to the office immediately. A staff member may confiscate all forbidden items.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage.

### **CAREER RESOURCE CENTER**

The staff at the Dexter High School Career Resource Center tries to help each student discover who s/he is, where s/he is going and how to pave the road to reach his/her goals. The Career Center is located in the Counseling Department on the first floor directly below the Main Office. The Career Resource Center has computer software [network version of Michigan Occupational Information System (MOIS)], videotapes, and written material to help in career or college selection.

### **CHANGE OF ADDRESS**

Families who move should complete a Change of Address form, located at school offices or on our website: [www.dexterschools.org](http://www.dexterschools.org). Go to **Students & Parents> Change of Address**. You only need to complete one form for each family; please include the appropriate proof of residence documents (listed on the form) when you return the form to us.

### **COMPLAINTS**

Please contact your child’s teacher if you have concerns regarding his/her education or treatment. If you are not satisfied with the results, then contact the building principal. Complaints need to be submitted in writing. Each complaint will be forwarded to the teacher within two days.

## COUNSELING SERVICES

Counseling services are available to students in grades 3-12 to deal with a variety of needs. These may include classroom concerns, academic planning and scheduling, career exploration and development, friendship concerns, group counseling, external issues which affect school performance and crisis and self-concept issues.

If a student wishes to see a counselor during the school day, s/he should go to the counseling office and make an appointment. If a counselor is unavailable, students should leave a message and return to class immediately. Students will be seen as soon as time permits.

## DELIVERIES

Orders for delivery of any kind must be cleared through an administrator. After receiving such authorization, the item(s) must be delivered to the school office. Personal deliveries are discouraged.

## DIRECTORY INFORMATION/STUDENT RECORDS

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, major field of study, honors and awards, participation in officially recognized activities and sports, height and/or weight (if member of an athletic team), dates of attendance, date of graduation, honor roll, scholarships, school photographs or videos of students participating in school activities, events, or programs. Parents may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the district. Neither the Board nor its employees shall permit the release of the social security number of a student, or 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 those records. Parents can sign a written request that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives of the armed forces or institutions of higher learning. Forms to prohibit release can be obtained in each school’s office. Parents should state whether their child’s photo can or cannot be in the yearbook in their request.

Each August, parents and guardians must review their students’ directory information, update health records (as needed), and acknowledge receipt of important policies and other legal notifications. This is done online using the back-to-school registration gateway. School offices mail letters home to each family with their student login in information and directions to update. Detailed medical updates should be conveyed using the Medical Update Form found on our website: [www.dexterschools.org](http://www.dexterschools.org). Go to **Students & Parents>District Nurse**. Upon receipt of a medical update form, the nurse will contact parents/guardians directly for any clarifications.

## EMERGENCY CLOSINGS AND DELAYS

If the schools must be closed or the opening delayed because of inclement weather or other conditions, there are several ways that the District notifies families. Our emergency alert system, Blackboard, will send an email and an automated voice message to all families as soon as a decision to close or delay opening has been made. We also post the information on the front page of our website, as well as share the information to the Dread Strong Facebook page. The following radio and television stations also broadcast school closing information: WJR (760 AM); WWWW (102.9 FM); WJBK, Channel 2; WDIV, Channel 4; WXYZ, Channel 7. **When school is cancelled, most school activities are also cancelled. When school is dismissed early due to weather, all afternoon and evening activities are cancelled.** If you are not receiving school closing alerts, please contact the school office for assistance.



## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this District to provide an equal educational 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 at a school activity should immediately contact the building principal.

The District has two Compliance Officers designated to handle inquiries regarding the non-discrimination policies.

Barb Santo, Executive Director of Human Resources  
7714 Ann Arbor Street  
Dexter MI 48130  
734-424-4100 ext. 1031  
[santob@dexterschools.org](mailto:santob@dexterschools.org)

Ken Koenig, DHS Assistant Principal  
2200 North Parker Road  
Dexter MI 48130  
734-424-4240 ext. 7003  
[koenigk@dexterschools.org](mailto:koenigk@dexterschools.org)

Complaints will be investigated. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The principal can provide additional information concerning equal access to educational opportunity.

## **EYE PROTECTION**

Eye protection must be worn when certain hazardous operations are being performed in a school environment.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

You have the right to review any and all school records, files and other data, which relates to you (adult student) or your child. Office staff typically need one business day to accommodate these requests. After you have reviewed any of these materials, if you feel there are any inaccurate, misleading or inappropriate data in these files about you (adult student) or your child, you have the right to request a hearing to challenge and/or correct such information. Such a hearing request should be directed first to the principal, and subsequently to the superintendent, if you are not satisfied with the principal's decision. Please see Appendix A for the full text of our **Annual Notification to Parents Regarding Student Records**.

## **FIELD TRIPS**

Field trips are academic activities that are held outside the walls of the school of attendance. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance and behavior rules apply to all field trips. It is highly encouraged and recommended that students with medical emergency plans requiring emergency medications make all medications available to the teacher before attending a field trip.

## **FIRE, TORNADO AND SAFETY DRILLS**

Each school complies with all fire safety laws and will conduct fire drills in accordance with State law. Schools will finalize and file their drill schedules by September 15 and notify authorities. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt, and orderly evacuation of the building. Within 30 days of completion, drills will be posted on the district website for public review.

Tornado drills will be conducted before the tornado season, using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires.

In order for students and staff to be appropriately prepared for unusual circumstances other than fires and tornados, safety drills will be conducted that are appropriate for the age of the child.

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

Requests for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. In all cases, 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 (A.D.A.) 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 also to all individuals who have access to the District's programs and facilities.

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

Barb Santo, Executive Director of Human Resources  
7714 Ann Arbor Street  
Dexter MI 48130  
734-424-4100 ext. 1031  
[santob@dexterschools.org](mailto:santob@dexterschools.org)

Ken Koenig, DHS Assistant Principal  
2200 North Parker Road  
Dexter MI 48130  
734-424-4240 ext. 7003  
[koenig@dexterschools.org](mailto:koenig@dexterschools.org)

## **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 extracurricular programs offered by the District. Parents should contact English Language Learner (ELL) Coordinator Janine Comella at 734-424-4100 ext. 3315 or 7315 to inquire about evaluation procedures and programs.

## **LOST AND FOUND**

Each school has a lost and found area. Students who have lost items should check this area to retrieve any items that have been collected. Unclaimed items will be given to a charitable organization.

## **MEDIA CENTER**

A media center is located in each building. Resources may be checked out for a designated period of time by contacting the media specialist. In order to avoid late fees, all materials checked out of the media center must be returned by the due date.

## PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- Providing a home environment that encourages learning and augments the learning experiences provided by the school. The Board is committed to communicating to parents at a level and in a language they can understand, where applicable.

The Board encourages parents to exercise responsibility for their child's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor a student's behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

Parents and community members who volunteer with school-sponsored activities are required to complete the volunteer placement form located on the district website at [www.dexterschools.org/humanresources](http://www.dexterschools.org/humanresources). The **Volunteer Form** is on the right side of the page. Background checks for volunteers are run upon receipt of the form and periodically throughout the year depending on the person's level of involvement.

## PARENT-TEACHER CONFERENCES

At least once a year parents are invited to school to talk with their child's teacher about his/her progress in school. Parents may also ask for a conference at any time during the school year by calling the teacher and scheduling a meeting with him/her.

## PHOTOGRAPHIC/MEDIA RELEASE

The District will make photographs of students available upon a legitimate request by public media unless a parent, guardian, or adult student signs a written request prohibiting this action or indicates this preference in our registration gateways, either upon enrollment or during annual review. Forms to prohibit release can also be obtained in each school's office. Parents should clearly indicate if their prohibition of release of photos includes or does not include the yearbook. Without such explicit exclusion, photographs may appear in the yearbook, school newspaper, or other media.

## REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. 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.

## REPRODUCTIVE HEALTH

Instruction in Reproductive Health is offered to students in grades 4-12 and is taught by certified teachers who have received special training. As required by the State of Michigan School Code, the curriculum is developed under the guidance of the Reproductive Health Advisory Committee, a Board appointed committee. The committee includes parents, teachers and interested community members. Questions about reproductive health instruction should be referred to the building principal of the school your child attends.

Each year parents are given notice of when Reproductive Health classes will be taught. Parents have the opportunity to review the content and materials. Materials are available for review in each school's office and/or during an evening meeting that is held prior to instruction. The choice to participate in Reproductive Health is up to each child's parents/guardians. Parents have the option of excusing their child from the reproductive portion of the curriculum.

## SCHOLARSHIPS AND AWARDS

Dexter High School graduates qualify for a broad range of local scholarships and awards in addition to those scholarships provided by national organizations. High school students should become knowledgeable about the requirements for these awards early in their high school years. All seniors should complete the Generic Scholarship Form. Additional information on this topic is available in the Counseling Office.

## SELECTIVE SERVICE NOTIFICATION

Male students who are 18 years old or older are required to register for Selective Service. This registration can be completed and additional information can be found online at [www.sss.gov](http://www.sss.gov).

## STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member nor should s/he fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns and grievances may be directed to the principal or to the members of 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.

## STUDENT FEES, FINES, AND CHARGES

Because of limited financial means, the Board may need to levy certain charges to students to facilitate the utilization of adequate and appropriate materials for extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, laboratory supplies and materials for clubs, independent study or special projects, and district-sponsored trips. No student, however, shall be deprived of participation in a school activity because of lack of financial ability to pay a charge. Scholarship applications for Athletic fees and Community Education courses are available from those offices. Free and Reduced Lunch applications are available on our website: [www.dexterschools.org](http://www.dexterschools.org) >Departments>Food & Nutrition.

In addition to accepting checks at the building offices, Dexter Community Schools has several online methods to pay student fees:

- **Athletic Fees** and **Aftercare fees** are paid via Community Education's registration system: [www.dextercommunityed.com](http://www.dextercommunityed.com) > Class Registration>Athletics
- **Lunch Fees** are paid using [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com).
- Field trip, T-Shirt, fines, and Club/Activity fees are primarily paid through [www.PaySchools.com](http://www.PaySchools.com).

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The late return of borrowed books or materials from the school media centers will be subject to appropriate fines. Damage to school devices such as iPads and Chromebooks will be subject to repair costs. Parents may purchase insurance policies for technology equipment damages.

## 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 fund-raisers:

- Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any extra-curricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her schoolwork and other school responsibilities.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule 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 safekeeping and will not be liable for loss or damage to personal valuables. Students in grades 7-12 are expected to place personal items in lockers and lock securely.

## **TELEPHONES**

Students may use school telephones for emergency calls only. Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If a parent/guardian needs to notify his/her child about any urgent information, s/he should call the school office. Messages should be left at least one hour prior to the end of the school day.

Cellular telephones or other electronic communication devices (except those used for health or other unusual reasons which have been approved in advance by the principal) must be turned off during school hours.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use. Use of school facilities outside of the regular school day is managed by Community Education. More information can be found on page 64.

## **VISITORS**

Visitors, particularly parents and guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Student visitors are not allowed during the school day. Parents and guardians who will be assisting in the classroom or otherwise volunteering to work with children must submit a volunteer form as outlined on page 15.

## **WORK PERMITS**

The District does not encourage students to take jobs outside of school that could interfere with their success in school; however, students between the ages of 14-17 must have a work permit if they want to work after school or on weekends. Students can pick up a blank application for a permit in the main office at Mill Creek Middle School or Dexter High School during the school year, or at Dexter High School in the summer. They pick up the blank permit from the school office, bring it to the employer to be filled out, then bring the form back to the school office to be completed by office staff. We will take a copy for our records and give the student a copy to give to the employer. Proof of age (driver's license, birth certificate, etc.) is required to complete the work permit application.



## **SECTION 2 - ENROLLING/LEAVING SCHOOL**

The Board has established the following residency policy for determining eligibility to attend the schools of this District:

- The Board will educate, tuition free, students who are legal residents of the District. Proof of residency in the District will be required for registration. Legal residency means a student is residing with his/her parents or guardians. A student may attend school in this District tuition free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes. If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parent to provide transportation for the student from the home of the non-resident, custodial parent.
- A student who is the child of a person who is a member of the District's administration and/or a member of the District's bargaining units shall be admitted tuition free.
- The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- A student who is a resident within the District by order of juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition free.
- Foreign students, participating in a bona fide foreign exchange program and living with a resident host family, will be admitted tuition free.
- Students whose parents do not reside within the District but who present evidence that they will move into the District within a short period of time may enroll in the schools of this District for the time not in residence.
- Twelfth grade students who have begun their work toward graduation from the District's high school and whose parents no longer reside in the District may be permitted to complete their high school education.
- Students from contiguous intermediate school districts who apply, meet the requirements, and are accepted as Schools of Choice students during the limited application windows will be admitted tuition free.
- A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the superintendent believes would constitute a threat to the safety and well being of staff and other students.
- A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition free.
- Students included on the official attendance roll of the District may be permitted to continue in attendance for the remainder of the school year after their parents move from the District, provided that hardship to the students or parents can be proven. Requests must be submitted to the superintendent in writing.

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

- An original birth certificate or other appropriate documentary evidence;
- Court orders or placement papers, if applicable;
- Proof of residency consisting of a current tax statement, rental agreement, plus a utility bill or house closing papers. Proof of immunizations;
- Photo identification for the parent/guardian enrolling the student;
- A minor student who is also a parent must provide evidence that s/he is living in an environment supervised by a responsible adult.

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. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Current waivers (signed within the school year and issued by the County Department of Health) are required for reporting to the State on all new entrants and seventh grade students. 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 school secretary or the District's school nurse.

The Michigan law for childhood immunizations was revised in May, 2015. Michigan law states that a child must have the following immunizations:

- A minimum of four DPT or DTaP\*
- One booster dose of Tdap for children 11 years of age or older upon entry into 7<sup>th</sup> grade or higher.
- Four doses of polio (only three doses are required if dose 3 is administered on or after the fourth birthday).
- Two Mumps, Measles, and Rubella (MMR) immunizations on or after 12 months of age.
- A series of three Hepatitis B immunizations given at recommended intervals.
- Two doses of varicella vaccine\*\* at or after 12 months of age **OR** current lab immunity **OR** reliable history of disease
- One dose of Meningococcal vaccine for all children 11 years of age or older upon entry into 7<sup>th</sup> grade or higher

\* For entering kindergartners, the fourth DPT must be on or after four years of age.

\*\* Varicella vaccine must be given on the same day as MMR or at least one month apart as both are live vaccines.

## EMERGENCY MEDICAL AUTHORIZATION

An Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year. This form must be completed and signed by a parent, either in hard copy or electronically in the registration gateway. In the event that emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. Every student must have an Emergency Medical Authorization Form on file in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities. Failure to return the completed form to the school will jeopardize a student's educational program.

## SCHEDULING AND ASSIGNMENT

### Elementary level

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

### Secondary level

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

Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.



## **SCHOOLS OF CHOICE**

When space allows, Dexter Community Schools are a limited Schools of Choice district. A detailed explanation of this status may be found at [www.dexterschools.org/choice](http://www.dexterschools.org/choice). If you are a currently enrolled family that may be moving out of the district but would like to continue attending Dexter schools, please contact the district offices (734-424-4102) for further information.

For additional details regarding the schools of choice provisions, see [Sections 105 and 105c of the State School Aid Act \(MCL 388.1705 and 388.1705c\)](#).

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school secretary for specific details. School officials, when transferring student records, are required by law to transmit disciplinary records including suspension and expulsion actions against the student.

## **VIRTUAL LEARNING**

Section 21f of the Michigan School Code allows enables public school students in grades 5-12 to enroll in up to two online courses during an academic term, semester, or trimester with the consent of a parent or guardian. Available courses are listed in the Statewide Course Catalog, which is available at [micourses.org](http://micourses.org).

## **WITHDRAWING 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 or legal guardian.



## SECTION 3 - ATTENDANCE

It is imperative that students be in attendance each school day in order to maximize their education. Important learning results from active participation in classroom and other school activities that cannot be replaced by individual study. Attendance is important in the development of a high-quality work ethic that 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.

In accordance with State Law MCL 380.1135, records of discipline and attendance are transferred in their entirety when a student transfers between schools or into a new school district.

### ARRIVAL/DEPARTURE TIMES

<u>School Day</u>	<u>Full Day</u>	<u>Half Day</u>
Bates	8:14am – 3:06pm	8:14am – 11:40am
Cornerstone	8:14am – 3:06pm	8:14am – 11:40am
AM Young Fives	8:14am – 11:25am	8:14am – 11:40am
Wylie	8:14am – 3:06pm	8:14am – 11:40am
Creekside	8:00am – 2:52pm	8:00am – 11:26am
Mill Creek	8:14am – 3:06pm	8:15am – 11:40am
Dexter High School	8:00am – 2:52pm	8:00am – 11:26am
Alternative High School	8:30am – 2:30pm	n/a

Due to safety concerns, we discourage students from walking to school if they must cross Dan Hoey, Shield, Dexter-Ann Arbor or Baker Roads. Some schools ask that a Walker Safety Plan be completed and maintained in the school office. Please check with your child's school to see if this is a requirement. Transportation to and from school is provided by school buses. If students are transported by private vehicles, they should arrive at school no earlier than fifteen (15) minutes prior to the start time and be picked up no later than ten (10) minutes after dismissal time. Student supervision is not available prior to or after these times.

### REPORTING ABSENCES AND TARDIES

Your child's safety is important to us. Please call the school office if your child will not be at school for any reason. Please note due to our phone system set-up, all outgoing calls display 424-4100 as the number, no matter which building they originate from. We recommend parents program their students' building numbers into their phones for quick access. **Dial the building number first, then press 1 to get the attendance line at any of the buildings.**

	<u>phone number</u>	<u>call by</u>
Jenkins	734-424-4180	9:00am
Bates	734-424-4130	9:00am
Cornerstone	734-424-4120	9:00am
Wylie	734-424-4140	9:00am
Creekside	734-424-4160	8:45am
Mill Creek	734-424-4150	9:00am
Dexter High School	734-424-4240	8:45am
Alternative High School	734-424-4100 ext. 1020	9:30am

Parents of students in grades 7-12 must send a note or call the school within twenty-four hours of the day of their student's absence in order to have an absence excused. If a call is not received within twenty-four hours after the return to school stating the reason for the student's absence, the student will be considered unexcused for the day. The school's voice mail system can accept attendance messages twenty-four hours a day. A student cannot be excused from a missed class if the student leaves during the day without a pass from the office. (See Early Dismissal below.)

## EXCUSABLE REASONS FOR ABSENCE

The District accepts only the following as excusable reasons for absence from school:

- Personal illness - The building principal may require a doctor's confirmation if s/he deems it advisable;
- Illness in the family;
- Quarantine of the home - This is limited to the length of the quarantine as fixed by the proper health officials;
- Death of a relative;
- Work at home due to absence of parents - Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home nor to any students younger than twelve years of age;
- Observance of religious holidays - Any student shall be excused for the purpose of observing a religious holiday consistent with his/ her creed or belief;
- Out of school suspension;
- Absence during the school day for professional appointments - Parents are encouraged to schedule medical, dental, legal and other necessary appointments at times other than during the school day. Since this is not always possible, when a student is absent for part of the day:
  - The principal may request a statement to that effect from the student;
  - The principal may request a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that the student reported promptly for the appointment.

Absences that do not accumulate against this guideline include: school business, field trips/athletic competitions, and college visits which have been approved in advance by administration. Students in grades 9-12 who are excused for any of these three reasons must make arrangements to make up the assignments, tests and quizzes before the scheduled event.

## VACATIONS

Parents are discouraged from taking vacations during the school year. However, whenever a proposed absence for vacation is requested, parents must discuss it with the teachers (grades YF-6) or complete a Vacation Request Form (grades 7-12). After a student returns, s/he may be given approximate assignments and materials for completion.

## EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent without consent of the principal. Being listed as an emergency contact implies consent of a parent. Students will be released to adults only.

## TARDIES/PARTIAL DAY ABSENCES

- **K-6 Tardy** - from official start time until one hour after start time
- **K-6 After One Hour** - considered absent for one half day
- **K-6 Early Departure** - if a student leaves school more than one hour before the ending time, s/he will be recorded as absent for one half day, if less than one hour, early departure will be recorded as a tardy
- **Grades 7-12 Tardy** - from official start time of each class to five minutes after class starts. Mill Creek students who accumulate four tardies in one quarter will get a "4" in citizenship. (An administrative intervention will be implemented for any student in grades 9-12 with excessive tardies.)
- **Grades 7-12 After Five Minutes** - a "late" will be marked. A "late" is an absence. Mill Creek students who are "late" four times in one quarter will get a "4" in citizenship.

### **EXTRA-CURRICULAR PARTICIPATION**

A student must be in attendance for the full day in order to participate in a sporting event or extra-curricular performance that day, unless excused by a prearranged special excuse. A special excuse is defined as a doctor appointment, dentist appointment, or a funeral. Staying home to rest or calling in sick for half the day is not considered an excused absence. Students who are frequently absent the day following an event or performance may be prohibited from future participation by the administration.

### **TRUANCY**

A student shall be considered truant each day or part of a day s/he is inexcusably absent from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. A student shall be considered a “habitual truant” when, in spite of warnings and/or his/her parents’ efforts to ensure attendance, s/he has accumulated 10 unexcused or excessive excused absences or tardies within a three-month period or term. The disciplining of truant students shall be in accord with Board policies and due process. Truant students who are minor parents are to be reported to the Washtenaw Family County System.

### **GRADES 7-12 EXCUSED ABSENCE MAKE UP POLICY**

- Any student with an excused absence from school has the right to make up any missing work for the excused days.
- It is the responsibility of the student to request make-up work from the teacher. The student must request the work on the day s/he returns to school.
- The student will be given one (1) day per each day absent to make up assignments and return them to the teacher.
- Teachers are not required to give any additional aid beyond accepting make up assignments from the student and administering any tests the student may have missed. The student is responsible for making an appointment with the teacher for any such tests.



## **SECTION 4 - ASSESSMENT/GRADES/PROMOTION/GRADUATION**

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Each student will be expected to take the State and nationally normed tests administered by the District. Make up dates will be scheduled, but unnecessary absences should be avoided.

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

### **GRADING PERIODS**

All our buildings are on semester schedules. Progress reports will be given to parents of students in grades Young Five-6 during parent/teacher conferences in the fall. During the school year, grades, report cards, and progress reports for students in 7-12 are available in PowerSchool. Please contact the school secretary if you need your password or a printed copy. Paper copies of report cards indicating final grades will be mailed at the end of the school year in June.

### **GRADES**

Each school has a grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has mastered the prescribed curriculum and acquired the necessary learning. Grades may be based on many things, including tests, homework, projects, classroom participation or other assessments as determined by the teacher. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

**The following letter system is used in grades 1-6:**

- “E” Exceeds Exceeds expectations for grade level**  
 (3-6 only) Exhibits exceptional quality of work consistently  
 Shows high level of knowledge and understanding  
 Shows creative and new ways of thinking  
 Works independently  
 Applies learning to other subject areas and life situations
- “M” Meets Meets expectations for grade level**  
 Meets requirements for quality work  
 Shows knowledge and understanding  
 Demonstrates sound thinking  
 Does not require extra time, instruction, assistance and practice  
 Applies learning to other subject areas
- “P” Progressing Meets some expectations for the grade level**  
 Meets some requirements for quality work  
 Demonstrates some knowledge and understanding  
 Requires extra time, instruction, assistance and practice
- “C” Concern Not yet meeting expectations for grade level**  
 Seldom meets requirements for quality work  
 Needs more exposure and modeling to develop knowledge and understanding  
 Requires an extended amount of time, instruction, assistance and practice

The following letter system is used in grades 7-12 and 5<sup>th</sup> and 6<sup>th</sup> grade Base Camp/Summit Learning classes:

- A = Excellent achievement
- B = Good achievement
- C = Satisfactory achievement
- D = Minimum acceptable achievement
- E and F = Failure
- INC = Incomplete (grade will be changed to E or F if work is not completed within a specified amount of time)
- P = Acceptable achievement
- + = used with a letter grade to indicate a higher level of performance
- = used with a letter grade to indicate a lower level of performance

### GRADE POINT AVERAGE

To calculate a grade point average (GPA) for students in grades 9-12, assign a point value to each course grade and divide by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be  $.5 \times 2 = 1$ , then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period or for a series of school years. High school GPAs are officially determined and recorded at the end of each term. AP online courses are calculated into a student's GPA. Other virtual classes are not.

### PROMOTION, REPLACEMENT, AND RETENTION

The Board has established a policy that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

### MILL CREEK MIDDLE SCHOOL ACADEMIC GRADING SYSTEM

#### Mill Creek Grading Scale

A	93-100 %	C+	77-79%	D-	60-62%
A-	90-92%	C	73-76%	E	Below 60%
B+	87-89%	C-	70-72%	NHI	Not Handed In
B	83-86%	D+	67-69%		
B-	80-82%	D	63-66%		

\*Academy: Any student who has two or more failing classes (Ds or Es), every four weeks is required to attend the Academy Monday, Wednesday, and Thursday from 3:20-4:20 p.m. A certified general education teacher, special education teacher will supervise and support the Academy.

#### Work Habit Performance

Students will be assessed in their daily work habits and will receive an assessment based on turning work on time, use of classroom work time, and other work habits within the classroom:

E - Exemplifies Standards    M - Meets Standards    P - Progressing towards standards    N - Not Meeting Standards

\*Academy: Any student who receives two "Ns" in Work Habit Performance, every four weeks is required to attend the Academy Monday, Wednesday, and Thursday from 3:20-4:20 p.m. A certified general education teacher, special education teacher will supervise and support the Academy.



### **Citizenship Performance**

Students will be assessed in citizenship and the ability to demonstrate traits such as courtesy, teamwork, respect, appreciation, responsibility, honesty, cooperation, and so forth:

E - Exemplifies Standards    M - Meets Standards    P - Progressing towards standards    N - Not Meeting Standards

\*After School Privileges: Any student who receives two “Ns” in Citizenship, every four weeks is not allowed to attend after school activities such as dance, lock-ins, and other earned privileged events during the four-week period.

## **DEXTER HIGH SCHOOL GRADING/CREDIT REQUIREMENTS**

### **Credits for Graduation**

All students must earn sufficient credits to meet the criteria established for their designated year of graduation. A normal course load should be taken each term. The student’s counselor and principal must approve all special programs or program changes that are made to meet a student’s special needs. It is the student’s responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are met. Dexter High School recognizes credits earned through adult education, summer school, the American Correspondence School, and Michigan Virtual High School. Grades earned outside of Dexter High School are counted for credit but not toward a student’s Dexter High School GPA. Students should see their counselor for details. Students attending Dexter High School are eligible to pursue a personal curriculum and/or take Career and Technical Education credits (CTE) during their educational development plan (ECP) process. Please contact the counseling office at DHS to fulfill the requirements.

### **Dual Enrollment**

One of the postsecondary enrollment options available in grades 8-12 is dual enrollment. According to Section 21b of the State School Aid Act, a school district is responsible for paying the lesser amount of actual tuition fees **or** an amount based on a state approved formula for 11th and 12th grade students attending Michigan degree-granting postsecondary institutions when certain conditions are met. Families are responsible for paying for any remaining balance of tuition and fees associated with a student dual enrolling. These conditions include participation in all portions of the MME and enrollment in at least one high school course. Only certain courses are eligible under this program and must be a minimum of three (3) credits to be counted. Grades earned outside of Dexter High School are counted for credit but not toward a student’s Dexter High School GPA. For further information concerning dual enrollment, please contact the Counseling Office at DHS.

### **Testing Out**

Any high school student who wishes to test out of a course in which s/he is not enrolled may do so by taking the final examination for the course and achieving at least a C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. This process may be used to fulfill a course or course-sequence requirement but may not be counted toward the required number of credits needed for graduation nor be used to determine the student’s Dexter High School GPA. The student may not receive credit for a course in the same content area but lower in the course sequence.

### **Pass/Fail Option**

Students at Dexter High School may take no more than one course Pass/Fail per semester. If a student wishes to take a class Pass/Fail they must apply no later than the end of the third week of a semester. Failing a class impacts eligibility.

### **Final Exams**

During the final exam period, it is expected that all students will be in attendance in their regularly scheduled classes. Final exams will only be administered during the final exam window each trimester. If a student is absent during an exam, s/he will have to make up the exam afterward. Students who have extenuating circumstances may appeal to a committee that will consist of a counselor and two teachers. Committee members will be determined at the beginning of each school year. The appeal must be submitted by the sixth week of the term to be considered for an alternate exam date before the exam window.

### **Dexter Alternative High School**

For select students who are not on track to graduate with their peer group for a variety of reasons, the Dexter Alternative High School may be an option. This is a personalized, self-paced and teacher-supported program. Student enrollment is based on administrator recommendation.

### **DHS Common Grading Scale**

A 93-100%	B - 80-82%	D + 67-69%
A - 90-92%	C + 77-79%	D 63-66%
B + 87-89%	C 73-76%	D - 60-62%
B 83-86%	C - 70-72%	E 0-59%

Grades will be rounded up to the nearest one place.

### **Weighted Grades**

Students who take Advanced Placement and HL International Baccalaureate courses will receive a weighted grade with an added value of 1.0 points for each course.

- Transcripts would show an un-weighted grade point average and class rank.
- Transcripts would also show a weighted grade point average and class rank.
- Transcripts would indicate how much DHS weighted grades are weighted by.

This change was applied retroactively to all Dexter students beginning in September of 2012.

### Graduation Requirements

Students in the graduation class of 2016 and beyond must earn 22 credits (out of possible 24) in the content areas described below to be eligible for graduation. 18.0 credits are earned from Michigan Merit Core (MMC) requirements and 4.0 credits consist of pure electives.

<b>Course</b>	<b>Credits</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>(4 credits)</b>
English 9	1
World Lit & Comp and World Lit & Speech (English 10 components)	1
Upper Level Lit & Comp A & B, <i>or</i> AP English Language A & B, <i>or</i> IB English HL 1 A & B	1
Elective English Courses 1	
<b>MATH</b>	<b>(4 credits)</b>
Algebra 9 <i>or</i> Algebra I A & B	1
Geometry 9 <i>or</i> Geometry A & B	1
Algebra II A&B <i>or</i> approved CTE course	1
One additional math-related course (in the final year of high school)	1
<b>SCIENCE</b>	<b>(3 credits)</b>
Biology <i>or</i> AP Biology <i>or</i> IB Biology	1
Chemistry ( <i>or</i> AP Chemistry) <i>or</i> Physics ( <i>or</i> AP Physics <i>or</i> IB Physics)	1
Elective Science Credit	1
<b>SOCIAL STUDIES</b>	<b>(3 credits)</b>
American History 9	1
World History and Geography A & B	1
American Government (Civics) <i>or</i> AP Government & Politics	0.5
Economics <i>or</i> AP Microeconomics <i>or</i> AP Macroeconomics	0.5
<b>PHYSICAL EDUCATION AND HEALTH</b>	<b>(1 credit)</b>
Health & Wellness	0.5
Lifetime Fitness	0.5
<b>WORLD LANGUAGE</b>	<b>(2 credits)</b>
Level I of any world language A & B	1
Level II of the same world language A & B (or approved CTE course)	1
<b>VISUAL, PERFORMING AND APPLIED ARTS</b>	<b>(1 credit)</b>
Choose total of 1 credit from: Art, Computer Applications and Programming, Film Studies, Graphic Arts, Interior Design, Music, Newspaper, Photojournalism, Speech, SWWC (Consortium), Theater, Yearbook	
<b>ONLINE LEARNING EXPERIENCE</b> (No personal curriculum modification allowed)	<b>(1 unit/20 hours)</b>
Embedded in curriculum throughout – you don't have to take an online course.	
<b>ELECTIVES</b>	<b>(4.0 credits)</b>
Electives can be chosen from any of the content area departments listed above in addition to courses offered by the Life Management and World Languages Departments.	



## SECTION 5 - CITIZENSHIP

### YOUNG FIVE THROUGH SIXTH GRADES

Dexter Community Schools Young Five through Sixth grade classes use **Positive Behavioral Support Interventions**:

- To provide a clear and consistent message for our students regarding behavior expectations;
- To promote a positive, safe learning environment that enables us to increase instructional time while educating our students' social and emotional growth;
- To more effectively partner with families and our community.

#### Dexter Community Schools Grades YF-6 Behavior Expectations

	Classrooms	Restrooms	Office	Cafeteria	Arrival/ Departure	Hallways	Recess/ Playground
Be Respectful	<p>Follow directions the first time given.</p> <p>Use appropriate and positive language and behavior.</p> <p>Listen when others are speaking and speak when it is your turn.</p> <p>Respect personal space and property.</p>	<p>Respect the privacy of others.</p> <p>Keep bathrooms clean.</p> <p>Use a quiet voice.</p>	<p>Report to the desk and use good manners.</p> <p>Wait quietly.</p>	<p>Use appropriate and positive language and behavior.</p> <p>Use good manners.</p> <p>Follow directions the first time given.</p> <p>Use a quiet voice.</p>	<p>Use appropriate and positive language and behavior.</p> <p>Follow directions the first time given.</p> <p>Wait quietly.</p>	<p>Walk quietly.</p> <p>Respect all hallway displays and equipment.</p>	<p>Follow directions the first time given.</p> <p>Use appropriate and positive language and behavior.</p>
Be Responsible	<p>Take care of your personal belongings and clean up after yourself.</p> <p>Give your best effort.</p> <p>Complete your work.</p>	<p>Report problems to a staff member.</p> <p>Flush the toilet.</p> <p>Be quick.</p>	<p>Tell the truth.</p>	<p>Take care of your personal belongings and clean up after yourself.</p>	<p>Wait at the morning spot.</p> <p>Follow procedures.</p> <p>Enter and exit at assigned doors.</p>	<p>Report problems to a staff member.</p> <p>Walk directly to the place where you need to go.</p>	<p>Report problems to a staff member.</p> <p>Follow procedures.</p> <p>Put all materials away.</p>
Be Safe	<p>Respect others' personal space.</p>	<p>Wash hands with soap.</p>	<p>Wait patiently while sitting or standing in one place.</p>	<p>Get permission to leave your table.</p> <p>Use your hands, feet and objects in a safe way.</p> <p>Walk at a safe pace.</p> <p>Eat your own food.</p>	<p>Use crosswalks.</p> <p>Stay on the sidewalk.</p> <p>Use your hands, feet and objects in a safe way.</p> <p>Go directly to the bus hub, pick-up area or home.</p>	<p>Walk at a safe pace, in a line on the right.</p> <p>Use your hands, feet and objects in a safe way.</p>	<p>Use your hands, feet and objects in a safe way.</p> <p>Use games, equipment and materials appropriately.</p> <p>Enter and exit in lines.</p>

### MILL CREEK

The Student Responsibility Improvement Program recognizes the positive accomplishments of students in the area of academic achievement and general citizenship. The program is used to reinforce accomplishments and encourage future achievement. Once each quarter, all students attend an activity devoted to celebrating these successes

#### A Guide to Work Habits and Citizenship

Standard	Exemplifies Standard	Meets Standard	Progressing Toward Standard	Not Meeting Standard
WORK HABITS*	<p><b>Always</b> completes and submits assignments on due dates</p> <p><b>Always</b> follows directions ALL of the time</p> <p><b>Always</b> uses class time wisely</p> <p><b>Always</b> brings materials to class</p> <p>Effort of work</p>	<p><b>Regularly</b> completes and submits assignments on due dates</p> <p><b>Regularly</b> follows directions</p> <p><b>Regularly</b> uses class time wisely</p> <p><b>Regularly</b> brings materials to class</p> <p>Work is acceptable</p>	<p><b>Sometimes</b> completes and submits assignments on due dates</p> <p><b>Sometimes</b> follows directions</p> <p><b>Sometimes</b> uses class time wisely</p> <p><b>Sometimes</b> brings materials to class</p> <p>Quality of work is inconsistent</p>	<p><b>Seldom</b> completes and submits assignments on due dates</p> <p><b>Seldom</b> follows directions</p> <p><b>Seldom</b> uses class time wisely</p> <p><b>Seldom</b> brings materials to class</p> <p>Quality of work is unsatisfactory</p>
<p>*<b>Academy:</b> Any student who receives two “Ns” in Work Habit Performance in a four-week marking period is required to attend the Academy on Monday, Wednesday and Thursday from 3:20-4:20pm. A certified general education, special education teacher will supervise and support the Academy.</p>				
CITIZENSHIP	<p>Actions in the classroom <b>always</b> contribute positively to the learning environment.</p> <p>The student <b>always:</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates respect</li> <li>✓ Is trustworthy</li> <li>✓ Listens to others</li> <li>✓ Seeks opportunities to include and assist others</li> </ul>	<p>Actions in the classroom <b>regularly</b> contribute positively to the learning environment.</p> <p>The student <b>regularly:</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates respect</li> <li>✓ Is trustworthy</li> <li>✓ Listens to others</li> <li>✓ Helps others</li> </ul>	<p>Actions in the classroom <b>sometimes</b> contribute positively to the learning environment.</p> <p>The student <b>sometimes:</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates respect</li> <li>✓ Is trustworthy</li> <li>✓ Listens to others</li> <li>✓ Helps others, if prompted</li> </ul>	<p>Actions are disruptive to the learning environment.</p> <p>The student <b>seldom:</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates respect or trustworthiness.</li> <li>✓ The student shows little concern for others.</li> <li>✓ (4 tardies in a four-week period is an automatic N in citizenship)</li> </ul>
<p>*<b>After School Privileges:</b> Any student who receives two “Ns” in Citizenship in a four-week marking period is not allowed to attend after school activities such as dances, lock-ins, and other earned privileged events during the four-week period.</p>				

## **SECTION 6 - Student Code of Conduct**

The Student Code of Conduct identifies the standards of conduct needed to support the educational objectives of the District and to protect each student's right to a safe, orderly, and productive learning environment. Administrative imposition of disciplinary consequences for violations of the Student Code of Conduct is sometimes necessary. The Code is not to be construed as an all-inclusive list of conduct which may interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students. In those situations that are not expressly defined or referred to in this Code, the administration shall provide consequences for such situations in keeping with the spirit of the Code.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline, which may be imposed for a violation. Discipline for violating prohibited acts ranges from administrative intervention to expulsion. In cases where the stated penalty is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. Some prohibited acts mandate expulsion. For further details regarding the Dexter Community Schools suspension/expulsion policy and due process rights, please see [Board Policies 5610 and 5611](#).

The Code covers all students enrolled in Dexter Community Schools. It applies to a student who is on school premises, in a school-related vehicle, or at a school sponsored activity or trip. While the District is not responsible for supervising or regulating off-campus activities, it may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline or general educational environment of the District.

Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **EXPECTED BEHAVIORS**

Each student is expected to:

- Abide by national, state, and local laws as well as 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, ethnic background or sexual orientation;
- 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.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. 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 member of the student government.

Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing; banners; and audio and video materials. All items must meet the following school guidelines:

Material cannot be displayed if it:

- Is obscene to minors, libelous, indecent 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, 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 or Communications Director 24 hours prior to display.

## REPORTING CERTAIN OFFENSES TO POLICE

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, certain incidents of student misconduct are reported to local police agencies within the limits of the Family Educational Rights and Privacy Act. In judging whether to report an offense to local police, administrators consider multiple criteria including current law, severity of the incident, pattern of the student's behavior over time and specific context of each incident. Whenever police are contacted, central administration is notified and a record of the contact is kept. The school and the local law enforcement agencies are separate jurisdictions. Consequences from both agencies do not constitute double jeopardy.

## DEFINITIONS REGARDING DISCIPLINE AND DUE PROCESS RIGHTS

**Administrative Intervention** This pertains to any disciplinary action that does not result in a student being suspended from school. This may include discussion of the incident with a teacher or administrator; the removal of a student from a class period; in-school suspension; a reprimand or warning; detention and/or work assignment before or after school; additional classroom assignments; loss of privileges; revocation of the privilege of attending after school functions, activities, events; Saturday School; written contracts; assignment of probation supervisor; etc. This type of discipline may not be appealed.

**Administrative Discretion** When behaviors continue to occur after a number of administrative disciplinary steps have been taken, the administrator can assign a consequence that meets the needs of the situation.

**Alternative Disciplinary** Action may offer an alternative form of disciplinary action. Such action will be defined and described by the building administrator and is generally taken with the approval of parent/guardian. The principal/assistant principal may place a student on behavioral probation for a specific period of time. This may include a written contract with the student. The contract represents an agreement between the student, the student's parent(s), counselor, and administrator concerning the specific changes expected. Failure to fulfill the contract or a further infraction of the school rules during the probationary period will result in the imposition of further disciplinary action as set forth in the terms of the contract. Parents/guardians are encouraged to discuss and assist in assuring that the intent and terms of probation are fulfilled. The student may be placed on probation to an administrator with the selection being the result of mutual consent of the student and the administrator. If consensus cannot be reached, the principal will assign a probation supervisor.

**Student Planning Center** This an option open to students at Mill Creek. The Student Planning Center (SPC) provides a positive, non-punitive atmosphere that allows students to evaluate the behaviors they have chosen to exhibit in the classroom and to learn to make responsible choices in the future. While in the SPC, students will discuss and write a plan of action. Parents will be notified when their child has been sent to the SPC. Generally, the student remains in the SPC only for the remainder of the class period from which s/he was sent. If a student is repeatedly sent to the SPC and proves that s/he is unable to learn to make better choices with this non-punitive approach then other forms of discipline such as detention and suspension will be considered.

**Suspension (10 days or less)**<sup>1</sup> excludes a student from school for a specific period of time or excludes a student upon the fulfillment of a specific set of conditions.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side, and the administrator will then

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<sup>1</sup> Prior to excluding a student for any of the statutorily mandated reasons outlined in the chart that starts on page 42, except as noted below, the Superintendent may consider the following factors: the student's age, the student's disciplinary history, whether the student has a disability, the seriousness of the violation or behavior, whether the violation or behavior by the student threatened the safety of any student or staff member, whether restorative practices will be used to address the violation or behavior, whether a lesser violation would properly address the behavior.



provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension. Students who are suspended out of school should not be on school grounds for the duration of the suspension. If a student is suspended from school s/he will not be allowed to participate in sports for the duration of the suspension.

The suspension may be appealed within two (2) school days after the notification of the suspension. Appeals are made first to the building principal then to the superintendent or designee. The request for appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented.

Students who are suspended will be given credit for properly completed assignments and a grade on any made up tests. Any learning that cannot be made up such as labs, field trips, skill practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

**Long-term Suspension or Expulsion<sup>2</sup>** excludes a pupil from school when the pupil's behavior indicates that his/her presence in school jeopardizes the effective teaching/learning environment or threatens the well-being of others. By the powers vested in the Board of Education by the State, the Board delegates to the superintendent the authority to extend a suspension up to 180 days or to expel. The Board is governed by the Revised School Code, which mandates expulsion for certain offenses.

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 his/her parents, which will contain:

- The charge and related evidence;
- The time and place of the meeting;
- The length of the recommended suspension or expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Within three days (3) after notification of a long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. If the appeal is heard by the Board, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that meeting be conducted in a closed session. All opportunity to earn grades or credit ends when a student is expelled.

In accordance with MCL 380.1135 **records of discipline** and attendance are transferred in their entirety when a student transfers between schools or into a new school district. Discipline may have a negative impact on the college application process.

**Students with disabilities** are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973.

## OTHER DEFINITIONS OF DISCIPLINARY INFRACTIONS OR CONCERNS

**Arson/Fires** Deliberately burning or attempting to burn any property, whether owned by the school or others.

**Assault/Physical//Fighting/Roughhousing/Horseplay**

*Physical Assault.* Intentionally causing or attempting to cause physical harm to another through force or violence.  
NOTE: Ordinarily, a fight will not rise to the level of a physical assault, although an act which causes or incites a fight may constitute a physical assault if it is sufficiently serious, i.e., unprovoked, unanticipated, or unusually

<sup>2</sup> Prior to excluding a student for any of the statutorily mandated reasons outlined in the chart that starts on page 42, except as noted below, the Superintendent may consider the following factors: the student's age, the student's disciplinary history, whether the student has a disability, the seriousness of the violation or behavior, whether the violation or behavior by the student threatened the safety of any student or staff member, whether restorative practices will be used to address the violation or behavior, whether a lesser violation would properly address the behavior.

violent. Physical altercations that are not serious enough to be classified as a “physical assault” will generally be classified as “fighting” or “roughhousing.”

*Fighting.* The act of engaging in hostile physical contact with another individual. The act of inciting or prompting others to fight. Planning or pre-arranging for a fight to occur at any location. Gang fighting: three or more individuals fighting.

*Roughhousing/Horseplay.* Any physical behavior that is disruptive or potentially harmful to people or property. Wrestling, play fighting, blocking, shoving, pinching, chasing, etc.

### **Assault/Verbal/Profanity/Defamation/Disrespect/Teasing/Name Calling**

*Verbal Assault.* Communication by a student directed at another person that, in the judgment of administration, is hostile and threatens to do harm to another person or to property. Verbal assault is also communication by a student that causes a reasonable sense of fear.

*Profanity/Obscenity.* The use of inappropriate or offensive language (whether written or spoken), action or gestures, or vulgarity including ethnic or racial comments.

*Defamation.* Language used to berate or publicly impugn a person (status, race, creed, gender, sexual orientation, etc.) or his/ her reputation.

*Disrespect.* Abusive language that is intimidating or hostile in reference to, among other factors, race, gender, religion, color, creed, disability, height, weight, physical appearance, sexual orientation, nationality, or ancestry.

*Teasing.* Language used to annoy, pester, make fun of, or mock.

*Name Calling.* Using words to belittle, degrade or disgrace another.

**Bomb Threat** Any verbal or written communication that indicates that an incendiary/explosive device will/may be located and/or detonated on school property or at a school sponsored event. Making a threat of danger that causes an evacuation of a building or event.

**Cheating** Cheating encompasses a variety of dishonest behaviors, which all merit academic disciplinary action. All instances of cheating will result in receiving a Zero on the assignment, test, quiz, project, or measurement tool, and all cheating will be considered a Level II Infraction at DHS and will result in the appropriate consequence. The following will be considered cheating (but are not all possible examples of cheating), and will be subject to consequences:

#### *Suspicious Behaviors*

- Inter-student request for help during an exam
- Observed exchange of answers
- Prolonged, repeated gazing at another person’s exam
- Apparent or reported data fabrication in a class or project
- Repeated need to leave the room during an exam
- Use of any unapproved electronic device during a test, including but not limited to cell phones
- Use of a computerized translation program for foreign language assignments

#### *Blatant Actions*

- Possession of any unauthorized papers including cheat sheets, class notes, or other materials during an exam
- Identified plagiarism, defined as the submission of material authored by another person, but represented by the student’s own work
- Obtaining a copy of the exam or the answer key prior to exam
- Any kind of forgery

**Cleaning Area** (lunch) Not throwing trash in wastebaskets and/or not cleaning table after use.

**Closed Campus** Leaving school property without proper dismissal through the main office.

**Confrontation** A verbal exchange of hostilities.

**Conspiracy** Working together to commit a crime or violate school rules.

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

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

**Dangerous Material** The possession, use, or intended use of any chemicals, substances or materials that could cause harm to individuals or facilities.

**Demonstrations/Strikes** The concerted effort by two or more students in any of the following activities:

- Refusal to go to class; refusal to leave a class; refusal to obey and order of a teacher, principal, or other person having authority to give the order.
- Refusal to leave school premises, a school related vehicle, or a school-sponsored activity or trip when ordered to do so by a person having the authority to give the order.

**Destruction of Property** Negligent, but not intentional, damage to property. Deliberate or intentional damage of property.

*Vandalism.* The willful or malicious destruction or defacing of school property or the property of others.

**Displays of Affection** Demonstrating affection that is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

**Disruptive Behavior** Failing to follow approved classroom and school rules that are consistent with Board policies and administrative regulations.

**Dress Code** Clothing should be appropriate for school and shoes should be worn at all times. Items not deemed appropriate will be addressed by staff and/or administrators. Examples of inappropriate dress include, but are not limited to:

- Undergarments showing
- Spaghetti straps
- Sagging
- Shoes with wheels/runners
- Shorts/Skirts that are not modest in length
- Shorts/Skirts with pockets hanging out below garment length
- Clothing that promotes any product or service not permitted to minors by law (drugs, alcohol, tobacco, sex, weapons, etc.) or is obscene, libelous, indecent or vulgar

Other restrictions deemed necessary by administration will be applied when health and safety concerns are an issue. The Mill Creek dress code is more specific, as follows:

### **Mill Creek Dress Code**

School is the "workplace", and students are expected to dress for their workplace. Any fashion (dress, accessory, or hairstyle) that is not appropriate to this workplace, or which presents a safety risk, will not be permitted. All students are expected to wear clothing that is in good taste and is appropriate for a serious learning environment. Different attire is appropriate for different situations. Just as students must learn how to approach different academic tasks, they must learn to match their clothing to a situation. Students are still learning this. Our dress code is part of this learning process.

In cases of inappropriate dress, the students will be sent to the Principal and will not be permitted to return to class until he/she has made the necessary changes in his/her clothing. The primary responsibility for the appearance of students rests with the parents and students themselves. The dress code policy is to aid in promoting a maximum education for all students at Mill Creek Middle School. Student appearance must also be within the guidelines of the policy as stated below:

- Extremes are not permitted (swimwear, bare midriffs, ripped pants above mid-thigh, bra and spaghetti straps, low cut, etc.).
- Alcohol and tobacco slogans/advertisements or inappropriate terms and suggestions will not be allowed (Hooters and other bar advertisements, included).
- No hats are to be worn in the building during school hours.
- All shorts and skirts must be mid-thigh, even with tights.
- The principal or her designee has the final say on appropriate clothing.

### **Driving--Careless or Reckless/Illegal Parking/Failure to Register Vehicle**

Careless or Reckless Driving. Any driving on school property that creates a potential hazard or danger.

Illegal Parking. Failing to park in west lot off of Parker Road.

Failure to Register Vehicle. Failing to report make, model and license plate number to the Dexter High School main office. The District is not responsible for damage done to cars while on school property.

**Electronic Equipment/Cell Phones and Electronic Communication Devices** Students are not allowed to bring radios, portable TV's, electronic toys, pagers, laser pens and the like without the permission of the principal. Students may possess electronic communication devices as long as they remain turned off and out of sight during school hours. At all times, the use of audio, photographic or video recording capacity of any electronic device is prohibited in locker rooms and in other areas where privacy is expected.

**Explosives** Fireworks and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers and poppers.

**Extortion** Use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

**False Alarm** Communicating a false alarm, tampering with fire or other alarm or emergency equipment that results in, or potentially results in, disruption of the educational environment.

**Fire Alarm** Deliberate breaking of glass in fire alarm or removal or discharge of fire extinguisher outside of an actual fire.

**Fireworks/Explosives** Substance of prepared chemicals that explode or cause an explosion and are capable of inflicting injury to oneself/others, or damage to school facilities.

**Food Fight** Planned or spontaneous action of throwing food during lunch or other school functions by an individual or group.

**Forgery** Using an unauthorized signature on any school-related form.

**Gambling** Engaging in any game for money or valuables that are a non-school sponsored event or activity.

**Graffiti** Intentionally harming, destroying, defacing or rendering unusable the property of another or of the school.

**Harassment/Hazing/Bullying** Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, 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.

Harassment may include but is not limited to any unwelcome conduct or communication that interferes with the student's education; creates an intimidating, hostile or offensive environment; or otherwise adversely affects the student's ability to participate in educational programs. 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;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;

- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threat concerning one's
- grades, safety, job or performance of public duties.

**Hazing.** Performing any act or coercing another, including the victim, to perform any act of initiation into a 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 definition. Hazing may include, but is 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
- Forces detention or kidnapping
- Undressing or otherwise exposing victims

**Bullying.** Any gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Bullying is intimidation of others by acts such as, but not limited to:

- Threatened or actual physical harm
- Unwelcome physical contact
- Threatening or taunting verbal, written or electronic communications
- Taking or extorting money or property
- Damaging or destroying property
- Blocking or impeding student movement

Any student who believes s/he has been or is the victim of harassment/hazing/bullying regardless of whether the situation fits a particular definition, should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment/hazing/bullying of a student.

The District has two Compliance Officers designated to handle inquiries regarding non-discrimination policies:

Barb Santo, Executive Director of Human Resources  
7714 Ann Arbor Street  
Dexter, MI 48130  
734-424-4100 ext. 1031  
[santob@dexterschools.org](mailto:santob@dexterschools.org)

Ken Koenig, DHS Assistant Principal  
2200 North Parker Road  
Dexter, MI 48130  
734-424-4240 ext. 7003  
[koenig@dexterschools.org](mailto:koenig@dexterschools.org)

**Indecency** The act of engaging in conduct that is contrary to commonly recognized standards of propriety, behavior and morality (as interpreted by building administration)

**Insubordination** Defiance of authority. Student who refuses to comply in a timely and orderly fashion with the request of a school employee or volunteer. School staff is acting *in loco parentis*, which means they are allowed, bylaw, to direct a student as would a parent.

**K-9 Searches** Specifically trained dogs used to sniff out and alert staff to the presence of illegal substances and contraband in school lockers and in student vehicles parked on District premises.

**Lunchroom Violations** Failure to follow rules and/or procedures that pertain to eating/behavior/cleaning of the lunchroom.

**Lying in a Disciplinary Conference** Failure to provide complete and accurate information the first time when asked.

**Matches/Lighters/Fireworks** Using devices which cause materials to burn or devices with explosive or flammable compositions

**Search and Seizure** Search of a student and his/her possessions, including vehicles, any time the student is under the jurisdiction of the Board if there is reasonable suspicion that the student is in violation of law or school rules or the health and safety of others is in jeopardy. Equipment provided by the school for student use may be searched at any time when a reasonable suspicion exists that a law or school rule has been violated. Privacy rights will be respected regarding any items that are not illegal or against school policy. Seizure is the taking of evidence of a violation of school rules or laws. This evidence may be taken and held or turned over to the police.

**Skipping Class** Failing to report to a scheduled class or activity.

**Solicitation/Selling/Trading** Asking for goods or services from others; exchanging goods or services for money or other items.

**Substance Use/Possession/Sale/Distribution/Screening**

*Drugs.* 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 possession, use, distribution or sale or attempted sale or distribution of drugs, alcohol, steroids, inhalants, or look-alike substances is prohibited. This also includes the possession or sale of over-the-counter medication to another student.

A student’s use or sale of a performance-enhancing substance or a substance appearing on the list of banned drugs circulated by the Department of Community Health is prohibited.

*Tobacco.* “Use of tobacco shall mean all uses of tobacco including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes or other “smoking” paraphernalia or tobacco products on one’s person is also prohibited.

The school prohibits the sale, distribution, use, or possession of any form of tobacco or look alike tobacco products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

*Drug and Alcohol Screening.* Students who are believed to be under the influence of drugs or alcohol may be screened using a mechanical device. In the instance of suspected alcohol use, the Washtenaw County Sheriff’s Department may be asked to administer a Breathalyzer test to determine use. In the case of drugs, school administrators are authorized by the Board to administer an oral screen that tests a person’s saliva for the presence of (an) illegal drug(s). In both cases, the administrator must judge that the student shows signs that would warrant such a search. This search would be conducted in addition to searches of the student’s person (pockets, hoods, socks, etc.) bags or other containers, lockers and possibly his/her vehicle. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of substance use.

**Technology Misuse** Use of technology that violates any code of conduct rule, violates privacy rights, involves identity theft or other unlawful activities, or any other type of activity that interrupts or interferes with the normal operation of school networks and/or activities.

**Theft/Larceny** Taking from another without right or permission and usually in a secret manner.

**Threat** Expression of intent to inflict pain or injury on a person. Indicating an impending danger.

**Throwing Objects** Throwing anything that could potentially cause harm.

**Unauthorized Area** In an area without permission.

**Vandalism** The willful or malicious destruction or defacing of school property or the property of others.

*Destruction of Property.* Negligent, but not intentional, damage to property. Deliberate or intentional damage of property.

**Violation of Suspension** Students who are suspended out of school may not come to school, enter school property, or attend school events until their suspension is completed.

**Weapons/Possession/Use/Knowledge** Any object that is used to threaten, harm, or harass another. This might include, but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. A weapon may also include guns of any type including air and gas-powered (loaded or unloaded), knives, razors, box cutters, clubs, electric weapons, and martial arts weapons. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or other devices designed to or likely to inflict bodily harm.” A weapon may also include any toy that is presented as a real weapon or reacted to as a real weapon. 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.)

The superintendent need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the superintendent one of the following:

- The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed;
- The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

Students, staff members and visitors are required to report knowledge of dangerous weapons or threats of violence to the principal immediately.

The charts on the following pages outline specific infractions and their consequences, as well as reportable offenses as mandated by state law.

**LEVEL ONE INFRACTIONS\***

*\*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.*

Level 1 INFRACTIONS	CONSEQUENCES	GRADES 5-8+	GRADES 9-12*
Displays of Affection+*	1st Offense	Discipline Referral/Warning (See Administrative	Detention/Community Service (See Administrative Intervention)
Disruptive Behavior+*	2nd Offense	Discipline Referral/Loss of Privileges (See Administrative Intervention)	Saturday School (See Administrative Intervention)
Dress Code+*	3rd Offense	Detention/Community Service (See Administrative	1-5 Days Suspension
Disrespect (See Assault Verbal)*	4th Offense	In-School Suspension (See Administrative Intervention)	Administrative Discretion
Electronic Equipment+*	5th Offense	1 Day Suspension	Administrative Discretion
Inappropriate Language or Gestures (See Assault Verbal)+*	6th Offense	2 Days Suspension	Administrative Discretion
Insulting Remark (See Assault Verbal)*	7th Offense	3 Days Suspension	Administrative Discretion
Profanity (See Assault Verbal)+*			
Roughhousing (See Assault Physical)+			
Teasing (See Assault Verbal)+*			
Throwing Objects+*			
Unauthorized Area+*			

**LEVEL TWO INFRACTIONS\***

*\*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.*

Level 2 INFRACTIONS	CONSEQUENCES	GRADES 5-8+	GRADES 9-12*
Cheating/Plagiarism+*	1st Offense	Detention/Community Service	Saturday School
Closed Campus (leaving without permission)+*	2nd Offense	In-School Suspension	1-2 Days Suspension
Confrontation*	3rd Offense	1 Day Suspension	3-10 Days Suspension
Defamation (See Assault Verbal)+*	4th Offense	2 Days Suspension	Administrative Discretion
Destruction of Property+	5th Offense	3 Days Suspension	Administrative Discretion
Harassment/Bullying+			
Insubordination+*			
Matches/Lighters/Fireworks*			
Profanity Toward Staff (See Assault Verbal)+*			
Roughhousing (See Assault Physical)+			
Skipping Class+*			
Solicitation*			
Technology Misuse+*			



**LEVEL THREE INFRACTIONS\***

*\*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.*

Level 3 INFRACTIONS	CONSEQUENCES	GRADES 5-8*
Bullying (See Harassment)*	1st Offense	1 Day Suspension
Conspiracy*	2nd Offense	3 Day Suspension
Defamation (See Assault Verbal)*	3rd Offense	3 Day Suspension
Demonstrations/Strikes+	4th Offense	5 Day Suspension
False Alarm/Fire Alarm+	5th Offense	Long-term Suspension
Fighting (See Assault Physical)+*		
Food Fight+*		
Forgery*		
Gambling*		
Graffiti+*		
Harassment*		
Hazing (See Harassment)*		
Indecent Exposure (See Indecency)+*		
Lying in a Disciplinary Conference+*		
Matches/Lighters/Fireworks+		
Theft/Larceny+*		
Threat*		
Vandalism+*		

**LEVEL FOUR INFRACTIONS\***

*\*Restorative practices may be considered to address the misconduct in addition to, or in lieu of, suspension or expulsion.*

Level 4 INFRACTIONS	CONSEQUENCES	GRADES 5--12*
Arson/Fires		Suspension up to Expulsion and Sheriff's Department Contact
Assault/Physical		Suspension up to Expulsion and Sheriff's Department Contact
Bomb Threat		Suspension up to Expulsion and Sheriff's Department Contact
Dangerous Materials		Suspension up to Expulsion and Sheriff's Department Contact
Distribution (Selling) of Illegal Drugs/Tobacco/Alcohol (See Substance Use)		Suspension up to Expulsion and Sheriff's Department Contact
Explosives		Suspension up to Expulsion and Sheriff's Department Contact
Extortion		Suspension up to Expulsion and Sheriff's Department Contact
False Alarm/Fire Alarm		Suspension up to Expulsion and Sheriff's Department Contact
Sexual Harassment (See Harassment)		Suspension up to Expulsion and Sheriff's Department Contact
Substance Use/Possession/ Sale of Illegal Drugs/Tobacco/ Alcohol/ or Look-Alike	1st Offense	10 Day Suspension or Substance Use Evaluation/Sheriff's Department Contact
Weapons (also Look-Alike and Toys) Possession/Use/ Knowledge		Suspension up to Expulsion and Sheriff's Department Contact

### REPORTABLE OFFENSES

Under MCL 380.1308, the District MUST Report to Local Police:	Examples of other offenses that the District May Report to Local Police:
Minor in Possession (MIP) alcohol, tobacco products; including under the influence	Gang or other hate-related activity
Possession, use, dealing drugs or other controlled substances	Hazing Demonstrations/strikes
Reportable Weapons: “firearms, bombs, silencers, double-edged, non-folding stabbing instruments, a switchblade, a blackjack, a slingshot, a billy club, bludgeon, metallic knuckles, a sand club, a sand bag, a Taser or stun gun, a gas ejecting device that is not a self-defense spray device or any other article carried or possessed for use as a weapon, e.g., a tire iron, a baseball bat carried for purposes of assault or defense”	Smoking
Arson	Other weapons (not shown in Column 1 not required to be reported under MCL 380.1308 or Michigan School)
Explosion	Fighting; inciting or prompting others to fight; gang fighting
Vandalism - over \$100 (intentional destruction of property)	Gambling
Theft - over \$100	Making a false alarm (such as pulling a fire alarm)
Robbery/extortion	A student on campus during an out-of-school suspension
Bomb threat	Inappropriate use of vehicle on school premises
Criminal sexual conduct	Suspicious intruders
Suicide threat or attempt	Unauthorized removal of student
Suspected/armed student/hostage	Suspected child abuse (Must report to Family Independence Agency)
Intruder if s/he refuses to leave	Harassment/bullying/threats
Death or homicide	Other activities or behaviors that school administrators deem advisable
Physical assault	
Verbal assault	
Theft - under \$100 (intentional destruction of property)	
Bus with students involved in accident or incident	

## **SECTION 7 - STUDENT HEALTH**

### **STUDENT MEDICAL INSURANCE**

Dexter Community Schools does not provide health or accident insurance coverage for students. Parents and/or their insurance company must pay for any medical bills incurred for injuries sustained at school, school-sponsored events, athletic practices or events, or on school property. The District will not pay medical bills that are not covered by your insurance policy. As a service to students and their families, the District makes available a voluntary student accident insurance at a nominal cost. The school does not serve as an agent. Parents may enroll online at <http://www.1stagency.com>. Please read the information carefully so you understand the extent of coverage.

### **STUDENT HEALTH**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire 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.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injury is 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.

### **SCHOOL NURSE**

The district nurse, Julie Liskiewicz, is available to discuss health concerns and answer student/parent questions at 734-424-4100 ext. 1051 or by email: [liskiewiczj@dexterschools.org](mailto:liskiewiczj@dexterschools.org). Duties of the nurse include:

- Illness, injury assessments and interventions;
- Identification, assessment, planning, intervention and evaluation of student health concerns including writing and distributing individualized nursing care plans or student emergency plans;
- Facilitating first responder teams in each building, training on Adult and Pediatric First Aid/CPR/AED;
- Monitoring and maintenance of AEDs;
- Health care guidance or education to students, their family, and to staff;
- Chronic disease management and education;
- Crisis team participation;
- Health curriculum recommendations;
- Guidelines for school district health policies, goals and objectives;
- School/community/health care provider liaison;
- Immunization verification and state reporting according to state guideline requirements;
- Medication management and training.

Please contact the district nurse if your child has a health condition that requires an emergency plan to be in place for his/her care and treatment. Examples of such conditions include: insulin dependent diabetes, seizure disorders, severe asthma, anaphylactic reactions to foods or insect stings, etc. The nurse is on call for medical concerns/injuries such as asthma attacks, sprains, strains, etc. In the event of a serious emergency, 911 is called. Parents are always contacted in the event of an emergency.

Parents whose students experience significant changes to their medical history and/or needs during the course of the school year should update the district nurse using the Medical Update Form found at [www.dexterschools.org/nurse](http://www.dexterschools.org/nurse). These

changes might include things such as new medications, activity or food restrictions, or significant injuries that require accommodation at school. The District Nurse will work with building staff to ensure that the student's needs are met.

### WHEN TO KEEP A SICK CHILD HOME

Children are most successful in school when they are present for as many days as possible. However, children who are sick need to stay home if they will not be able to concentrate sufficiently on learning or if they may cause others to become sick. To help reduce the spread of illness to students and staff, please keep your child home for the following reasons:

- **Temperature Greater than 100°:** Your child should be fever free (without being medicated) for 24 hours before returning to school.
- **Rash:** Check with a doctor before bringing a child to school with a rash.
- **Vomiting:** A child may return to school after s/he has not thrown up for 24 hours and is back on a regular diet.
- **Diarrhea:** A child who has a loose stool more than one time in 24 hours, should stay home. S/he may return to school after being diarrhea free for 24 hours.
- **Cough/Cold:** A child with a severe or frequent cough and a runny nose is likely not to feel well enough to concentrate sufficiently on learning. S/he would benefit from more rest and fluids at home.
- **Doctor Recommendation:** If a child has been prescribed an antibiotic, check with the doctor to see if the child needs to be on medication 24 hours prior to returning to school.

### HEALTH AND MEDICAL LIMITATIONS

A letter from a doctor must be submitted to the school office requesting a change in a student's program at school if a student cannot participate in a physical activity because of health or physical limitations. A letter from a doctor must also be on file if a child needs to stay inside the school building during recess.

### FOOD ALLERGIES

Administrative guidelines are in place for students with food anaphylaxis (a life-threatening allergic reaction to a specific food). Common causes of food anaphylaxis are peanuts, tree nuts, wheat, soy and dairy. Parents of students in K-8 classes with a severely food allergic child will be informed of the specific food the student is allergic to through the classroom teacher's newsletter and are requested not to bring the food causing the allergy to the classroom. Parents are encouraged to provide ingredient lists for all baked goods brought to the classroom of the student with food anaphylaxis. Ingredients in prepackaged food should be checked prior to distribution in the classroom. If indicated, certain cafeteria tables may be permanently designated as nut-free or allergen-free tables to avoid cross contamination.

### USE OF MEDICATIONS

If any pupil must receive (be administered) medication during school hours, it shall be the policy of the District to provide adequate control and supervision in the administration of the medication when needed. This policy pertains to all medications.

### PRESCRIPTION MEDICATIONS GIVEN BY MOUTH

- Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- When medication must be administered at school, written permission on the Parent's Request for Administration of Medication at School Form signed by the parent or guardian must be kept in the medication administration area and retained until the end of the school year. A new request form must be submitted each school year and for each new medication.
- The order of the physician must appear on the Parent's Request for Administration of Medication at School Form. If this has not been done, the school nurse may call the physician for a telephone order to be followed by written orders.

- The medication must be given by an adult: administrator, teacher, or another staff person designated by the administrator, such as a building secretary. Unless administered by a school nurse (R.N.), the medication must be administered in the presence of another adult.
- Prescription medication may be self-administered at the high school level with written permission of the parent and physician on the Medication Prescriber/Parent Authorization Form for Self-Administration/Self Possession. Over the counter medication may be self-administered in grades 7-12. Parents are encouraged to notify school staff if the student is on long-term medication, for example, anti-epileptics, psychotropic medication etc.
- All prescription medications must be in the original container labeled by the pharmacy. The label must specify the name of the medication, the dosage to be given, and the time of administration, as well as the student's name. Over the counter medications must be in the original container.
- If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.
- Parents must notify the school in writing if the medication dosage, schedule, or procedure is changed or eliminated.
- Refill of all medications shall be the responsibility of the parents. For grades K-6, parents must deliver medication to/ from school. For grades 7-12, agreement between parent and principal for satisfactory arrangements for transportation of medication should be made. Daily carrying of medication should be avoided, unless previous arrangements have been made through the school principal.
- 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 the school year.
- The person administering the medication must complete the Medication Record to include the following information:
  - Student Name
  - Name of medication
  - Dosage (i.e. 10 milligrams)
  - Date
  - Time
  - Initials of person dispensing the medication
  - Initials of person witnessing the dispensing of medication
- Pupil medication containers shall be kept in a locked and reasonably secure place (safe, file cabinet, locked box, etc.) not accessible to pupils with the exception of emergency medication such as Epinephrine, which shall be kept in a safe but unlocked area.
- At the discretion of the teacher, or upon request of the doctor or parents, a Medication Monitoring Record may be kept daily to record effects of the medication. This record may be copied and sent to the physician or parent. The original will be kept in the student's records.
- The first (or initial) dose of a new medication will not be given at school due to the possibility of an allergic reaction. A count of any medication classified as a controlled substance will be taken upon delivery of the medication to school. The date of receipt plus amount received will be recorded in the comment section of the "School District Daily Medication Log."

### **NON-PRESCRIPTION MEDICATIONS GIVEN BY MOUTH**

For students in preschool through 6<sup>th</sup> grade, over the counter drugs may be administered during school hours only if the above guidelines are met. Students in grades 7-12 may carry and administer their own over the counter medications. No over the counter medication will be administered by school personnel unless the above guidelines are met with the following exception:

In times of urgent need, the school nurse may contact a parent for permission to administer the appropriate dose of acetaminophen or ibuprofen. The medication must be administered per District policy.

### **POSSESSION AND USE OF ASTHMA INHALERS**

The Medication Prescriber/Parent Authorization Form for Self-Administration/Self Possession shall be completed and signed by a physician and the parents authorizing the student use of metered dose or dry powder inhaler(s) at school, on District transportation, and at school activities. This form must be received at the school office. Notice of this authorization shall be delivered to the staff members and transportation personnel to whom the student is assigned.

Asthma inhalers may be kept at the office with other medication. However, students in grades K-12 may possess and self-administer a metered dose or dry powder inhaler for the relief of asthma, or before exercise to prevent the onset of asthma symptoms, while at school, or on school sponsored transportation or activities, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler, AND
- The building administrator has received a copy of the written approvals from the physician and parent.

### **PRESCRIPTION MEDICATIONS GIVEN BY INJECTION**

Parents of students who self-administer injectable medication at school on a daily basis, e.g., diabetic students, may determine, with building administrator, teachers, and nurse, where the best place will to be check glucose level and administer insulin.

### **EMERGENCY MEDICATION**

- School personnel should only administer physician-prescribed medication.
- Schools are to be notified, in writing, of a student who may need emergency medication by his/her parents or physician. In all cases, this information should be conveyed to the District's nurse who will be responsible for ensuring that selected staff members receive appropriate instruction in the administration of such medication.
- The medication must be taken on field trips and should be available to the leader or designee who should be trained in its proper application.
- The Transportation Department should be notified so the appropriate bus driver can be made aware of the student who may need emergency medication. Bus drivers transporting such students should have the medication available and be trained in its proper application.
- The student's parent is responsible for providing the medication and is to be informed that the school will call 911 when his/her child receives the medication.
- If a serious situation does occur requiring the administration of emergency medication, the school personnel will contact 911 and request that a mobile unit be dispatched to the school to deal with complications that may arise. The parents and District's nurse should also be contacted.
- Injectable medications will only be given in a life-threatening situation, (e.g. Epinephrine for a severe reaction to a bee/wasp sting). Therefore, the parent releases the District from any liability or damage, which may occur to the child from the administration of injectable medication.
- In accordance with state law, we will administer emergency epinephrine to any student exhibiting signs and symptoms of anaphylaxis.

All syringes used for the administration of injectable medication must be disposed of in the appropriate sharps container provided for this purpose in each building office or given to the EMS if an emergency medication such as an EpiPen was used.

### **UNAUTHORIZED MEDICATION**

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action. The principal may use one or more of the following procedures, depending on the particular situation:

- Contact the parent and arrange for the parent to submit the Medication Prescriber/Parent Authorization Form for Self-Administration/Self Possession as soon as possible;
- Take the medication from the student and keep it in the office until a completed form has been submitted;
- Place the student in school restriction for failure to abide by school rules;
- Suspend the student from school.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents, that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

## **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 meriting exclusion: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

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

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

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





## **SECTION 8 - SPECIAL EDUCATION**

Dexter Community Schools offers assistance for students with cognitive, physical, behavioral, or developmental disabilities that interfere with typical classroom learning. Most services that provide educational support to students with special needs occur in the regular classroom with peers whenever possible. This equitable approach to education enables all students to benefit from a variety of classroom-based activities and to learn from each other.

The special education staff, including teacher consultants, resource room teachers, speech therapists, social workers, psychologists, physical therapists, and occupational therapists, provide a variety of special education services. They also work in collaboration with individual classroom teachers, to coordinate curriculum objectives, introduce and monitor modifications and accommodations and to identify alternative teaching strategies that meet the educational recommendations of each child's Individual Education Plan (IEP).

In working to meet individual student needs, some Dexter students attend programs in neighboring districts or at the Washtenaw Intermediate School District. Programs for students with the following disabilities are offered from birth to age 26 (or high school graduation):

- Autism Spectrum Disorder (ASD)
- Cognitive Impairment (CI)
- Deaf-Blindness (DB)
- Early Childhood Special Education (ECSE)
- Hearing Impairment
- Emotional Impairment (EI)
- Specific Learning Disability (SLD)
- Physical Impairment (PI)
- Other Health Impairment (OHI)
- Severe Multiple Impairment (SMI)
- Speech and Language Impairment (SLI)
- Traumatic Brain Injury (TBI)
- Visual Impairment (VI)

If you suspect your child may have a disability, please contact any of the following: your child's teacher, principal, or Anne Nakon, Director of Special Education for Dexter Community Schools at 734-424-4100, ext. 6052. A Parent Information Handbook for Special Education is available from the Dexter Special Education Office and on the Dexter Community Schools' website.

### **EARLY ON**

Early On is the State of Michigan Early Intervention program. It provides services for children from birth to three years of age who have medical problems or who are delayed in:

- physical development (movement, hearing, vision, etc.)
- communication
- learning ability
- self-help (feeding, dressing, etc.)
- social or emotional development

Early On provides evaluation/assessment, coordination of services, and an Individualized Family Service Plan (IFSP). Early On services may include speech, occupational and physical therapy, home visits and nursing services and are generally provided at no charge. Early On is administered by the Washtenaw Intermediate School District. For more information, please visit: <http://washtenawisd.org/departments/early-childhood/early-intervention>.



## **SECTION 9 - CAREER AND TECHNICAL EDUCATION**

### **MISSION STATEMENT**

The Career and Technical Education component of the South and West Washtenaw Consortium empowers its students to be productive members of a changing technological world.

The students are provided with the knowledge necessary to achieve the requisite skills, positive attitudes and work habits to meet those goals.

Dexter Community Schools offer Career and Technical Education classes through the South and West Washtenaw Consortium (Dexter, Chelsea, Manchester, Milan and Saline). Students may enroll in programs that have state of the art equipment and stress current employability skills such as teamwork, problem solving and transferable skills. Programs available are:

- Agri-science
- Automotive Technology
- Building Trades
- CAD/CAM and Engineering Technology
- Child Care Services
- Computer Servicing
- Cooperative Education - Capstone Experience
- Cosmetology
- GraphX
- Health Sciences Technology
- Hospitality and Culinary Arts
- Machine Tool Technology
- Marketing
- Turf/Landscape Management
- Visual Imaging Technology
- Welding and Fabrication Technology

Not every course is offered at every school. When it is necessary for a Dexter student to attend another school for the Career and Technical Education program s/he chooses, the student's graduation requirements are reduced to make up for the time s/he loses traveling to a program at another high school.

Each of the courses is a full year course, open primarily to juniors and seniors. Enrollment is limited, so students considering a Career and Technical Education program should let the high school counselor know when they begin planning their schedule. Students who choose a Career and Technical Education program after April cannot be guaranteed a slot in the program of their choice for the following year. Interested students must complete an application form available from the high school counselor or any career and technical instructor. This application must be returned to the guidance office during the registration time. Career and Technical Education programs offer many school-to-work opportunities. Work-based learning is available through internships and the Cooperative Education program. Work-based learning provides students the opportunity to apply their knowledge and skills and continue learning outside of the classroom in a structured work environment.

Students are encouraged to develop leadership and team skills by participating in VICA and DECA as part of their career and technical preparation. Outstanding student awards are presented in each program. Students who enroll in Career and Technical Education programs generally continue their education beyond high school.

Outstanding accomplishments in most Career and Technical Education programs may qualify graduates for advanced credits at Washtenaw Community College, Ferris State University, Clearly College and Baker College. If they choose, students may also get help finding a job after completing their Career and Technical Education program.

For students who are unsure of their career options, the Consortium provides interest and aptitude assessment, career shadowing experiences, and visitations to help in decision-making.

For more information about Career and Technical Education, please call the Dexter High School Counseling Office at 424-4100, ext. 7058 or the South and West Washtenaw Consortium at 734-429-8060.



## **SECTION 10 - STUDENT ACTIVITIES**

The school encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event. In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event.

### **DEXTER HIGH SCHOOL DANCES**

Organizations wishing to sponsor a dance must:

- Fill out an activity request and make application to the Assistant Principal at least three (3) weeks prior to the dance.
- Have a minimum of five chaperones including the faculty sponsor.
- End the dance by 11 p.m. unless permission is given to end a dance at a later hour.
- Provide the administration with a list of individuals on the set up and clean up committees.

Students attending school dances must:

- Comply with all school regulations, including those that apply to drinking, smoking and driving.
- Only Dexter High School students or other authorized persons will be admitted to the dance. All guests must be registered in the high school office by 3:00 p.m. the day of the dance.
- Students and guests must remain in the dance area. Once a student or guest leaves the building they will not be allowed to re-enter.
- Students must be at the dance within one hour of the starting time. If there is to be an exception to this, it must be approved by the dance sponsor and/or high school administration by 3:00 p.m. the day of the dance.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The Board authorizes many student groups that are sponsored by a staff member.

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

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

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

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

## **ATHLETICS**

### **Mission Statement**

The Dexter Athletic Department shall create competitive sport programs to assist students in reaching their potential as individuals and as team members.

### **Athletic Department**

The Dexter Community School District is proud of the quality athletic programs that it offers to students in grades 7-12. If there are any questions, please don't hesitate to call the Athletic Department at 734-424-4170. The Director of Athletics, Mike Bavineau, can be reached at 734-424-4100 ext. 1101. Athletics Secretary Judi Stoll's number is 734-424-4100 ext. 1102.

### **Athletic Philosophy**

The Board recognizes that school athletics are a community resource that can enhance individual self-worth, mental alertness, school pride, and competitive spirit. The athletic program must reflect the excellence of the District in spirit and practice. Therefore, the Board supports an athletic program that promotes and enhances the physical fitness of our youth through a wide variety of athletic opportunities.

The athletic program shall:

- Enhance team and individual academic achievement;
- Teach sports fundamentals and provide opportunities for students to develop and improve their skill level; Promote the development of positive social relationships while emphasizing team unity;
- Assist students in reaching their potential in the development of the most important elements of life: mind, body, spirit, and respect of oneself and others;
- Employ knowledgeable, ethical, and dedicated coaches who will be monitored and evaluated by the Athletic Director;
- Provide educational opportunities in physical conditioning, proper nutrition, self-esteem, and an environment free of substance abuse;
- Stress healthful, spirited competition and sportsmanship;
- Provide a certified trainer and quality facilities to ensure the safety of the students; Provide strong interscholastic programs which will allow for diverse participation;
- Be governed by Athletic Department written policies, procedures, and guiding principles.

The athletic program of this school shall be integrated with an appropriate athletic league and coordinate whenever possible with other community sports programs.

### **Middle School Athletic Philosophy**

Dexter Community Schools believes that students need to be able to explore athletics at the age when they are learning about themselves and their abilities. Participating in athletics allows students to discover abilities that were untapped and can give them focus in classrooms.

The SEC encourages equal playing time. For middle school students SEC has rules governing playing time in some sports, which the coaching staff is proud to support. Coaches attempt to give students the opportunity to develop their skills in a sport by maximizing both practice and game time. Hard work, sacrifice, and desire are keys to success in sports and life. These components of success are encouraged and developed in our athletic program.

### Southeastern Conference

The Dexter athletic program is a member of the Southeastern Conference (SEC) and is governed by the Michigan High School Athletic Association (MHSAA). As of 2010-2011, the SEC includes two divisions of the following schools:

- **Red:** Bedford, Huron, Monroe, Pioneer, Saline, Skyline
- **White:** Adrian, Dexter, Chelsea, Lincoln, Tecumseh, Ypsilanti

### Physical Exams

To participate in any sport, a student must have a physical exam and have a completed Parent Consent Form on file in the Athletic Office. The student's parents are responsible for arranging this exam with their family M.D., P.A., or N.P. at their expense. A valid physical must be dated after April 15 of the upcoming school year and can be given to the coach, trainer or placed on file in the Athletic Office *prior* to the first day of practice. Sport physicals are valid for one academic year.

### Pay to Participate

#### Fee structure:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• \$150 for the first sport for 7<sup>th</sup> and 8<sup>th</sup> graders</li> <li>• \$100 for the second sport for 7<sup>th</sup> and 8<sup>th</sup> graders</li> <li>• \$75 for the third sport for 7<sup>th</sup> and 8<sup>th</sup> graders</li> </ul> | <ul style="list-style-type: none"> <li>• \$250 for the first sport for 9<sup>th</sup> - 12<sup>th</sup> graders</li> <li>• \$150 for the second sport for 9<sup>th</sup> - 12<sup>th</sup> graders</li> <li>• \$100 for the third sport for 9<sup>th</sup> - 12<sup>th</sup> graders</li> </ul> | <ul style="list-style-type: none"> <li>• \$700 family maximum per school year.</li> </ul> |
|---|---|---|

Payments are made using [dextercommunityed.com](http://dextercommunityed.com). Need-based financial scholarships are available upon approval each season by the Athletic Department. Application forms are available on our website and in the Athletic Department office. The Pay to Participate fee structure applies to school sports only. Self-funded sports fees are entirely separate from school-funded sports fees. They are determined by each sport and have no bearing on school pay-to-play family discounts. Students still register with DHS athletics, but payments are made to the club that runs that sport rather than through the school pay-to-play system.

### Dexter Academic Eligibility Policy

For the academic eligibility policy, please refer to the Athletic Student/Parent Handbook. Students must be enrolled in the District for which they compete and in accordance with MHSAA standards. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

### Mill Creek Middle School Sports

The following sports are available to students at Mill Creek Middle School. Contact the Athletic Office for specific requirements and expectations for each sport.

#### **Fall Sports**

Practice begins the first day of school  
 7<sup>th</sup> grade girls' volleyball\*  
 8<sup>th</sup> grade girls' volleyball\*  
 7<sup>th</sup> grade football\*  
 8<sup>th</sup> grade football\*  
 Co-ed cross country

#### **Winter Sports**

7<sup>th</sup> grade boys' basketball\*  
 8<sup>th</sup> grade boys' basketball\*  
 7<sup>th</sup> grade girls' basketball\*  
 8<sup>th</sup> grade girls' basketball\*  
 Wrestling  
 Co-ed swimming and diving

#### **Spring Sports**

Girls' track  
 Boys' track

*\*two teams at each level if there is enough interest*

Many of our middle school teams have been divided into two teams each with comparable skill levels. The two teams (Maroon and Gold) will compete independently of each other within the Southeastern Conference Middle School League. The primary purpose of expanding the middle school athletic program to two teams is to provide greater opportunity for participation, to increase playing time for all participants and to help athletes develop their skills. Although we want all of our teams to be competitive, emphasis is not placed on winning every game. Participation by all members of the team is the primary goal.

### **Dexter High School Sports**

The following sports are available to students at Dexter High School. Contact the Athletic Department for specific requirements and expectations for each sport. Please read the NCAA requirements regarding high school athletics if you plan to participate in college sports.

#### **Fall Sports – Pay to Participate**

Men's cross country  
 Women's cross country  
 Varsity women's golf  
 Women's swimming and diving  
 Varsity football  
 J.V. football  
 Freshman football  
 Varsity women's volleyball  
 J.V. women's volleyball  
 Freshman women's' volleyball  
 Varsity men's soccer  
 J.V. men's soccer  
 Freshman men's soccer  
 Varsity men's tennis  
 Varsity cheerleading

#### **Winter – Pay to Participate**

Men's swimming and diving  
 Varsity women's basketball  
 J.V. women's basketball  
 Freshman women's basketball  
 Varsity men's basketball  
 J.V. men's basketball  
 Freshman men's basketball  
 Co-ed varsity wrestling  
 Co-ed J.V. wrestling  
 Varsity cheerleading

#### **Spring – Pay to Participate**

Varsity baseball  
 J.V. baseball  
 Varsity softball  
 J.V. softball  
 Varsity women's soccer  
 J.V. women's soccer  
 9<sup>th</sup> grade women's soccer  
 Men's track  
 Women's track  
 Women's tennis  
 Men's golf

#### **Fall Self-Funded**

Equestrian  
 Dance team  
 Men's water polo  
 Field Hockey

#### **Winter Self-Funded**

Dance team  
 Competitive cheer  
 Ice hockey

#### **Spring Self-Funded**

Women's water polo  
 9<sup>th</sup> grade baseball  
 Men's lacrosse  
 Women's lacrosse

### **Student/Athlete Handbook**

In addition to the information provided here, the Athletic Department has developed a Student/Athlete Handbook, which is available on the District Website. The handbook provides information concerning eligibility, code of conduct, training policies, disciplinary guidelines as well as other details directly effecting athletic participation. It is expected that each athlete and his/her parent/guardian will read and familiarize themselves with this material. The athlete and parent/guardian are asked to sign a statement acknowledging they received and understand all of the handbook information. This statement is to be given to the coach prior to the start of the season.

### **Title IX Compliance**

As part of our effort to assure equal opportunity for male and female athletes, the Athletic Department is surveying all high school students to determine participation patterns in order to plan for future. The Title IX Compliance Officers for the District are:

Barb Santo, Executive Director of Human Resources  
 7714 Ann Arbor Street  
 Dexter MI 48130  
 734-424-4100 ext. 1031  
[santob@dexterschools.org](mailto:santob@dexterschools.org)

Ken Koenig, DHS Assistant Principal  
 2200 North Parker Road  
 Dexter MI 48130  
 734-424-4240 ext. 7003  
[koenig@dexterschools.org](mailto:koenig@dexterschools.org)



## SECTION 11 - BUILDINGS AND GROUNDS

The Buildings and Grounds Department at Dexter Community Schools, in keeping with the overall Mission Statement of the District, seeks to support the efforts of students, staff, and community as they reach for their goals. We strive for well-maintained facilities, inside and out, because of the positive message this sends to students and members of the community. Economy and safety are important in our operation. Community Education handles all facility use reservations, please visit page 64 for details.

### DCS INTEGRATED PEST MANAGEMENT POLICY ANNUAL PESTICIDE NOTIFICATION

As part of Dexter Community Schools' Integrated Pest Management program, students, parents or guardians have the right to be notified prior to the application of pesticides in the buildings or on the grounds. Whenever possible, the District will post a pesticide application notification on the front page of its website ([www.dexterschools.org](http://www.dexterschools.org)) forty-eight hours prior to application. To be personally notified prior to the application of pesticides, the student's parent or guardian must request and return a "Pesticide Prior Notification Request Form." The form may be obtained from:

Brian Schuler, Facilities Director  
7714 Ann Arbor Street, Dexter, MI 48130  
734-424-4100 ext. 1201

Please understand that emergencies can arise and that pesticides may be applied without prior notice to parents or guardians. In those cases, parents or guardians who have requested prior notice will be notified after pesticide application. Application of pesticides will be performed only by certified, licensed, or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. A sign will be posted at the building's primary point of entry 48 hours in advance of the pesticide application. When pesticide is applied to the District grounds, the application will be at least 100 feet away from an occupied classroom. This notice is given pursuant to the requirements under the Natural Resources and Environmental Protection Act 451.

### DCS ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) ANNUAL NOTIFICATION

The Environmental Protection Agency (EPA) requires that each year, District workers and building occupants receive notification about asbestos activities such as response actions and inspections. The purpose of this correspondence is to meet those requirements and familiarize you with the asbestos related activities that have been conducted in Dexter Community Schools during the last year.

#### Management Plans

In 1988, Dexter Community Schools contracted with Kemron Environmental, Farmington Hills, to conduct inspections for asbestos containing material (ACM) within all District owned buildings. This information was then compiled into Asbestos Management Plans. In 2007, Dexter Community Schools contracted with another environmental consulting firm, Nova Environmental, Inc. to conduct full inspections and to update Management Plan development in all of our facilities built prior to 1988. These Management Plans are located in the administrative office of each building and are available for review. A copy of each building Management Plan is also located in the Maintenance and Operations office.

#### Surveillance Activities

The AHERA regulation requires surveillance of the condition of ACM every six months and re-inspections every three years. The three-year periodic surveillance was last conducted in the August 2017. This surveillance activities will be included as part of the building's Management Plan.

#### Asbestos Abatement

During the past bond projects, various types of asbestos were removed from some of our buildings. Over the course of the next year, there may be a need to do minimal asbestos abatement within applicable buildings. All documentation regarding future asbestos abatement projects will be available for your review in each building file and at the Buildings and Grounds Office. Air tests will be conducted throughout all phases of future asbestos removal projects at each building. Air samples will be collected and analyzed in accordance with all regulatory agency requirements. Questions regarding asbestos removal projects or any asbestos related issues can be addressed to Facilities Director Brain Schuler at (734) 424-4100, ext. 1201.



## **SECTION 12 - COMMUNITY EDUCATION**

### **MISSION STATEMENT**

Dexter Community Education strives to meet the educational, enrichment, and recreational needs of the entire Dexter community. We invite community involvement to identify these needs and utilize local resources to deliver these services whenever possible.

### **AN OPPORTUNITY**

Community Education is a vital link between the District and the community. We provide an avenue for all individuals to participate in the education of the community. Often our most successful programs, such as Dog Obedience, are the result of a resident identifying a community need, contacting the Community Education Department with their suggestion, and letting us do the rest! Your class suggestions are always welcome, and we encourage residents to share their skills and teach classes in our enrichment/recreation programs. Contact us at 734-424-4100 ext. 1302 with comments or suggestions.

### **JENKINS ECLC AND PRESCHOOL**

Dexter Community Education provides full day child care programs for children ages six weeks to five years old, and preschool for children ages three to five years, at Jenkins Early Childhood Learning Center, located at 2801 Baker Rd. Our care ratio for infants and toddlers is 1:4 and 1:8 for 2½-year-olds and older. We follow the HighScope Curriculum. We enroll students in our full-day programs on a rolling basis as space allows. Currently enrolled families and district employees receive first priority for available spots. We maintain a waiting list for all interested families. Dexter Community Education also provides half-day preschool classes for three and four-year-old children at Jenkins ECLC. These programs begin in early September and continue through May. Preschool classes are taught by elementary certified teachers who hold early childhood endorsements. Registration for half-day preschool opens in late February/early March for currently enrolled families, then for DCS staff, then for the general public. If you are trying to decide which preschool setting best suits your family's needs, please plan to visit our location and meet our excellent staff. Contact us at 734-424-4180, option 5, to set up a tour.

### **SCHOOL-AGE CARE PROGRAMS**

Dexter Community Education operates an after-school program for working families who need care beyond the regular school hours for children in young five/kindergarten through sixth grade. The program has consolidated care for all buildings at Wylie elementary school and runs from the end of school time to 6:00 pm. Our on-site program is convenient, safe, flexible, affordable, and staffed by professionals in the educational field. Our program is licensed and follows the rules that govern childcare centers in the State of Michigan.

Students enrolled in our program participate in fun activities and events specifically designed for the building grade level. Opportunities for art projects, literacy, gym, games, homework, snack time, and socializing are a part of the daily schedule. Our "flexible" scheduling allows working families to choose one to five days of care for their student.

### **PROFESSIONAL DEVELOPMENT/NON-SCHOOL DAYS**

Dexter Community Education provides programming for most District non-school days. When school is not in session for either a full or half-day, we offer special programs for students in grades Young Five-6<sup>th</sup>. Our programs are fun and age-appropriate. They incorporate a wide variety of activities, projects, and presentations. They also include off-site learning opportunities to develop and enhance children's interests and awareness of the world around them. Please note that Children's Services is closed when school is canceled due to weather.

### **SUMMER PROGRAMS**

Children's Services offers a nine-week summer camp program for students in kindergarten through sixth grade. Camp Dexter offers weekly themes packed full of incredible activities. Each week includes swimming one day a week at the Wylie Pool and other days at off-site field trips. Camp Invention is offered for two weeks during the summer. Camp Dexter enrollment is by the week, and registration begins in April.

## RECREATION

Community Education offers recreational opportunities for athletes of all ages from the preschooler joining a soccer team for the first time to the senior citizen participating in Senior Water Aerobics at the Dexter Community Pool. Programs are offered throughout the year and are advertised in the Community Education brochure, which is published in August, December and March. Popular adult classes include: Yoga, Men's & Women's Recreation Basketball, and Zumba. Youth opportunities include: spring, summer, and fall soccer, flag football, basketball, field hockey, and our ever-popular swim program. The most current Community Education brochure can be viewed on the Dexter Community Education web site: [www.dextercommunityed.com](http://www.dextercommunityed.com).

## ENRICHMENT

Adult enrichment classes provide area residents with opportunities to explore various areas of interest such as dog obedience, crochet, and yoga, to name a few. Washtenaw Community College also offers many courses locally for your convenience. These courses are offered at Dexter High School. Youth enrichment classes are offered throughout the school year and in the summer. Some popular youth classes include art classes, science classes, theater, and SAT prep. Please visit our website at [www.dextercommunityed.com](http://www.dextercommunityed.com) to review the most current class offerings.

## ONLINE REGISTRATION

For your convenience Dexter Community Education has added online registration for many of our programs. Please visit our website at [www.dextercommunityed.com](http://www.dextercommunityed.com) to complete your family individual account registration form. We would be happy to assist you with this process. If you need assistance please call the office at 734-424-4180.

## FACILITY RENTALS

Outside of regular school hours, Dexter Community Schools buildings and grounds facilities are available for public use. The Community Education Office handles all facility reservations: classrooms, gyms, cafeterias, theaters, media centers, sport fields, playgrounds, pools, and parking. School district facilities will be reserved on a space-available basis according to the following priority list:

1. DCS Academic Programs
2. DCS Athletic Department Events
3. Community Education Programs and Events
4. Public Rentals: Dexter community organizations, clubs, and residents; then non-local organizations, clubs, and non-residents.

Fees depend on location, duration of the events, and whether any special services are required. **Our fee schedule and reservation forms are posted on our website:** [www.dextercommunityed.com](http://www.dextercommunityed.com). Before completing a facility reservation request, please review the Facility Calendar on our website to see if the space you desire is available. Space reservation requests must be turned in at least fifteen (15) days before the requested date. In the event that Dexter Community Schools are closed due to weather or building issues, reservations are usually cancelled. We will make every effort to reschedule any cancelled event whenever feasible.

## CONTACT COMMUNITY EDUCATION

David Teddy ([teddyd@dexterschools.org](mailto:teddyd@dexterschools.org)) is the Director of Community Education and Jenkins Early Childhood Learning Center. He divides his time between these two locations:

Community Education  
3060 Kensington (in the Community Pool Lobby)  
Dexter, Michigan 48130  
734-424-4180 ext. 1401  
Fax: 734-426-9515

Jenkins ECLC  
2801 Baker Road  
Dexter, Michigan 48130  
734-424-4180 ext. 1414  
Fax: 734-426-9515

## **SECTION 14 - FOOD AND NUTRITION SERVICES**

Dexter Community Schools is part of a national network of schools that are showcasing healthful changes in school meals and nutrition awareness. We offer nutritious choices that create balanced meals. School meal programs can help develop lifelong healthy food behaviors and improve attitudes toward education and lifestyle. Our lunch menus are specifically designed to grow with students, offering increased choices and age-appropriate food preferences as your child matures. Each day we offer students a variety of meal selections to encourage and expand their food preferences and nutritional awareness. All meals include fresh fruits and vegetables. Throughout the year, we feature local items on our menu. Food recipes and preparation methods are developed to provide optimal nutrition, while remaining low in fat and sodium.

Our food quality is of great importance to us and lunch menus are planned to provide one-third of your child's recommended daily allowances for key nutrients. We also offer breakfast at all of our schools. Please contact us for assistance with any allergy or dietary concerns. We are proud to report all lunches include a variety of fruits vegetables, whole grains, proteins and milk following the recommendations set forth by the US Dietary Guidelines.

Monthly menus are sent home with elementary school students and are available for students' convenience in our secondary schools. Menus can also be viewed on our website at [www.dexterschools.org/menus](http://www.dexterschools.org/menus). You may monitor your student's purchases and check balances free of charge by setting up an account at [SendMoneyToSchool.com](http://SendMoneyToSchool.com). Should you choose to make an online credit card deposit, there is a \$1.75 charge. Please remember, we always welcome your personal checks at no additional fee. If you have questions or concerns, please contact our Student Accounts Manager at 734-424-4185 or 734-424-4100 ext. 1503.

Parents/Guardians are encouraged to make meal payments in advance. Student accounts are not allowed to go in the negative. Parents will be contacted in regards to student balances via email, phone, and letters home to inform families of current balance status. If account balances are not paid, the Food & Nutrition Department and school administration will work with the parent/guardian using reasonable means to obtain payments or to assist in completing a Free and Reduced-Price Meals Application. Each situation will be assessed based on grade level and individual case by case circumstances.

Free and reduced-price meal benefits are available from the federal government. We welcome applications at any time during the school year. We wish to assure all applicants that any information submitted to the Food & Nutrition Department is held in strict confidence. The process is handled with complete discretion and our meal debit system prevents students from being identified in the cafeteria line. We urge all families who might qualify for benefits from this program to apply. If you have questions and/or need assistance with this application, please contact Jennifer Mattison, Director of Food & Nutrition, at 734-424-4186.

## **SECTION 15 - OFFICE MANAGEMENT SERVICES**

Building secretaries will be available to register students and provide services at all school buildings two weeks before school begins. Summer registrations take place at our central office at 7714 Ann Arbor Street. The high school building is open year-round for high school level services.

To reach the building secretary please dial 734-424-4100 and use the appropriate extension:

Jenkins ECLC	1411	Mill Creek	5011 or 5012
Bates	3011 or 3012	Dexter High School	7011 or 7012
Cornerstone	2011 or 2012	Dexter Alternative High School	1020
Wylie	4011 or 4012		
Creekside	6011 or 6012		



## SECTION 16 - TECHNOLOGY SYSTEMS

### MISSION STATEMENT

The mission of the Technology Department is to provide services and support to enhance the learning of our students throughout the district.

### GENERAL INFORMATION

Dexter Community Schools provides comprehensive technology services to our students, parents, staff and community. The District has 21<sup>st</sup>-century technology available in every classroom throughout the district providing users with a wide range of technology services. The amount of a user's involvement with the system is based on ability, age, and ethical conduct.

All users of the technology systems must be registered with the District. This is accomplished by signing an agreement that lists all of the guidelines and user responsibilities. Parents of students under the age of 18 must also sign this agreement. Failure to abide by all of the terms of the agreement may lead to termination of the user's computer account and possible disciplinary actions as well as possible referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the required student and parent agreement are distributed when students register for school and with the annual back-to-school registration information review.

The Technology Department supports all technology-related systems throughout the district.

### EMAIL ACCOUNTS

All users must have a signed Acceptable Use Policy form on file at Dexter Community Schools. Middle school and older students must annually acknowledge receipt of guidelines regarding proper use of email. Users must belong to one of the following groups to have an email account on the Dexter Community Schools domain: a student in good standing at Dexter Community Schools (DCS), a staff person who is paid by DCS (includes elected Board members), or a community member who is currently on a Board-appointed committee.

Staff email addresses use this convention: [lastnamefirstinitial@dexterschools.org](mailto:lastnamefirstinitial@dexterschools.org). If you are in doubt about a staff email, please search the District Directory on our website: [www.dexterschools.org/directory](http://www.dexterschools.org/directory). Student email addresses use this format: [firstname.lastname@dexterschools.org](mailto:firstname.lastname@dexterschools.org). Only high school students are able to email outside the [dexterschools.org](http://www.dexterschools.org) domain. Students in grades K-8 can only communicate via email with other users who have [@dexterschools.org](mailto:@dexterschools.org) email addresses. This means that if a student in those grades tries to email someone with an external domain (e.g., [\[insert name\]@gmail.com](mailto:[insert name]@gmail.com)) they will receive an error message.

### INFORMATION ABOUT OUR WEBSITE

Dexter Community Schools maintains a site on the World Wide Web. Our address is <http://www.dexterschools.org>. This web site contains general information about our schools, Board activities, yearly calendars, and other useful items. Up-to-date technology service information can be found on our website.

### POWERSCHOOL

PowerSchool is a student information system (SIS) program that uses the web to communicate. All data for students in grades 5-12 is secured with a login and password required to use the program. PowerSchool provides real-time access to your student's grades, attendance, assignments, and more. This program allows students, parents, teachers, counselors, and administrators to work together to improve student achievement. To log in, please use click on **PowerSchool** under the **Students and Parents** tab on our website.





## **SECTION 17 - TRANSPORTATION**

### **MISSION STATEMENT**

The mission of the Transportation Department is to provide safe and efficient transportation in a mutually respectful environment.

### **AT THE BUS STOP**

Please be at the stop at least five (5) minutes early. Buses cannot wait for tardy students and will not return to pick up students who have missed the bus. For the safety of our students, we ask them to stay a minimum of ten (10) feet away from the designated pickup stop while waiting for the school bus. Vehicles are required to stop a minimum of twenty (20) feet away from the bus. Students are advised to wear light colored clothing or reflective clothing during weeks when pick-up times occur prior to dawn.

### **ON THE BUS**

Students must follow directions given by the bus driver/monitor. Students should talk quietly and stay seated in their assigned seat to avoid distracting the driver. Students must ask the driver before opening any windows. When a window is open, the students' head, arms, hands and **EVERYTHING** else must be kept inside the bus. Nothing should ever be thrown out the windows.

If you notice that your school bus is damaged in any way, tell your driver. You can help to keep your school bus neat and clean by picking up any trash you see on the bus.

All students will have assigned seats. Please understand that this policy is for the benefit of all the students on the bus.

### **MAINTAINING ORDER ON OUR BUSES**

Bus riding privileges may be suspended for misconduct on the buses. If this happens, a student's parents are expected to provide their child's transportation. Our drivers will observe the following procedure when students fail to obey the bus rules.

- The student will be warned by the driver (if possible)
- A courtesy notice will be given to the student
- A misconduct form is filed
- The student may be denied bus privileges
- Serious infractions may result in more serious consequences up to immediate bus or school suspension.

Our Transportation Department sends home a form with a complete list of school bus rules at the beginning of every school year. Parents and students are asked to read, sign and return this form to the driver. These rules are also posted on the District website. Remember, riding the bus is a privilege, not a right. Please help us keep your children safe!

### **LEAVING THE BUS**

Walk down the school bus steps carefully using the handrail. Walk 10 giant steps away from the bus immediately. Before crossing the road **ALWAYS WAIT FOR THE SIGNAL FROM THE DRIVER!** The driver will signal you with the flat of his/her hand in a single motion across the windshield. Always make eye contact with the driver, wait for the hand signal and cross in front of the bus. Never cross the road until the driver has signaled you to do so. Be sure to look both ways whenever you cross the road. Never touch the outside of the bus. **NEVER WALK BETWEEN THE BUSES.**

## YOUNG FIVE, KINDERGARTEN, AND FIRST & SECOND GRADE STUDENTS

A responsible person must meet kindergarten through second grade students at the bus stop. A group stop serves more than one family and there must be a responsible person present or visible from the stop. If you miss your student at the bus stop please call the Transportation Office for direction. Please don't drive after the bus in your car. This may expose other students including your own to unnecessary risk.

### Procedure When No One is Present to Meet YF-2 and Special Needs Students

- Bus driver will radio dispatcher to report the child had no one at the bus stop.
- Bus driver will return the child to the Transportation Office.
- Office staff will attempt to contact the parent or other emergency contact person(s).
- Office staff will wait at the Transportation Office for the transfer of the child to a parent or authorized adult. The Transportation Office closes at 4:30 p.m. The authorities will be called if no contact is made by 4:30 p.m.
- The third time a student is returned will be cause for a three-day suspension of bus riding privileges. Any further instances may result in a permanent loss of riding privileges.

Remember buses cannot wait for extended periods of time at bus stops. It is unfair to the other students who ride the bus and creates unnecessary safety hazards. Remember bus riding is a privilege, not a right. Please help us keep your child safe.

## EXITING THE BUS AT SCHOOL

Students should walk down the bus steps carefully and use the handrail when exiting, stay on the sidewalk and enter the school building in a safe orderly fashion - do not leave school property.

## WHEN BUS CHANGES ARE NEEDED

Transportation is primarily designed for home to school and school to home. Stops must be the same location every morning and the same location every afternoon. If permanent changes are needed (a different day care, for example) you must send a request to the Transportation Office. We will review your request and let you know if we can accommodate your needs. This process may take up to two weeks if a new stop is needed. Students are not allowed to ride a bus other than their assigned bus. If your child needs to go to a friend's house we suggest you arrange other means of transportation.

## BUS ROUTE DELAYS

At times, poor weather can delay school buses. Prior to sending your child to meet a bus in poor weather conditions please make sure they are dressed appropriately. Delays of fifteen (15) minutes to one half hour may occur on some routes while others run on time. Contact the Transportation Office for delay information at 734-424- 4190.

## EMERGENCY CLOSING OF SCHOOLS

If the schools must be closed or the opening delayed because of inclement weather or other conditions, our emergency alert system, Blackboard, will send an email and an automated voice message to all families as soon as a decision to close or delay opening has been made. We also post the information on the front page of our website, as well as share the information to the Dread Strong Facebook page. The following radio and television stations also broadcast school closing information: WJR (760 AM); WWWW (102.9 FM); WJBK, Channel 2; WDIV, Channel 4; WXYZ, Channel 7. **When school is cancelled, most school activities are also cancelled. When school is dismissed early due to weather, all afternoon and evening activities are cancelled.** If you are not receiving school closing alerts, please contact the school office for assistance.

## TRANSPORTING MUSICAL INSTRUMENTS AND OTHER OBJECTS

Per State law PA 187 257.1865 section 65(4) ©: "The school bus is not to be used for transporting freight, goods or merchandise other than which is carried on the laps of individual passengers." Music instruments have to be able to be carried in student's laps. Arrangements should be made with the school for a practice instrument if the instrument is too large to be safely carried on the student's lap. Glass objects and animals are not allowed.

# Appendix A – Annual Notification Regarding Student Records

## STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records. On June 19, 2017, the Board of Education adopted a policy regarding the disclosure of education records and the rights of parents and students to access education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at Creekside School or s/he can be reached by calling 734-424-4160 ext. 6353.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier, medical consultant, or an online educational service provider/vendor); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist, information technology (IT) staff); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- A. to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.
- B. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Michigan Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- C. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- E. to accrediting organizations to carry out their accrediting functions.

- F. to parents of an eligible student if the student is a dependent for IRS tax purposes.
- G. to comply with a judicial order or lawfully issued subpoena.
- H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.
- I. to appropriate officials in connection with a health or safety emergency.
- J. information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.
- K. to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties. The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.
- L. to comply with a court order when a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

- C. consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See Paragraph B above).
- E. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

Both FERPA and M.C.L.A. 380.1135, require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures for opting-out of such disclosures. See, Form 8330 F17. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

**The District has designated the following information about each student as "directory information":**

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name; address; telephone number; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; school-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form, Form 8330 F17 or notifies the School in writing within ten (10) days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student's education records will not be sold or provided to any organization for any profit-making purpose, except as otherwise permitted in Policy 8330.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

**SPECIFIC EVENTS/ACTIVITIES**

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school

activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) area ("protected information surveys"):

- (1) political affiliations or beliefs of the student or the student's parent;
- (2) mental or psychological problems of the student or the student's family;
- (3) sex behavior or attitudes;
- (4) illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) critical appraisals of other with whom respondents have close family relationship;
- (6) legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
- (7) religious practices, affiliations, or beliefs of the student or the student's parent; and/or;
- (8) income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys") that may be allowed consistent with the prohibition against selling or otherwise providing personally identifiable information to for-profit business entities, and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Board will provide parents, within a reasonable period prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to adult students or an emancipated minor under State law.)

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See [Board Policy 2416](#) concerning the procedures for making such a request. **No surveys, including third party surveys, that include one or more of the above delineated items are currently scheduled.**

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) that may be allowed consistent with the prohibition against selling or otherwise providing personally identifiable information to for-profit business entities before the instrument is administered or distributed to the students. See [Board Policy 2416](#) concerning the procedures for making such a request. The following such activities are scheduled or expected to be scheduled:

<u>Name of Activities</u>	<u>Specific or Approximate Date</u>
PSAT, grades 9 & 10	April
SAT, grade 11	April
Advanced Ed Survey, grade 12	January
Career Cruising, grades 7 & 8	varies (in Tech Ed classes)

Parents may opt their child out of participation in any activity described above.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See [Board Policy 2416](#) for the procedures for making such a request.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520. This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 734-424-4101 for assistance and information.