

Dundee Elementary



Student & Parent Handbook
2012-2013

“Dundee Elementary STUDENTS, through differentiated instruction, will LEARN the core standards, which will be measured with on-going assessments and supported by interventions.”

Dundee Elementary School

Jeffery Rubley
Principal

420 Ypsilanti Street
Dundee, MI 48131
Phone: 734-529-2350 Ext. 2226

July 17th, 2012

Dear Dundee Elementary School Family,

Welcome to Dundee Elementary School! We are excited to start the 2012-2013 school year. We look forward to working with our Dundee families to ensure each child has the best educational experience possible.

This handbook has been prepared for you and your child to assist with having a successful school year. Please review it with your child prior to the first day of school and then keep it as a reference.

We are honored by you entrusting your greatest asset, your child, to us. We welcome the important opportunity and rewarding pleasure of helping your child grow and learn.

Sincerely,

Jeffery Rubley

Table of Contents

Mission Statements	4
Rights to Records.....	4
Calendar 2011-2012/Daily Schedule	5/6
Staff	6
Office Hours and Phone Numbers	7
Master Schedule.....	8
Expectations/Responsibilities	9
Information	
Accidents at School.....	9
Address, Telephone, E-mail Changes.....	9
Attendance Policy.....	9-10
Behavior Expectations.....	11
Cancellations/Delays.....	11
Cold Weather Policy.....	11
Counseling.....	12
D.O.V.E.S.....	12
Dress Code.....	12
Emergency Cards.....	13
Field Trips.....	13
Food Service.....	13
Illness.....	14-15
Lockers.....	16
Medication.....	16
Money.....	16
Parent Teacher Conferences.....	17
Phys. Ed.	17
Recess.....	17
Report/Progress Reports.....	18
Retention Policy.....	18
Safety Procedures.....	19
Student Placement.....	19
Student Solicitation.....	20
Transportation Changes.....	20
Vacations.....	20
Visitors.....	21
Student Code of Conduct.....	22-33
Due Process.....	34-35
Board of Education Hearings.....	36-37
Transportation Code of Conduct.....	37-43
Appendices	
Detention Form.....	44
Saturday School Form.....	45

Dundee Community School's Vision

"Student Learning Today for a Global Tomorrow!"

Dundee Elementary School's Mission Statement

"Dundee Elementary STUDENTS, through differentiated instruction, will LEARN the core standards, which will be measured with on-going assessments and supported by interventions."

Notice of Rights to Records and Confidentiality

(For parents of students under 18 and for students 18 years or older)

The Dundee Community Schools have compiled records on students for the use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following.

1. Your right to access education records, which include the right to inspect and review them, to request explanation or interpretation of portions you do not fully understand, and to request copies of portions thereof.
2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading. You also have a right to a due process hearing.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies that shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.

**DUNDEE COMMUNITY SCHOOLS
2012-2013 CALENDAR**

August 29	Teacher In-Service*
August 29	Open House/Move In Night 5:00-6:30PM
September 4	First Day of School for Students
November 1	County Wide Teacher In-Service - No School - Students*
November 19	Teacher In-Service - No School - Students*
November 20	Records Day - No School - Students*
November 21	PTC Comp Day- No School - Students and Staff*
November 22-23	Thanksgiving Holiday - No School - Students and Staff*
December 24	Winter Holiday Begins - No School - Students and Staff*
January 3	School Resumes
January 21	Teacher In-Service - No School - Students*
February 15	PTC Comp Day - No School - Students and Staff*
February 18	Teacher In-Service - No School - Students*
March 1	Records Day - No School - Students*
March 29	Spring Holiday Begins - No School - Students and Staff*
April 8	School Resumes
May 27	Memorial Day - No School - Students and Staff*
June 7	Last Day of School for Students
An (*) indicates no school for students	

Dundee Community Schools Board of Education

Mr. James Scheich, President
Mr. Gregg Keith, Vice President
Mrs. Teresa Marino, Treasurer
Mrs. Karen Stull, Secretary
Mr. Scott Gizzi, Trustee
Mrs. Linda Gram, Trustee
Mr. Bob Greco, Trustee

Dundee Elementary Staff

Superintendent:	Michael B. Dodge
Principal:	Jeffery Rubley
Student Services:	Cindy Edelbrock
Administrative Assistants:	Carol Bordine and Julie Jacobs
Title 1 Director:	Carrie Sampson
School Nurse:	Christine Sowa
Young 5s:	Sara Helmstadter
Kindergarten:	Sherry Blanchett, Mary Carek, Michelle Parling, Andrea Schroeder, and Lynette Sproles
First Grade:	Leah Erickson, Mandy Schultz, Sadie Trudeau, Tracy Vergiels, and Karen Werstein
Second Grade:	P.J. Beaufait, Darci Marek, Nicki Stahl, Amy Zanger
Third Grade:	Lindsay Koebbe, Pam Obermyer, Seth Palmer, Kim White
Fourth Grade:	Regina Lein, Emily Ringbloom, Kara Schanz, Wendy Spotts, Nyann Weygand
Inclusion/Special Ed.:	Kristi Hawkins
Art:	Kristyn DeMint
Computers/Technology:	Lisa Marion
Music:	Annette Sauers
Physical Education:	Dan Salenbien
Speech/Language:	Leslie Carpenter
Media Paraprofessional:	Sandy Keffer
Media Specialist:	Anne Oxenrider
Title 1 Para-Educators:	Karen Kerr, Michelle Miller, Shelly Ott, Nancy Scharboneau, Judy Westrick
LRE Para-Educators:	Kris Carpenter, Sherry Mandell, Linda Moore, Cheryl Murphy-Smith, TBD
Lunch/Recess Parapros:	Terre Castelnero, Dawn Homolka, Becky Massingill, Lisa Runles, TBD
Custodian:	Marlene Fogarty

Dundee Community Schools PTSA

Todd Perrine, President
Susan Arting, Vice President
Lenora Hargrove, Treasure
Kim Leonard, Secretary
Stacey Westbrook, Community Advocate

Dundee Elementary Office Hours

The Dundee Elementary School Office is open daily from 7:30AM-3:30PM, Monday through Friday. Parents may reach the elementary office by dialing (734) 529-2350, EXT 2225. Our voice mail system is accessible 24/7.

Recess/Lunch Schedule

Dundee Elementary School will be implementing recess before lunch this year. Layers of research suggest students eat better and transition to the classroom ready to learn better with the recess before lunch format. Below are the times for recess and lunch for every grade level.

GRADE	RECESS TIME	LUNCH TIME
First Grade	11:00-11:20	11:20-11:45
Second Grade	11:25-11:45	11:45-12:10
Third Grade	11:50-12:10	12:10-12:35
Fourth Grade	12:15-12:35	12:35-1:00
Y5/Kindergarten	10:35-10:55	10:55-11:20

MASTER SCHEDULE 2012/2013 :

Y 5	Learning Centers/Instruction				Recess Lunch	Instruction			Specials	Instruction	
	7:55-10:35				10:35-11:20	11:20-12:30			12:30-1:20	1:20 2:55	
K	Core	WIN	Core		Recess Lunch	Core		Specials	Core	WIN	SS/SCI
	7:55-8:05	8:05-8:25	8:30-10:35		10:35-11:20	11:25-11:35		11:35-12:25	12:25-1:10	1:10-1:30	1:35-2:45
1	Core		WIN	Core	Recess Lunch	Core	WIN	Core	SS/SCI	Specials	SS/ SCI
	7:55-10:05		10:05-10:30	10:30-11:00	11:00-11:45	11:45-12:10	12:10-12:35	12:35-1:10	1:10-1:25	1:25-2:15	2:15-2:50
2	Core		WIN	Specials	Core	WIN	Core	Recess Lunch	Core		SS/ SCI
	7:55-8:35		8:30-8:55	9:05-9:55	9:55-10:35	10:35-11:00	11:00-11:25	11:25-12:10	12:10-2:00		2:00-2:50
3	Core	Specials	Core	WIN	Core		Recess Lunch	WIN	Core	SS/ SCI	
	7:55-8:10	8:10-9:00	9:00-9:35	9:35-10:00	10:00-11:50		11:50-12:35	12:40-1:05	1:05-2:00	2:00-2:50	
4	Core		WIN	Core	Specials	Core		Recess Lunch	Core	WIN	SS/ SCI
	7:55-9:05		9:05-9:30	9:30-10:00	10:00-10:50	10:50-12:15		12:15-1:00	1:00-1:40	1:40-2:05	2:05-2:50
5											Nancy / Karen
											2:00-2:50
6									Nancy/ Karen		
	NOTE: CORE should include 70-90min. Math and 110-130 min. ELA								12:15-12:55		

Accidents at School

Minor injuries such as small cuts, bruises, and/or scrapes do happen at school. When minor injuries occur, the child will be appropriately treated, usually by the school nurse.

Parents/guardians will be contacted if follow-up treatment is needed and/or the injury is not considered to be minor. If the school is unable to reach the parent(s)/guardian(s), a voice mail will be left. If a voice mail is not available, the child's emergency contact will be called. Also, with all injuries deemed to be beyond minor, an accident report will be drafted. A copy of the report will be sent home with the injured child.

Occasionally, it is necessary for an ambulance to take a child to the emergency room. If that occurs, we will contact the parent(s)/guardian(s) as soon as possible and ensure that an adult staff member accompanies the child to the emergency room. The staff member will stay with the child until the child's parent(s)/guardian(s) or other designated adult arrives at the emergency room.

The school does not carry student medical insurance. All medical costs resulting from outside care are the responsibility of the parents.

Address/Telephone/E-mail Changes

Please inform the school office at 734-529-2350 EXT#2225, if your address, telephone (land/cell), or registered e-mail address changes.

Attendance and Tardy Policy

Good attendance is necessary in order for students to learn and master the district's adopted curriculum. The majority of elementary students are regular in their attendance. The majority of our parents understand the necessity of seeing that their child is in school when well. We also know that attendance patterns are developed at an early age. In an effort to ensure that all of our students receive a sound education the following elementary attendance policy has been developed.

It is the parents' responsibility to see that the child gets to school on time. If your child arrives late, he/she must report to the office first before going to the classroom.

Continued tardiness will result in school staff contacting the parents.

Arrival after 8:45 AM will be considered a half-day absent. In the afternoon if a child leaves prior to 2:15 PM it is a half-day absent. We stress the importance of attending school for a full day until the normal departure time of 2:55 PM. Any student missing over 45 minutes of instruction will be marked as $\frac{1}{2}$ day absent.

Once a child has accumulated 8 unexcused absences in a year or 8 unexcused tardies in a trimester, parents will receive a letter in the mail. (This does not include tardies and absences due to illness with a physician note, court appearances, or the death of an immediate relative). A parent note is required when a child misses school due to court appearances or an immediate death in the family.

After 15 unexcused absences in a year or 15 unexcused tardies in a trimester, the home/school coordinator and/or principal will contact the parents to try and remedy the truancy situation.

Elementary students in kindergarten through fourth grade will be allowed twenty (20) days of unexcused absences per year before a review meeting is scheduled. Absences excused by a doctor's note, due to court appearances, or the death of an immediate relative, will not count towards the 20-day limit. Once a child has missed more than 20 days, a review committee will evaluate his/her progress. This committee will look at the student's completion of work when absent and his/her knowledge of the adopted curriculum at the grade level. Students making adequate yearly progress will be promoted. Retention will be considered for students that have not mastered the material at their grade level. Also, upon 20 days of unexcused absences, truancy cases may be referred to the county attendance officer. Noncompliance at this level could result in the parent(s) being charged with a misdemeanor.

Parents are expected to call our 24 hour hot line prior to 9:00AM when their child is out ill (734-529-2350 EXT#2400). Parents should also touch base with their child's homeroom teacher to get any missing work that resulted from the absence.

Behavior Expectations in Classrooms

Every classroom and common area (restrooms, hallway, bus, playground, cafeteria) has a specific behavior expectation matrix designed to teach and promote positive behavior choices. Each matrix is based on the B.E.S.T. expectations.

Be Kind

rEspect

Safety

properTy

Cancellations, Delays, Early Dismissals

Delays, cancellations, and/or early dismissals will be announced in the following ways:

Radio: WTWR-Monroe 98.3 FM

TV: NBC, ABC, CBS Toledo

Honeywell Instant Alert

Honeywell Instant Alert connects parents and schools! *Instant Alert for Schools* is an essential tool that facilitates communication with parents and immediate notification of events that parents need to know. Within minutes of an emergency, school officials can use *Instant Alert* to deliver a single, clear message to students' parents/guardians by telephone, cell phone, e-mail, pager or PDA in any combination. *Instant Alert* is also an effective way to notify parents of school closings due to inclement weather or facility problems. To register, please go to <https://instantalert.honeywell.com> and click on the *Help Request* link on the lower right-hand side of the page, or contact our office for assistance. Arrangements can be made if you do not have access to a computer at home. We hope you enjoy and utilize this service.

*NOTE: School begins at 9:55 when there is a two hour delay.

Cold Weather Recess Policy

If the wind chill, according to weather bug, is below 10 degrees, recess will be held inside. Also, a winter coat, hats, and gloves are required when temperatures are below 32 degrees and a light jacket or pullover is required at recess when the temperature is below 50 degrees. A note is required by a physician to not participate in recess.

Counseling Services

Counseling services are provided to help students adjust to school, cope with sudden change, and/or to promote positive behavior choices so students can learn to their fullest potential. Mrs. Cindy Edelbrock, our student services coordinator, is available to help with basic school counseling services. Mrs. Edelbrock can be contacted at 529-2350 EXT 2274.

D.O.V.E.S.

Dundee Organized Volunteers for Educational Success (D.O.V.E.S.) is one way parents can become involved in their child's education. We utilize volunteers through our D.O.V.E.S. program to help in the workroom, classroom, and zone recess. Please contact the elementary office, 734-529-2350 EXT 2225, if you are interested in volunteering.

Dress Code

Dundee Elementary students should come to school wearing clothing appropriate to the weather/season. Clothing with inappropriate phrases, pictures, or endorsements are not allowed. This includes clothing with alcohol/tobacco/drug endorsements and graphics/pictures/phrases that are offensive, profane, or sexual in nature. As a general rule, anything that administration considers to be disruptive to academics/learning a call will be made to have a parent/guardian bring an appropriate change of clothes.

We ask that students be covered from their shoulder to mid-thigh (finger tips at side). Sleeveless shirts should have straps that cover the entire top of the shoulder. Flip flops and heelies (shoe's with wheels) are not allowed for safety reasons. Hats (ball cap style) are not to be worn during school hours inside the building, unless there is an advertised occasion that allows it.

Electronics

Electronics including but not limited to personal cameras, smart phones, cell phones, hand held video games, i-pods, and MP3 players are not allowed at school. If personal electronics are seen or heard, they will be confiscated and given to the principal. The child's parent(s)/guardian(s) adult will have to come to school and sign a prohibited electronics form to get the item back. If you want your child to have a cell phone at school, it needs to stay off and out of sight. The school will not be responsible for lost or stolen electronics.

Emergency Cards

Please notify the main elementary office of any personal or medical information changes on your child's emergency card. When filling out the card, please remember that it will be used in cases when your child is ill, injured, or has a medical issue. It is important it is completely and accurately filled out.

Field Trips

Only students enrolled at Dundee Elementary will be allowed on field trips. Chaperones will be limited to parents and/or other adults listed on a student's medical emergency card. In the case there are more chaperones than needed, teachers will either use a first come first selected policy or draw names. Chaperones/volunteers must also have been cleared to work with students after a background check.

At the principal's discretion, students maybe restricted from attending a field trip or maybe required for their own parent to go with them due to excessive behavior infractions.

Food Services

Each morning, breakfast will be provided for interested students starting at 7:30AM. The cost of breakfast will be \$1.25. Students qualifying for free or reduced lunch will also be eligible for free or reduced breakfast. Students must be in line to receive breakfast by 7:50AM.

Dundee Elementary offers hot lunches for \$2.05 every school day. Students may pay for lunch daily or parents may elect to fund their child's account. Free/reduced lunch applications are available in the elementary school office.

A breakfast/lunch menu will be sent home monthly with your child. Menus can also be found on our www.dundeecommunityschools.org website.

Illness

It can be difficult to decide when to keep your child home due to illness. The following is a list of guidelines to help assist you with decision-making:

- **Fever** - If your child's temperature is over 99.6°, it is recommended that you keep him/her home, especially if the fever is associated with runny nose, sore throat or if he/she is too sick to enjoy group activities.
- **Rash** - Many of the rashes that occur are a form of contact dermatitis or an allergic rash to something in the environment. If your child's rash is associated with an uncomfortable amount of itching, a fever, or it seems to be spreading, then please talk to your child's doctor before taking him/her to school.
- **Runny Nose** - A clear, watery, runny discharge poses no threat to other children in school. Often times it is due to allergies. A runny discharge that is thick and discolored (green or yellowish brown), especially if accompanied by a fever, may mean that an infection is present.
- **Sore Throat** - If your child has a fever, cough or thick runny nose along with a sore throat, or if he/she has a sore throat that stays more than a day or two, he/she should be kept at home.
- **Ear Infections** - Ear infections are not contagious. Your child may attend school as long as he/she is not in pain and the ear is not continually draining.
- **Vomiting or Diarrhea** - Please make sure your child is able to keep liquids down for at least 12 hours prior to returning to school. Your child should also be able to eat a meal before returning to school.
- **Cough** - A physician should evaluate a cough that lingers and sounds deep.
- **Pink Eye** - There are several types of Pink Eye or Conjunctivitis. If your child's eye is just pink then he can be in school. However, if the pink eye is associated with any draining and frequent itching, then please have your child evaluated by a doctor. Please keep your child at home for 24 hours after starting medication.

When you return your child to school after being out ill, please remind him or her of the following: cover their mouth when they cough, use tissues, drink plenty of liquids and wash their hands frequently.

If your child has a communicable disease, he or she must stay home until they are no longer a threat to other children. If your child comes to school and we suspect that he/she has a communicable disease, the parent or person listed on the emergency card will be contacted and the child will be sent home until the doctor certifies the child does not have a communicable disease. The following are general recommendations for uncomplicated communicable diseases, as outlined by the Monroe County Health Department:

Students will be excluded from school for the following illnesses:

German Measles (Rubella) - until rash disappears.

Measles (Hard, 7-Day) - Seven days after the appearance of a rash.

Mumps - Until swelling is gone or other manifestations have disappeared (usually one week).

Chicken Pox - Until all lesions are dry and crusted (usually one week).

Scarlet Fever - Until physician's approval to return.

Scabies - Until completion of treatment.

Conjunctivitis (Pink Eye) - Until medical treatment has been initiated.

Impetigo - Until medical treatment has been initiated.

Ringworm - Until medical treatment has been initiated.

Immunizations

All students entering Dundee Community Schools are required to have their immunizations up to date according to the Michigan Department of Community Health and are as follows:

- 4 doses DtaP/DT/Td (Diphtheria, Tetanus, Pertussis)
- 3 doses IPV/OPV (polio)
- 2 doses MMR (Mumps, Measles, Rubella)
- 3 doses Hepatitis B Vaccine
- 1 dose of Chicken Pox Vaccine

Students who have not completed the minimum immunization requirements by September 4th, or upon enrolling, will be excluded.

Lockers

Lockers are property of Dundee Community Schools and school authorities may conduct inspections of lockers without notice, student consent, or search warrant.

Lost and Found

There will be a designated table for lost and found items. The table will be cleaned off at the end of each month. Items will become a part of our clothing donation closet or donated. Students will be reminded via morning announcements to check the lost and found for lost items the last week of each month before the table is emptied.

Medication

For medication to be administered by the Nurse or designated personnel the parent or guardian should have completed the request for administration of medication and should furnish the school district with a completed physician's authorization and instructions regarding the administration of medication. (This form is available from each office.) This policy includes any over-the-counter drugs, such as Tylenol, cough medicine, etc. The medication must be in the prescription bottle in which it was issued. The bottle must be clearly labeled with complete instructions for dispensing. Medication provided by the parent or guardian is stored and given to the student in the

middle school office. Medication to be taken at school must be delivered by the parent.

Money

Students should only bring enough money to pay for their daily expenses (breakfast, lunch, supplies). Due to the frequency in which young students lose money, it is highly recommended parents send money or a check made out to Dundee Community Schools in a sealed envelope clearly marked with the child's name and purpose of the sent money.

Parent Teacher Conferences

Parent teacher conferences are a necessary, scheduled communication link between home and school. Parent(s)/guardian(s) are expected to attend and participate in conferences. There will be at least two scheduled parent/teacher conferences this school year.

Other conferences can be scheduled at the request of a parent/guardian, teacher, or principal. Please contact the office at 734-529-2350 EXT2225 or send a letter with your child if you would like to schedule a conference.

Parent Teacher School Association (PTSA)

The Dundee Community Schools PTSA is a non-profit children's advocacy organization that is affiliated with the Michigan and National PTA. The PTSA works toward enhancing the health, welfare, and education of our students. The PTSA holds monthly meetings and PTSA membership is open to all parents/guardians of Dundee Community School students. More information can be found regarding the Dundee Community Schools PTSA at dundeptsa.wikispaces.com

Physical Education Requirements

All students Y5-4th grade are required to participate in physical education classes unless they have a note from their physician stating why and how long they cannot participate. Athletic shoes, pants, or shorts should be worn on days students are scheduled to have physical education.

Recess

All students Y5-4th grade are required to participate in our scheduled once a day 20 minute recess. Students will only be exempt from recess if they have a doctor note staying why and how long they cannot physically participate.

Recess will be zoned this school year, offering students the traditional recess and at least three other organized activities to participate in. Each activity will have an adult supervisor assigned to it to. More information can be found regarding zoned recess at www.dundeecommunityschools.net on the elementary web page.

Report Cards

Report cards will be sent home with students at the end of each trimester. Parents/guardians are requested to sign the envelope the report card comes in once they review the report card with their child.

Retention Policy

Grade level placement is based on the following guidelines:

- Academic achievement (Report Card Marks)
- Progress with remediation through response to intervention (RtI)
- DIBELS/easyCBM data
- Standardized test scores
- Light's Retention Scale Results
- Age of the student
- Physical, emotional, and social development of the student
- Attitudes and reactions of the student and his/her parent(s)/guardian(s)

Unless the student enrolls after, written notification must be given to parents by the end of the second trimester in the form of a conference where written notification is signed.

A final recommendation will be made by the student's assigned teacher no later than the first week of May. A conference will be scheduled with the student's parent(s)/guardian(s), teacher, and principal. As a team, we will look at all of the bulleted items above to decide the best placement for the student.

In the case the parent does not agree with the rest of the team, a signed form will be put in the child's CA-60 stating that it was recommended that the child be retained but the parent(s)/guardian(s) did not agree.

In the case all team members agree on retention, a retention form will be filled out and signed by all team members. The form will become a part of the child's CA-60 and the child will be retained in their current grade.

Safety Procedures

Student safety is one of our primary priorities. We will have a newly drafted emergency procedures flipchart this school year that will outline procedures for all emergency situations including but not limited to: fire, tornado, and lock down. Drills to practice emergency procedures will be scheduled according to policy and state law.

Students leaving school prior to normal dismissal will only be released to adults listed on their medical emergency card. When an adult's identity is unknown they will be asked for a proof of identification. Once it is determined that the adult is eligible to release the child to, they will be required to sign their child out on the appropriate office form.

Student Placement Policy

Our teaching staff devotes a great deal of time to form classes for each school year. Our goal is to place each child in the learning environment that encourages his/her best growth academically, socially, and emotionally. Teachers collaborate to develop balanced classes, considering such things as academic strengths, special needs, personalities, behavior, and gender while dividing students into sections.

Student Solicitation

Students are not permitted to sell items or services on school grounds. Any fund raising or advertising materials must be approved through written request to administration and approved by the office of the Superintendent.

Transportation Changes

If there is a transportation change other than what is on file, parents must make the request in writing. Students will be required to take their normal route/means of transportation if they do not have a parent note.

Vacations

Parents are encouraged to take family vacations when school is not in session. When this is not possible, parents should contact their child's teacher at least one week prior to the vacation. A form will be filled out by the teacher(s), that lists assignments/work that needs to be made up as a result of the vacation. The form will list when the teacher expects the assignments/work to be submitted. The vacation days will be counted as unexcused absences. Parents must understand that even when work is made up, instruction is missed which creates an avoidable loss in learning and academic achievement.

Visitors

Parents/Guardians and adults listed on a child's medical emergency card are always welcomed in our school. All visitors must sign in at the elementary office and receive a visitor's pass before going anywhere else in the building. If volunteers will be working with students other than their own child, they must have a background check and be cleared by administration.

NOTE: Students are not permitted to bring friends not enrolled at Dundee Elementary, visiting student aged relatives, or anyone not listed on the medical emergency card to school with them.

Dundee Elementary School Code of Conduct

Revised: August 2011

Preamble

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

School is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship within the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy rights of citizenship is to respect the laws of the community.

The courts have stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed, or in other ways altered, except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression.

Teachers and administrators also have rights and duties. Teachers are required by law to maintain suitable environments for learning; administrators are responsible for maintaining and facilitating educational programs.

Philosophy

Proper student behavior is a primary responsibility of the student. Since parents are also responsible for their child's conduct, the school will keep parents informed of the development or continuation of any unacceptable behavior patterns. Cooperation between parents and school is, therefore, essential to the process of bringing about desired attitude and value changes.

The school is obligated to provide, to the best of its ability, an environment that is

conducive to learning; and no individual has a right to detract from this environment. Thus, the purpose of disciplinary action taken by the school may be two-fold. Not only, will discipline be used to bring about desired behavior changes; but also, to provide a school atmosphere where a student's right to an education is protected.

Basis in Law

No. 380.1311. The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the Board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with the rules of the State Board, the pupil shall be evaluated immediately by the intermediate school district of which the local school district is constituent in accordance with section 1711.

No. 380.1300. The Board of a district shall make responsible regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.

No. 380.1261. The Board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district.

No. 380.1312. 1. A teacher or superintendent may use reasonable physical force necessary to take possession of a dangerous weapon carried by a pupil. 2. A teacher or superintendent may use reasonable force on the person of a pupil necessary for the purpose of maintaining proper discipline over pupils in attendance at school.

General Authority

Because students are compelled to attend school until the age of 16, the Board of Education has the general responsibility to supervise these students under the doctrine of *in loco parentis*, that is "in the place of the parent." Thus, the School District must at times take action to fulfill its responsibility under this doctrine because of student health, safety, or welfare considerations. The conduct code is in effect from the time a student leaves home until he or she has a reasonable amount of time to return home after school. Students who are not present in school when school is in regular session are still subject to the disciplinary codes of the school. This means a student who skips school or who is already suspended may be disciplined for his or her actions during school hours as defined by the conduct code.

Zero Tolerance

Monroe County has adopted a "Zero Tolerance" policy for all county schools. The purpose of a Zero Tolerance Policy is to give police and school personnel a tool to react quickly to serious violations of the law which have arisen within the school setting. Examples of situations where the Zero Tolerance Policy might be used are assault and battery, use of a weapon in the perpetration of an offense, inciting student riots, and/or drug trafficking.

Administrative Corrective Measures

Administrative corrective measures will be progressive unless the infraction is a serious, zero tolerance infraction. Each student discipline situation will be evaluated on a case-by-case basis. The student's behavior history and past history regarding the behavior in question will guide the administrator's decision making regarding an appropriate consequence. The consequences listed below are in order of perceived severity.

Office Referral Leading to Conference

In cases of misconduct, conferences among involved parties: the student, parents/guardians, teachers, and/or any other person deemed necessary, will most often be the initial step. If the student does not have an extensive history of misconduct, the consequence may end here. Parents will be required to sign the office referral, which will be logged into eschool so we can analyze behavior history, trends, and patterns.

Referral to Home/School Coordinator

A referral to the home/school coordinator maybe selected by administration in the case a previous conference was not effective at remediating a repeating behavior. The home school/coordinator will work with the child to understand the antecedents and motivation that is related to the poor behavior choice through the use of counseling and/or an individualized positive behavior support plan.

Assigned to Scheduled Behavior Check Ins

Students who have a history of a repeated minor behavior infraction maybe required to check in at the office 2-3 times throughout the day as part of a plan that monitors a specific behavior and offers feedback to the student. The feedback may include praise or strategies/encouragement to change the specific behavior.

After School Detention

After school detentions are held with a supervisor after school from 3-3:45PM at least once per week. The person issuing the detention will inform the student and parent why the detention was issued and when it is to be served via a carbon copied form. A minimum of twenty-four hour's notice will be given so the student can provide for his or her transportation. The person issuing the detention will turn a copy into the office and contact the parents. Failure to serve a detention will result in further consequences as determined by administration. Students assigned to detention because of a behavior infraction will be required to complete an action plan designed to make them think about their poor behavior choice(s), alternative behavior(s), and create a letter/card of apology.

Saturday School

Saturday school we be scheduled once a month and be held from 8am-11am. Saturday schools will be issued to students in which detentions and/or behavior modification strategies such as, counseling, I-PBS plans, and check ins were not effective. Saturday

schools may also be used as an alternative to a buildup of unserved after school detentions or is students in grades 2nd-4th have excessive missing homework. Students attending Saturday School will be required to complete an action plan.

Suspensions

Suspensions will be used for serious cases of misconduct or repeated, excessive minor conduct. They will be for no longer than ten (10) consecutive school days with the exception of indefinite suspensions. Indefinite suspensions will be issued in cases where behavior is such that a conference with the parents is thought necessary and beneficial, or the circumstances and seriousness of the misbehavior warrant a hearing with the Board of Education. The length of suspension in these cases will be either until a conference is held or until a Board hearing is determined to be mandatory, or both.

In each case of suspension, an attempt will be made to contact parents by telephone. Additionally, parents will be notified by a letter that states the reason the student has received the suspension. A copy of this letter will be provided to the student to take to his or her parents at the time he or she is dismissed. Another copy of the letter will be mailed. A third copy of the letter will be filed. Suspensions may be from classes and extracurricular activities or from extracurricular activities only. Students who are suspended from school are not allowed to be on or near school property or attend any after-school activities or contests, both home and away. Examples of school activities that suspended students may not attend or participate in are athletic practices and competitions, club meetings, dances, and/or any other school sponsored activities. The student will be responsible to have all work missed completed at the time they return. They will also be immediately responsible for tests and quizzes upon their return.

Students who are suspected of being handicapped or have been certified handicapped under Michigan Special Education Rules will be afforded all of the rights provided by the special education rules regarding suspension and expulsion.

Snap Suspension/Removal

The student will be removed from class. The teacher will contact administration to remove the student. A snap suspension maybe utilized by the administrator when the safety of the student exhibiting the behavior and/or other students' safety maybe at risk. Parents will be notified when a snap suspension occurs via phone call and carbon copy office referral.

On occasion, restraint is required to remove a student during a snap suspension. In this case crisis prevention intervention practices will be used to safely remove the student.

Board of Education

In situations where corrective measures appear to be ineffectual, a student may be referred to the Board of Education or a committee of the Board for a hearing. The purpose of such a conference will be to inform the Board of the situation relating to a particular student, and to provide both parties an opportunity to discuss the matter in a private (or public, if parent's so chose) forum. In situations where extreme behavior problems exist, the administration may recommend action to be taken by the Board of a nature reserved to it by law.

Code of Conduct Violations

Actions by the administration are not limited to those items listed nor are corrective measures limited to those included in this conduct code. Incidents of misconduct and the administrative actions cited in this document are to serve only as guidelines in carrying out the student conduct philosophy of the Board of Education.

Academic Dishonesty

Cheating is defined as copying **or** allowing others to copy one's work and turning it in as own assignment. Plagiarism is the stealing of original creations, ideas, or words from a variety of sources, such as books, TV, magazines, journals, databases, artwork, and Internet sources for one's personal and/or scholastic benefit. Plagiarism is the most serious academic offense one can commit. The plagiarist incorporates ideas, statistics, and examples he or she did not research and presents it as if he or she had done so. Plagiarists lift direct quotes or paraphrase ideas and fail to cite the source of information through either footnotes or citation, according to the instructor's preference. Plagiarists also fail to use a works cited or bibliography page; thus, students fail to give proper credit to their sources. Plagiarism includes stealing ideas from other students as well as "recycling" papers from year to year.

Aggressive Behavior Toward School Personnel and/or School Property

Threats of any kind made to and/or physical contact with school personnel or school property constitutes, at a minimum, aggressive behavior. This includes after school and extracurricular activities.

Bullying

Bullying is the use of physical, verbal, emotional abusive treatment, or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault, manipulation or coercion and may be directed persistently towards particular victims, perhaps on grounds of race, religion, gender, sexual orientation, or ability.

Controlled Substances

Use and Possession

Students who are in possession of drug-related paraphernalia or who use, possess, or are under the influence of controlled substances and drugs including alcohol, narcotics, amphetamines, hallucinogens, inhalants, or other dangerous drugs including look-alike drugs such as Mini-thins, apocrine, Ginseng, or any other over-the-counter medications on or near (adjacent to) district property during school hours or at any school sponsored activity either on or off campus,

Distributing

Students who share and/or sell alcohol, narcotics, amphetamines, hallucinogens, inhalants, ecstasy, or other dangerous drugs; including look-alike drugs such as Mini-thins, apocrine, Ginseng, or any other over-the-counter medications to other students or persons on or near (adjacent to) district property during school hours or at any school-sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

Over the Counter Drugs

Misuse, use, and possession, distribution or sale - parent notification, suspension until a parent conference has been held and referral to agreed upon counselor/outside agency.

Paraphernalia

Students who possess or distribute drug-related paraphernalia such as roach clips, bongs, pipes, and other related paraphernalia to other students or persons on or near (adjacent to) school district property during school hours or at any school sponsored activity, either on or off campus, are subject to immediate suspension and/or expulsion.

Criminal Acts

Any student who commits a criminal act will be reported to the proper law enforcement agencies. Appropriate action will, additionally, be taken by school authorities. The following activities are among those defined as criminal under the laws of the State of Michigan and are listed here as examples; they are not inclusive, but serve only as a guide. Some examples of criminal acts are as follows: arson; assault; burglary; battery; extortion; blackmail or coercion; having, using, and/or threatening to use firearms or explosives; larceny; malicious mischief; robbery; sale, use, and/or possession of alcoholic beverages or illegal drugs; trespassing; unlawful interference with school authorities; unlawful intimidation of school authorities; and/or vandalism.

Violations of the law that occur at times other than when school is in session or at times when the student is not attending school sponsored activities will be handled by appropriate police and/or legal agencies. Additional disciplinary action may be taken by the Board of Education. Disciplinary action may also be taken by the building principal.

Dangerous and/or Inappropriate Objects

Any object that is considered inappropriate or potentially dangerous in the school setting will be confiscated immediately by school personnel. Examples of some objects that the school considers inappropriate are as follows: guns, knives, toy guns, rubber

knives, matches, lighters, handcuffs, squirt guns, loud toys, laser pens, pepper spray, CD players, MP3 players, and/or handheld electronic games.

Disrespect

Disrespect is any behavior that degrades or is intended to degrade another.

Explosive/Fireworks

Explosives or possession of, in the nature of firecrackers and including "smoke bombs."

False Fire Alarms/False Bomb Threats

Causing and/or involvement in a false fire alarm and/or making a bomb threat is a serious school offense, as well as a violation of the law. Immediate suspension from classes and extracurricular activities will be given to any student who is thought to have participated in these types of acts pending investigation by police agencies and action by the Board of Education.

Inappropriate Use of Body Fluids

Students will not intentionally misuse/mishandle body fluids, including: saliva, urine, feces, blood, mucus, perspiration, vomit, or any other bodily secretions.

Insubordination

Insubordination is defined as defiance of authority and disobedience toward school employees.

Persistent Disobedience

Persistent disobedience is the continual disregard and/or violation of classroom, playground, bus, and/or other school rules.

Physical Assaults Toward Other Students

LEVEL 1 – Confrontation – Verbal or physical pushing, shoving, placing hands and/or threats made to another student. Penalty: conference up to a suspension depending on behavior history.

LEVEL 2 – Aggressive Behavior – Physical or verbal, may or may not include inappropriate language or threats. (Neutral party needed for intervention.) Penalty: warning up to suspension. Continued offenses will result in persistent disobedience and additional more severe consequences. The police maybe notified.

LEVEL 3 – Fight – Physical nature, a Saturday School up to referral to the Board of Education. Police maybe notified. The minimum consequence for fighting will be a Saturday School. The building administrator will use the student's behavior history, history regarding fighting, and specifics of the incident to make a decision regarding the consequence.

LEVEL 4 – Battery/Assault – This is a fight that may involve premeditation, or a fight that occurs after a direct warning not to fight, or in the case of parties refusing to stop fighting when so directed. The minimum consequences will be a 1 day suspension up to referral to the Board of Education. The building administrator will use the student's behavior history, history regarding fighting, and specifics of the incident to make a decision regarding the consequence.

Profanity or Obscene Gestures

Any obscene word or gesture.

Sexual Harassment

Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Sexual harassment involves a range of behavior from mild annoyances to sexual assault.

Stealing

Is the taking of other's property without permission.

Tantrums

Out of control, persistent verbal or physical outbursts.

Technology/Computers/Internet Infractions

The Dundee Community School District's telecommunications network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network no expressed or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities

(Student Code of Conduct), copies of, which are available in school offices, the following are not permitted:

- *Sending or displaying offensive messages or pictures
- *Using obscene language
- *Harassing, insulting or attacking others
- *Damaging computers, computer systems or computer networks or other technologies
- *Violating copyright laws
- *Using another's password
- *Trespassing in another's folders, work, mail or files
- *Intentionally wasting limited resources
- *Employing the network for commercial purposes
- *Any other actions deemed inappropriate by the administration

The following are some examples of items deemed inappropriate by the use policy: Internet games, chat programs, commercial e-mail, online auction sites, streaming audio and video (including Internet radio) for entertainment purposes, and the transfer of files and software to district computers. Changing of the computer configuration including but not limited to desktop appearance, printer setup, screensavers, and task bar configurations. The use of outside media and flash devices including CD's, floppy discs, USB memory and MP3 players. Anonymous communication and attempts to circumvent district policies.

Violations may result in a loss of access as well as other disciplinary, monetary or legal action.

Tobacco Products

Possession of any tobacco product, including cigarettes, cigars, chewing tobacco or tobacco snuff, and any look-a-like cigarettes, cigars, tobacco snuff prohibited on school property or school sponsored activities either on or off campus. This would include students going to and from the school bus regardless of whether they are on

school property.

Due Process

The constitutional rights of individuals assure the protection of due process of law; therefore this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Dundee Community Schools. Federal constitutional law does not require a Board level hearing except in cases involving long-term suspensions (potentially eleven [11] days or more.)

1. The hallmark of the exercise of disciplinary action shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. Suspension of one (1) to eleven (10) days.
 - A. An informal meeting with the principal will be held prior to suspension.
 1. The student will be presented with oral or written notice of the specific charges, which are the basis for disciplinary action to be taken against him/her and an explanation of the evidence against him/her.
 2. The student will have the right to present any relevant information that will support his/her defense.
 3. If the school principal suspends the student, the principal will:
 - a. Notify the parents as soon as possible of the suspension, the reason for it, and the steps required for the student's return.

- b. Meet with parents or guardian and the student to plan the satisfactory return of the student to the school setting, if requested.
- B. Unfavorable decisions in suspensions of (1) to four (4) days may be appealed to the Superintendent.
 - 1. Such appeals shall be made within the period of suspension. During the time of the appeal to the Superintendent, the student will remain out of school. The Superintendent shall affirm or modify the terms of the principal's action within two (2) working days of the appeal. The Superintendent's decision in cases of short-term suspensions (one [1] to four [4] days) shall be final.
 - 2. Only in unfavorable decisions of suspensions of four (4) days or more may appeals be made to the Board of Education, which shall review the decision to determine if competent material and substantial evidence supports the decision.

Hearing Procedures for Board of Education

The following procedural guidelines will govern the expulsion /suspension process of the Board of Education.

- 1. Written notice of charges against a student will be supplied to the student and his/her parent or guardian. Included within this notice shall be a statement of time and place for the hearing. The time shall be reasonable for the parties involved.
- 2. Parents or guardians should be present at the hearing.

3. Legal counsel may represent the student, parent, or guardian.
4. The student shall be given an opportunity to give his/her version of the facts. He/she should be allowed to offer the testimony of other witnesses and other evidence. The witness's name must be reported to the Board of Education a minimum of two (2) school days prior to the hearing. The student shall be allowed to observe all evidence offered against him/her. Only in suspensions of eleven (11) or more days will the student be allowed to question witnesses.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The Board of Education shall state, within a reasonable time, its findings and its decision as to expulsion/suspension or other penalty it deems appropriate. The student may be suspended during this interim period.
8. The findings of the hearing authority (superintendent or Board of Education) shall be reduced to writing and sent to the student and his/her guardian.
9. Students with disabilities:
 - a. Students suspected of having a disability or who have been identified as having a disability may be suspended up to ten (10) school days without additional due process requirements.
 - b. Students with a disability who have been suspended for more than ten (10) school days will be afforded the due process rights required in the Individuals with Disabilities Education Act (IDEA).
 - c. Students suspected of having a disability will be evaluated according to the Revised Administrative Rules for Special Education prior to repeated suspensions beyond ten (10)

- school days.
- d. Students suspected of having a disability or who are identified as having a disability may be placed in a 45-calendar day interim alternative educational setting. The alternative educational setting may be considered in situations where weapons or illegal drugs/controlled substances were involved or where the student's current placement is determined to be dangerous to him or to others.

Transportation Code of Conduct

The safety of all is our number one priority. Riding the bus to and from school is a privilege not a right. Students that do not follow the rules as listed may be subject to disciplinary action.

The Board of Education is obligated to do what it determines to be necessary to provide for the safety of all student passengers. Those acts of misconduct that directly or indirectly threaten the welfare of others cannot be permitted. Disregard of the rules of conduct that jeopardize the safety of others may result not only in denial of transportation but also removal from classes up to and including expulsion by the Board of Education.

Students in PRE-K through TWELFTH grade are expected to follow all rules listed in the transportation student conduct code. Students who violate the rules listed in this code will be referred to the transportation director/building principal for disciplinary action. Disciplinary actions under this policy, may include warnings, parental contacts, required parental conferences, denial of transportation and suspension from school.

The parents of PRE-K through Kindergarten students must supply a responsible person to wait with the child at the bus stop for the safety of the child. If no one is waiting when the child is dropped off the child will be brought back to school.

Bus drivers have the responsibility and authority to take or recommend disciplinary action for acts of misconduct that take place prior to boarding the bus, while riding the bus and during a time period after leaving the bus.

Offenses are counted (first, second, third) for each school year separately but the student's entire record will be taken into consideration when Board action is required.

Disciplinary actions and corrective measures are not limited to the following lists, they are to serve only as guidelines for carrying out the conduct philosophy of the Board of Education. Appeals should be directed to the Superintendent of the Dundee Community Schools.

The maximum period for denial of transportation by the Administration is ten (10) days for any one offense. This denial of transportation may be extended beyond ten (10) days by action of the Board of Education.

An effort has been made to have transportation code penalties in agreement with penalties established for students during the regular school day.

BUS OFFENSES

<u>First Offense</u>	<u>Warning</u>
<u>Second Offense</u>	<u>One day bus suspension</u>
<u>Third Offense</u>	<u>Three day bus suspension</u>
<u>Fourth Offense</u>	<u>Up to ten days bus suspension</u>
<u>Fifth Offense</u>	<u>Board of Education Hearing</u>

GENERAL RULES

Generally, but not always, the first reported offense for violation of the following rules, one through twelve, as stated below, will result in a warning and parent notification. For second and third violations transportation will be denied one to three days and may require a parent conference before reinstatement. Appropriate action will be taken in those situations where students are not transported daily to and from school but are being transported for a field trip, athletic trip, band trip, etc.

To maintain a safe efficient transportation system students are expected:

1. To remain seated at all times after boarding the bus and until getting off the bus. To occupy a particular seat if one is assigned by the driver. To get off the bus only at the stop authorized by the driver. Permission to get off the bus other than at the student's regular stop will be granted (or not granted) only on a written or verbal request by the parent or guardian to the principal or transportation director. For a student to get on the bus in the morning (other than their regular stop) they must present a note from their parent or guardian to the bus driver. If this is more than a one day duration you must have a form "Permission to Ride School Bus" completed by the office. Requests should be made as far in advance as possible. The student will be given a completed request form which they are to present to the driver.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. There must be complete silence when approaching and crossing railroad crossings.
3. To obey the driver's and chaperone's instructions at all times.
4. To be at the designated pick up point at least five minutes prior to expected arrival in the morning. Students are to stay at least ten (10) feet from the road while waiting for the bus to arrive and come to a full and complete stop before attempting to get on the bus. After school you are to go to your bus within the time limits provided. Once on the bus you must stay on the bus until you have reached your bus stop or you have permission from the bus driver to get off the bus. Bus riders are to go directly to the bus after school. In the morning when students arrive at school they are to go directly into the school. At no time are students to leave school property. The driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
5. To stay off the traveled roadway at all times while waiting for a bus.
6. To wait until the bus has come to a complete stop before attempting to get on or off.

7. To enter or leave the bus only at the front door except in case of emergency.
8. To cross the traveled highway (if necessary) after leaving the bus in the following manner: You may not cross the highway for any reason except to reach your residence, until your bus and any other buses have left the area.)
 - a. Make sure the bus is stationary.
 - b. After getting off the bus, take at least ten giant steps (10 feet) in front of the bus, if the bus does not have a front gate. Wait for proper signal from driver before crossing. Stop at traffic side (the front of the bus) and look both ways. Cross only if approaching traffic has stopped. Walk (not run) across the roadway. Do not stop or return if any item is dropped. Do not pick up mail, etc. at this time.
9. To keep hands, head, etc. (all body parts) inside the bus at all times. Do not throw anything out the window.
10. To report to the driver any damage to the bus that is observed.
11. No littering.
12. No eating or drinking on the bus. Especially suckers!
13. According to state law, our buses can only transport students enrolled in Dundee Community Schools. Visitors or guests for a day may not ride the bus to or from school. Arrangements need to be made for transportation when requesting the visitors pass.

SPECIFIC RULES AND PENALTIES

In order to establish consistency between transportation penalties and student conduct code penalties, the transportation penalties have been made to conform to the student conduct code. Any change in student conduct code penalties will automatically change the corresponding penalty in the transportation code. Students will be notified of changes.

The following rules and penalties are listed for your information. An explanation can be found within the Student Conduct Code.

1. Aggressive Behavior Toward Other Students
2. Aggressive Misbehavior Toward School Personnel
3. Controlled Substances, Drugs, Including Alcohol
 - A. Use and Possession
 - B. Distribution
4. Criminal Acts
5. Dangerous or Inappropriate Objects
6. Disrespect
7. False Fire Alarms and Bomb Threats
8. Fighting
9. Forgery
10. Harassment
11. Instigation - For purpose of disrupting the normal transportation of students, premeditated or not premeditated, up to three (3) days suspension and may include a Board hearing on a recommendation of expulsion. Grades 6 through 12, normal, one (1) day, first offense. Grade 5, normal, warning on the first offense, one (1) day suspension on the second offense.
12. Insubordination
13. Persistent Disobedience
14. Profanity, Obscene Language or Gestures

15. Stealing, Theft
16. Student Conduct Relative to Staff Members during other than regular school and school sponsored activity hours.
17. Tobacco Products, including lighters.
18. Undue Familiarity
19. Vandalism
20. Weapons

ATHLETIC/FIELD TRIP BEHAVIOR

Students being transported by school bus on athletic or field trips are expected to conduct themselves in a way as to avoid the possibility of distracting the driver. (Example: Standing or switching seats while the bus is in motion, loud talking or yelling, throwing things including paper, obscene gestures or comments, interference with driver, teacher or chaperone by remark or actions.)

Students being transported by school bus to an athletic or field trip are expected to ride to and from each event on the bus. If a parent/guardian wants to take their child home with them at the end of the event a written note with the parent/guardians' signature, must be provided to the coach/chaperone prior to departure. Students will only be permitted to ride home with a friend's parents if there is an emergency, such as an illness or injury.

There may be situations where athletes/students may be given permission by the coach, teacher or chaperone to eat, drink or chew gum. This permission may also include the use of headphones. (Radios, tape players without headphones are never acceptable on the bus.) If athletes/students are not responsible with these privileges they may be denied and additional penalties may result with a referral to the office.

Penalties may range from a warning to denial of extracurricular transportation, and or suspension from school.

Bus Rules - Athletic Trips

1. Athletes should stay seated.
2. No sitting backwards.
3. Aisle must stay clear, no feet out in aisle way.
4. All equipment must be put in or under a seat, out of the aisle way. (Every attempt will be made to store equipment out of the aisle.)
5. No yelling on the bus. However, if our team wins, cheers may be allowed leaving the opponent's town and when they get to Dundee only.
6. All windows must be closed when leaving the bus.
7. Food and pop must be cleaned up after a field trip. The captain and co-captain are responsible to check the bus after the team exits the bus. Bus should be restored to condition it was before the field trip. Any equipment left on the bus will be available for pick up at the bus lot.
8. Take valuables with you. Drivers are not responsible for any personal items left on the bus.

BUS CONDUCT REPORT

This report is used to inform you of a disciplinary incident involving the student on the school bus. Parents/guardians are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated on the date of issue.

The parent/guardian's signature indicates that you have read the report. **THIS SIGNATURE IS REQUIRED BEFORE THE STUDENT WILL BE PERMITTED TO RIDE THE BUS.**

DUNDEE ELEMENTARY SCHOOL



www.dundeecommunityschools.org

420 Ypsilanti Street, Dundee, MI 48131

Phone: (734) 529-2350 ext. 2226 Fax: 734-529-3741



Detention Notification

Date of Infraction: _____

Name of Student Assigned to Detention: _____

Date of Detention: _____

Certified Teacher Issuing the Detention : _____

Principal's Signature/Approval: _____

Detentions are issued by the Principal or certified teachers due to excessive infractions of our adopted B.E.S.T. Expectations/Rules.

Be Kind, REspect, Safety, ProperTy

Each classroom and common area at Dundee Elementary has it's own unique B.E.S.T. Expectations/Rules that have been modeled, taught, and assessed to every student. Students assigned to detention will be required to complete an action plan that is designed to modify their behavior. Below is a summary written by the teacher who assigned your child to detention. Detention will be held in the elementary library media center from 3:00-3:45PM. It is your responsibility to find transportation for your child. Your child will be released at approximately 3:45PM from the main elementary doors. Please make sure their transportation is prompt in picking them up. By signing below, you are agreeing, the child named above, has your permission to stay after school until 3:45PM, for detention, on the date listed above.

SUMMARY:

Parent(s)/Guardian(s) Signature

Date

DUNDEE ELEMENTARY SCHOOL

www.dundeecommunityschools.org

420 Ypsilanti Street, Dundee, MI 48131

Phone: (734) 529-2350 ext. 2226 Fax: 734-529-3741



Saturday School Notification

Name of Student Assigned to Saturday School: _____

Student's Signature Being Assigned Saturday School: _____

Principal's Signature/Approval: _____ Date: _____

Saturday schools maybe issued by the building Principal due to any of the following :

- Excessive detentions (more than three in a trimester)
- Not serving detentions or arranging an alternative to detention.
- Excessive office referrals
- An office referral with a major infraction

Saturday school will be held on Saturday _____, from 8:00AM-10:00AM at _____. Failure to attend Saturday school, or arrange an equal alternative consequence, will result in an in school suspension. Your child does not need to bring anything but themselves to Saturday school unless they are there for excessive missing work. They will be issued materials to complete a mandatory action plan designed on modifying their behavior. Below is a summary of why I have assigned your child to Saturday school. By signing below the summary, you are agreeing to arrange for transportation for your child to and from Dundee Elementary. You are also agreeing to all policy listed in this notice regarding Saturday school. If you have questions and/or concerns please do not hesitate to call me at the number listed above.

Parent(s)/Guardian(s) Signature

Date
