

# Davis Raider Review

## August 2017



The Davis Junior High Mission is dedicated to creating a successful partnership of staff, parents and community to prepare our students to be positively-contributing members of society, and productive and responsible citizens. We promote understanding and respect for all people and strive to inspire our students to become knowledgeable, caring, self-directed and productive learners who readily meet the challenges of a diverse world and global economy.

[Davis Junior High School Website Link](#)

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### Welcome/Raider Day Information

Welcome to Davis Junior High and the 2017/18 school year! We are completing our summer cleaning projects and are getting ready for your arrival for Raider Day and the start of the new school year. Our mission remains the same of educating every child and our vision of every child prepared for a post high school education is our goal. It is exciting to return to the first days of school and see friends, teachers and your new schedule of classes. Our student orientation “**Raider Day**” will be on **Monday, August 21<sup>st</sup>** this year. All students will report to Davis Junior High on their scheduled times listed below:

<b>9<sup>th</sup> Grade</b> 8:00 am – 9:15 a.m.	<b>8<sup>th</sup> Grade</b> 9:15 a.m. – 10:30 a.m.	<b>7<sup>th</sup> Grade</b> 10:30 a.m. – 11:45 a.m.
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Registration will begin in the cafeteria. In order to obtain student schedules, students should have all forms filled out completely and signed by a parent. Students will not receive their schedules for the 2017/18 school year until completed forms have been submitted, and all obligations (i.e. book fines, etc.) have been met. Enclosed in this packet you find the following information and forms:

- Davis Raider Review PBS Matrix signature page (last page of this newsletter - **Bring to Raider Day for ticket!**)
- Raider Day Checklist – Red Form
- Emergency Card – Yellow Card
- Davis Junior High Communication Process Flowchart for Parents
- Student Photographs (Kaiser Studio Envelope for School Pictures)
- DJH Fundraiser – White Form (Check/Money to purchase yearbook, fundraiser, Davis wear, etc.)
- Power School Parent Portal Access – Blue Form (only for **new** students to the district)

Students and parents should enter the school in the main entrance of the school and move immediately to station #1 in the cafeteria. The emergency card must be filled out and signed by the parents or guardians. Counselors will be available for the students the first week of school and can assist with schedules after Raider Day. ***Due to limited staff, there will be no schedule changes at Raider Day.***

#### New to Raider Day – Student Physicals (Gym Area)

**Donation – checks made payable to Davis for \$25.00. Partial proceeds donated to Beaumont Hospital.**

Forms are available on the Davis website. [Click here](#) to access or type in <https://www.mhsaa.com/Schools/Forms-Resources>

**Davis would like to welcome all incoming 7<sup>th</sup> grade students to our “WEB Orientation” on Friday, August 25 from 8:00 a.m. – 12:00 p.m. All students will receive a written invitation and personal phone call from their 9<sup>th</sup> grade WEB leader. We encourage ALL 7<sup>th</sup> grade students to attend this orientation and fun day! For parents wishing to gain a better understanding of WEB, there will be a parent orientation meeting at 1:00 p.m. that day.**

I would also like to express my gratitude to our school community and say “Thank You!” You are the most important teacher in your child’s life and without you as a part of the learning process, we would not be successful! I look forward to meeting you throughout the year as we partner to make this year a success for all of our students.

Brian T. Shepard, Principal

## ***WEB Information – Friday, August 25 8:00 a.m. – 12:00 p.m. (7<sup>th</sup> grade students)***



### **WEB Seventh Grade Orientation**

We are very excited that your child will be attending Davis Junior High School and we look forward to meeting your student on Orientation Day. As you may know, our school participates in the nationwide WEB Program, an organization whose sole purpose is to help 7<sup>th</sup> graders feel more comfortable as well as help them achieve success in their first year of middle school.

The WEB 7<sup>th</sup> grade orientation and transition program is designed to both welcome and support 7<sup>th</sup> graders by assigning them a 9<sup>th</sup> grade WEB Leader as a mentor during this first year. This WEB Leader is a responsible older student who was hand selected from a large pool of applicants and has met the qualifications of being a good role model and a positive leader on our campus.

Following is some information to let you know what you and your student can expect in advance of their first day of school.

- Your child can expect to receive an invitation to 7<sup>th</sup> Grade Orientation Day in the mail. If he or she has not received the invitation by August 15th, please call the main office and request one
- A day or two before orientation your child will also receive a phone call from her or his WEB Leader personally inviting your student to orientation day and giving the details of where to be and what time
- Your child is encouraged not to bring backpacks, purses or other like items as the day is quite active
- Because the day is active, please make sure that your child wears comfortable clothing that does not restrict movement

This is a student only function so we encourage you to let your child attend on her or his own.

We look forward to meeting you and your child on Orientation Day!

The WEB Crew Coordinators

Please visit our informational site: <http://csnitgen.wix.com/djhweb>

Like us on Facebook: <https://www.facebook.com/djhweb/>

Follow us on Twitter: @davis\_web

## ***Raider Day Information – Additional Schedule – Monday, August 21***

***9<sup>th</sup> Grade***  
8:00 am – 9:15 a.m.

***8<sup>th</sup> Grade***  
9:15 a.m. – 10:30 a.m.

***7<sup>th</sup> Grade***  
10:30 a.m. – 11:45 a.m.

### **Davis Junior High Staff Website (<http://davis.uticak12.org/staff>)**

Teachers have been putting their classroom and assignment information on the Davis website, under the staff page. [Click here](#) to access the site.

### **Davis Junior High Fundraising - No Buying...No Selling...No Hassle!!!**

100% of your monetary donation directly benefits our school. **A suggested \$40 donation per family would be greatly appreciated to help offset the cost of numerous programs at DJH.** Money will go toward improved technology, special events, special assemblies, student awards, positive behavior support, WEB, instructional needs and any other purchase to benefit our students. **All students that donate money through this manner will be eligible for all fundraising fun events throughout the year as a way of saying thank you!** Look for the fundraiser table at Raider Day!

### **Picture Day**

School pictures will be taken on August 21<sup>st</sup> at Raider Day. The order form for pictures is in this mailing and all forms and money are due on picture day. Each student will also be receiving their school ID. Alternate picture day for Raider Day will be September 11.

### **2017 Yearbooks on Sale**

Order your Davis Junior High 2017 yearbook during Raider Day. Bring in your check or money order for **\$35** payable to Davis Junior High. Yearbooks will be available to order online at [www.jostens.com](http://www.jostens.com) using a credit card payment during the school year. When ordering online, additional personalization options are available. Yearbook will be accepting check payments during Open House and during November/March conferences. Make sure to keep your receipt in a safe place so your child can bring it in when yearbooks are distributed in June.

### **Student Planners**

Davis will once again be using a student planner and students will receive these books at Raider Day. The planner is a combination assignment book, classroom pass system, and organizational tool. Replacement or additional planners can be purchased at a cost of \$5.

### **Power School Access**

Students that are new to the district need to have a user ID and password for PowerSchool to check attendance and grades. Former students will use their old ID and Password. PowerSchool is a great way to have access to your child's grades online.

### **Parent Volunteers Needed**

As we begin the school year, parents are encouraged to join our list of volunteers. We have many volunteer opportunities: fundraising, chaperones, baking, Freshman Farewell, etc. Please stop by our "Parent Volunteer" booth at Raider Day for more information. Teachers can also be individually contacted by parents to see if volunteer opportunities exist within the classroom.

### **Unable to Attend Raider Day?**

If you are unable to attend Raider Day, you will receive your schedule and locker assignment on the first day of school in the cafeteria. There will be a make-up day to have school pictures taken once the year starts. Information will be in a future newsletter. **Picture Day for students that missed Raider Day will be Monday, September 11, with Picture Retake Day scheduled for Monday, October 16.**

## ***Startup Information***

### **Davis Junior High Communication Flowchart Process**

Parents transitioning from elementary to junior high school often wonder the best way to have their question or concern addressed. It is easy to become discouraged when attempts to communicate with school officials are not addressed only to be referred to others to resolve a problem their child may be experiencing in school. In order to help parents with this process and assist in efficiency, the “***Davis Junior High School Communication Process Flowchart***,” has been created. This sequence is in place to make sure your questions and concerns are addressed to the proper school official. It is our hope that the flowchart will be utilized as a way to direct your question or concern so that it may be handled by the appropriate school official and responded to quickly. ***As always, classroom concerns and questions should be directed to the specific teacher involved.***

**The chart is listed within this newsletter, will be available at Raider Day and will also be available on the website for parents for future reference.** Please note that our office staff will be trained to help assist parents with this process and in many cases you will be referred to the first level in order to provide you with the most direct staff member.

### **Positive Behavior Support/Earned Privilege Program**

Davis Junior High School has always strived to maintain a safe and orderly learning environment for all of our students. In an effort to improve our school climate and culture, many of the Davis staff members volunteered their time two years ago to form a Positive Behavior Support (PBS) Committee. PBS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes. This program is aimed at building effective learning environments in which positive behavior is acknowledged for all students. Our program emphasizes the use of proactive, educative and reinforced-based strategies to achieve meaningful and durable behavior outcomes. As a staff we will be focusing on acknowledging positive behavior in the classrooms, hallways and the lunchroom by teaching and reinforcing our “***Raider Red Expectations***.”

During the first week of school and throughout the year, staff members will be teaching our “***Raider Red Expectations: I Can Listen, Learn and Lead***” to students. We hope that by modeling and communicating these expectations to our students that they will begin to have a better idea of what is expected of them as students at Davis Junior High. We feel that the expectations of listening, learning and leading will serve as a roadmap for success for all of our students as they navigate junior high school to eventually transitioning to the high school and beyond. It is a goal of our program to provide students with common language and the necessary problem solving skills that will help them have a much more productive and positive day at Davis.

Students who are engaging in listening, learning and leading behaviors will be individually acknowledged by earning “***Raider Red Tickets***” and honored with prizes and recognition during our weekly lunchroom drawings on Fridays. Students will also participate in our “Earned Privilege Program.” The Earned Privilege Program is an academic and citizenship reward system that is set in place to encourage students to do their very best on Progress Reports and Report Cards. There are seven cycles per year. Each student will receive points for the grades as well as their citizenship performance grade. The points are rolled into levels that students can attain throughout each progress and report card cycle for various school privileges. This will allow students to have more access to “fun” school opportunities and we are very happy about this part of our program.

Our “***Raider Red Expectations: I Can Listen, Learn and Lead***” will be posted throughout the classrooms and school for easy reference for our students. The matrix of our expectations is attached for you to review (last page.) It is our hope that you will spend some time reviewing the matrix with your child as it clearly defines the expectations for our students within the program. **Students that return the matrix with a parent signature will earn a “*Raider Red Ticket*,” during Raider Day for demonstrating leadership and will be entered in our first Friday lunch drawing on September 16, 2016.**

### **Weekly Communication – Newsletter (Davis Raider Review)**

The “Davis Raider Review” is an electronic newsletter that will be emailed through school messenger weekly (Thursday afternoons) to all parents and will start during the first week in September. The newsletter will be archived monthly on the Davis website and is a great way to keep up on events and information from the school.

### **Student ID Badges**

In order to fall in to consistency with the high school, all junior high students at Davis will be required to carry their ID badge with them at all times. These can be visible, on lanyards, or on student possession. Our goal is to ensure student safety at all times.

## Main Office Information

### Administration of Medication

In most classes with medication, parents can administer to their children at home. In the event that is not possible and a student needs to take medication at school, the school may administer either prescription or non-prescription medicine, but only when authorized by the student's parent/guardian **and** the child's physician. Requests must be made by completing an **Authorization for Medication Form**, available at the Information Booth at Raider Day or in the school office. This form must be signed by the child's physician.

### Automated Call Alert Contact Update

Utica Community Schools will continue to message important school-related information such as delayed openings or school closure through a number of resources including local media outlets. As a service to parents and staff, the district will also continue to directly call phone numbers linked to our Automated Call Information Alert System. **If your phone numbers have changed, please contact the main office.**

### Attendance Line Information (586.797.2799)

If you are calling in for an early dismissal, please press 0 and talk to an office assistant. If you are calling in an absence, please call in prior to 9:00 a.m. When calling in your child's absence, please make sure you spell the last name as well. Your assistance with this is greatly appreciated.

### Breakfast Information

Davis Junior High will make available nutritious breakfast to students and staff daily starting September 6, 2016. Breakfast will be served at 7:45am. The menu features a variety of continental breakfast choices to choose from. Foods like: muffins, bagels, breakfast sandwiches, assorted whole grain cereals, yogurt, fresh fruit, juice and milk. Breakfast costs \$1.40 for paid students, \$.30 for reduced priced students or is free for those who have an approved meal plan application on file. Research has shown that students who eat breakfast are better prepared to learn.

### Bus Information

To determine your child's bus stop, please [click here](#) to refer to the district bus schedule. This schedule is posted on the Utica Community Schools website the week prior to the start of school. All other bus information can be found at [http://www.uticak12.org/districtinfo/di\\_transportation.asp](http://www.uticak12.org/districtinfo/di_transportation.asp). If you have any questions, please call us at 586-797-2700.



### Bus Passes

Bus passes are a privilege and will only be permitted if a bus has not reached capacity. Both students must be bus riders and both students must submit a note from their parent to the Main Office before 1st hour. The signed note from the parent should include the student's assigned bus number as well as the bus number they will be riding. The pass needs to be picked up by one of the students before the end of the day.

### Davis Raider Review – Archived Editions

For the parents new to Davis, you will notice that the most up to date information will always be at the top of the newsletter. As the month moves along, earlier editions of the newsletter are located below. This is done with the purpose of providing you an opportunity to find information in one newsletter as opposed to having to go back and review earlier editions that you may have saved. The newsletter will also be available on the Davis website.

### Drop Off Procedures

Parents – as a reminder for student drop off, we have two locations along the front of the school. The locations for drop off are **the A Pod entrance (look for drop off signs)** and the front of the building. To alleviate some of the traffic, please plan on dropping students off early on in the line along the sidewalk and letting them walk in the A Pod entrance. This will speed up traffic in the morning and as always, please exercise patience and caution. **One lane only for student drop off!** We appreciate your help!

### Daily Schedule:

1 <sup>st</sup> Hour	8:10 - 9:08
2 <sup>nd</sup> Hour	9:14 - 10:10
3 <sup>rd</sup> Hour	10:16 - 11:12
4 <sup>th</sup> Hour	11:18 - 12:57 (includes lunches)
	• A Lunch 11:18 - 11:49
	• B Lunch 11:52 - 12:20
	• C Lunch 12:23 - 12:57
5 <sup>th</sup> Hour	1:03 - 1:59
6 <sup>th</sup> Hour	2:05 - 3:01

## Early Dismissals

Students who need to be excused during a school day should bring in a signed note from their parents to the main office prior to school starting in the morning. The note should include the **date, time, and reason for the dismissal as well as who will be picking the child up**. Please do not leave a message for an early dismissal on our attendance line. This procedure will ensure that your child will be dismissed on time and should keep unnecessary phone calls to a minimum. **When signing your child out early, please be prepared to show identification at the main office. Office staff will be asking for a driver's license or other form of identification in order to release the student.** Your cooperation is a greatly appreciated!

## Homework Requests

Homework requests are not accepted until the third consecutive day of absence. You may request your child's homework on that third day by contacting our Main Office at 586-797-2700.

## Junior High Parent and Student Handbook

In the first days of school each year, every student in junior high participates in a handbook presentation with school administration. This handbook is a valuable resource containing information about athletic programs, bus transportation, attendance procedures, dress codes, graduation guidelines, technology use, how to communicate concerns, medical services, behavior guidelines and disciplinary procedures. The junior high handbook information is available online at <http://www.uticak12.org/uticawebsite/handbook/> Please review the online handbook with your child, sign and return the form. **All handbook receipt forms need to be returned by Friday, September 16.**

## Lockers Assigned to Students

Students will be issued lockers at Raider Day on August 22<sup>nd</sup> based upon their grade. In each locker there is a lower shelf for additional storage of books. A separate gym locker will also be issued to each child during gym class. It is the student's responsibility to keep lockers secure. ***Please remind your child not to give out combinations to their friends.*** Sharing of combinations, even with friends, usually results in problems such as lost books and/or folders. The school is not responsible for such loss.

## Lunch

There will be a number of important menu changes in our school's lunch room this year as a result of new federal regulations. The changes will create healthier menu items for our students by requiring larger portions of fruit and vegetables. In addition, our lunches will feature more whole grains, along with lower sodium content. Full lunches are \$2.50 for elementary students, \$2.75 for junior high students and \$2.80 for high school students. Milk is 45 cents at all levels. [Click here](#) to view how to apply for free lunch, put money in your student's account, and more. Food Service staff members are ready to continue their partnership with parents to make sure our students are well-nourished and ready to learn.

## Michigan Cyber Safety Initiative

The Michigan Cyber Safety Initiative (CSI) is a national, award-winning program and has been presented to more than one million students. It teaches children the importance of being safe, making smart decisions, and protecting themselves and others while online. [Click here](#) if you haven't reviewed the information with your child. The website is also below: [www.safeteens.com/tips-to-stop-cyberbullying](http://www.safeteens.com/tips-to-stop-cyberbullying)

## Non-Emergency Deliveries and Messages

Messages cannot be delivered to students during school hours. Non-emergency messages and deliveries will take place only between classes and after school. Students will not be released in the middle of class to report to the office to pick up messages or items brought in during the school day. Lunches will be sent to the lunch room and distributed.

## Office Telephone Use: How, When and Why?

Office telephones are available to students in case of illness and special circumstances. Students should **not** use cell phones to call parents to report illness, accidents, or to request to leave school. When these circumstances arise, students are to report to the office.

## Parents and Visitors

Everyone who enters Davis Junior High must report to the Main Office. This is a school district policy. You will need to sign in, put a visitor's pass on, and our office staff will be glad to assist you.

## Perfume and Cologne in School

Davis Junior High has several students and staff members who have allergic reactions to strong perfumes, after-shave and men's cologne. The reactions range from mild to severe headaches that result in nausea and being sent home from school. These strong smells trigger asthma attacks and at times, students need to receive medical attention. We are asking students to put on their favorite fragrance once in the morning before school. Please do not bring in bottles and sprays of cologne, after-shave and perfume to re-apply throughout the day. Thank-you for your cooperation and help with this!

## PowerSchool Information

Parents and students can view their student's schedules, attendance and grades. [Click here](#) to access the PowerSchool Portal. Parents with multiple UCS students can now create an account to access all of their data with a single login. Parents will need the access ID and access password for each student. Access IDs and passwords follow students from year to year. [Click here](#) to view the flyer describing the Parent Single Sign-On process.

## Scheduling Flex Option

Davis counselors spoke to students about UCS's high school physical education and world language flex options. For students completing a UCS high school sport or marching band season, proper paperwork must be completed to opt out of physical education. Students, please see your counselor for paperwork.

## School Dress Code

Davis has always taken pride in its well-groomed students and maintains high expectations in terms of neatness and compliance with the approved UCS Dress Code. Student appearance should not be disruptive to the educational process. Please observe the following guidelines:

- Student appearance should be neat and clean.
- Dress that is indecent, calls undue attention to an individual has lettering or symbols that are derogatory or disrespectful is deemed to be disruptive are prohibited.
- Clothing that promotes illegal substances or drugs, illegal activities, violence, tobacco or alcohol is prohibited.
- Outdoor apparel, hats, unhemmed cut-offs, spandex, beach wear, short skirts, yoga pants and clothing that does not cover the shoulders or mid-section are not proper attire and are not to be worn in school.
- Tattered or ripped clothing is not acceptable. Blue jeans with holes or tears above the knee will not be allowed.
- Articles of clothing worn as group identifiers or which promote a disruptive school climate are prohibited.
- Beach wear, slipper, tights, low-cut tops, tank tops, sleeveless tops, muscle-shirts, see-through clothing, short skirts, short shorts, tight clothing without proper coverage, pajamas and clothing exposing the shoulders or mid-section are not allowed.
- Shoes must be worn at all times.
- Jewelry and accessories that may be deemed dangerous are prohibited.
- Knee-length skirts and knee-length shorts are acceptable.

Students who do not follow the above guidelines may be given other clothing to wear.

## Davis Dress Code Expectations for Yoga Pants/Leggings

Yoga pants and leggings are allowed only with a longer shirt/sweater/top to cover. The following information has been shared with students and we appreciate your help communicating this to your children.



**OK for Davis Dress Code**



**NOT OK for Davis Dress Code**

## **Security**

The front doors will be locked during school hours. To gain access at Door #2, ring the button near the far left door at the main entrance. Office staff will see you through the security camera and unlock the doors if deemed appropriate. Please report directly to the main office.

## **Social Media Information/School and Parent Responsibility**

Students should not be using social media sites such as Twitter, Instagram, Facebook, Snapchat, Kick, etc. during school hours. If students are using these sites off school grounds, monitoring of the sites and student use is the sole responsibility of the parent. School staff will not be responsible for this outside of school. Should social media information create a substantial disruption to the school, you may be contacted and/or disciplinary action will be taken depending on the severity of the incident. As the parent, if you feel that your child's safety and or privacy has been violated through social media outside of school, please contact the police as a first step intervention.

## **Student Cell Phones/Use of Electronic Devices**

As we prepare to begin a new school year, it is important to revisit some district and building policies in regard to use of electronic communication devices (ECD.) With the permission of teachers, student may use cell phones in the classroom for educational purposes. Students may not use cell phones to take pictures, text or call during the school day. Students may use their cell phones before school, during lunch and after school. Individual classroom teachers will handle classroom violations.

## **Electronic Use – Lunch Policy**

During lunch, students are able to use electronics/cell phones during lunch. Student must adhere to the following guidelines:

### **Students can use their phone/tablet/iPod to do the following:**

- Listen to music and play games (must have an earbud)
- Watch videos

### **Students cannot use their phone/tablet/iPod to do the following:**

- Social media (examples - Snapchat, Instagram, Twitter, Facebook, Kick)
- Take pictures or videos
- Talk/Text on the phone

As always, students should not be on their phones during passing time or during the school day unless it is part of an educational reason based on the rules of the teacher.

## **Technology Information for Parents – Article on Social Media**

Typically social media can become a problem for students and parents that are not actively up to date on the latest information. The question for many parents becomes - Are you aware of what apps your children are currently using on their cell phones and what should you be monitoring as a parent? [Click here](#) to read an article on six current apps that are being used widespread by students. Many of these apps are great for students to communicate via social media, but have also caused issues for parents of teenagers. Kik and Snapchat are two that we find can be problematic for students and parents. As a parent, it is important to have a working idea of what these sites are and how they can impact your child. The link to the website is also here: <https://www.common sense media.org/blog/snapchat-kik-and-6-more-iffy-messaging-apps-teens-love>



## Davis Junior High – Parent & Student Handbook Reminders

As we move in to the start of the school year, we wanted to share a couple of reminder items with our parents and students.

### Locker Information (Per UCS Student Handbook)

All lockers assigned to students are the property of the Utica Community Schools. At no time does the school relinquish its exclusive control of its lockers. Students are solely responsible for the contents of their locker and should not share their locker with other students, pre-set locker combinations or divulge locker combinations to other students, unless authorized by the school principal or his/her designee. Accordingly, the Board of Education authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice and without parent or guardian consent. Law enforcement officials shall be notified upon seizure of dangerous items, or items that are required to be reported.

### Technology Information (Per UCS Student Handbook)

#### Technology Users WILL NOT:

- Tamper with computer or network components in a way that will make them either temporarily or permanently inoperable.
- Access or modify other accounts, data, files and/or passwords without authorization.
- Use district technology to send, receive, print or display messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate. No sending inappropriate messages.
- Use district technology to distribute material that jeopardizes the health and safety of students; is obscene or pornographic; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; or is not approved by the building administrator.

### MISUSE OF TECHNOLOGY WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING LOSS OF TECH PRIVILEGES, SUSPENSION OR EXPULSION

#### General Reminders

- **Poor Citizenship Marks** - Students who receive poor citizenship marks may be excluded from school events.
- **School Property** (books, materials, furniture, etc.) – Do not damage, will be assessed repair & replacement costs
- **Bullying** (possible expellable offense) Bullying shall be defined as any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Often occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. See pg. 25 of handbook.
- **Fighting** - Fighting, physical harassment, planning to fight, threatening behavior are prohibited. 1<sup>st</sup> offense fighting (5 day suspension), 2<sup>nd</sup> offense (10 day suspension)
- **Physical contact** (kissing, hugging, hand-holding) prohibited
- **Drugs** of all kinds are prohibited. Selling, buying, possessing, giving, accepting or using tobacco, alcoholic beverages, narcotics, drugs, or behavior-altering substances, possession or use of electronic cigarettes, hookah pens or similar devices. (**possible expellable offense**) See pg. 26 (Substance Abuse & Use of Tobacco) *Intoxicants, narcotics, depressants, stimulants, look-alike drugs or illegal substances are not allowed on school property. Any infraction will result in a referral to parents and police.*
- **Sexual Harassment Policy** (Verbal, Written or Physical) See pg. 27
- **Suspension** - No participation credit. Make up work with 70% of grade earned
- **Skipping (Unexcused Absence)** - No participation credit. Cannot make up missed work

#### Expulsions Level Offense

- Weapons (including air soft guns), Drugs, Criminal Sexual Conduct, Arson, Physical Assault of an Employee

As part of our PBS expectations, we ask all of our students practice and model Listen, Learn and Lead at all times!

### Davis Yearly Calendar

August 21	Raider Day (8:00 a.m. – 11:45 a.m.)
August 25	WEB Orientation – All 7 <sup>th</sup> grade students (8:00 a.m. – 12:00 p.m.)
August 25	WEB Parent Meeting – All interested 7 <sup>th</sup> grade parents (1:00 p.m.)
September 5	First Day of School (full day)
September 11	Raider Day Picture Make-up (any student that missed Raider Day)
October 16	Picture Retake Day

**More dates to come in future newsletters!**

## ***UCS District Information and Events***

### **2017-2018 Utica Community Schools K-12 Student Calendar**

<u>Date</u>	<u>Describe</u>	<u>Student Impact</u>
9.5.17	First Day of School	Elementary student half-day; Secondary student full day
10.11.17	Junior High School Conferences	All student full day; Junior high school conferences in evening
10.12.17	7-12 Parent Conferences	Elementary student full day; Secondary student half-day for afternoon conferences. High school conferences continue into evening.
10.31.17	K-6 Records Day	Elementary student half-day; Secondary student full day
11.7.17	K-12 Professional Development	No students attend
11.16.17	K-6 Parent Conferences	Elementary student half-day afternoon conferences. See elementary school for evening conference options. Secondary student full day.
11.22.17	Thanksgiving Break	All students off 11.22.17 to 11.26.17. Resume 11.27.17.
12.25.17	Winter Break	All students off 12.25.17 to 1.2.18. Resume 1.3.18.
1.15.18	MLK Day	No students attend
1.24.18	Secondary Exams Day 1	Elementary student full day; Secondary student half-day
1.25.18	Secondary Exams Day 2	All student half-day
1.26.18	Secondary Exams Day 3	All student half-day
2.19.18	Mid-Winter Break	All students off 2.19.18 to 2.25.18. Resume 2.26.18.
3.30.18	Good Friday	No students attend
4.2.18	Spring Break	All students off 4.2.18 to 4.8.18. Resume 4.9.18.
4.9.18	MStep Testing Window	MStep Testing for grades 5, 8 and 11 through May 4, 2018
4.10.18	SAT, PSAT Day	High School students consult specific schedules TBD
4.11.18	Work Keys, PSAT Day	High School students consult specific schedules TBD
4.13.18	K-6 Records Day	Elementary student half-day; Secondary student full day
4.30.18	MStep Testing Window	MStep Testing for grades 3, 4, 6 and 7 through May 25, 2018
5.28.18	Memorial Day	No students attend
6.13.18	Secondary Exams Day 1	Elementary student full day; Secondary student half-day
6.14.18	Secondary Exams Day 2	All student half-day
6.15.18	Secondary Exams Day 3	All student half-day; last day of school

Quarterly marking periods conclude: November 3, 2017; January 26, 2018; April 13, 2018; June 15, 2018

### **Office 365 is Available for Free for Secondary Students**

Office 365 is available to all secondary students at no cost. Office 365 is a collection of tools that combines online cloud features with the power of the Office 2013 and Office 2016. Student copies of office include full versions of Word, OneNote, Excel, PowerPoint, Publisher, and Access on up to 5 personal PCs or Macs, and Office apps on other mobile devices including Android, iPad, and Windows tablets. To obtain their free access to Office 365, students must complete and return the Student Online Agreement form to their school. More information on Office 365 can be found at [LearnOffice365.UticaK12.org](http://LearnOffice365.UticaK12.org)

Students will be able to:

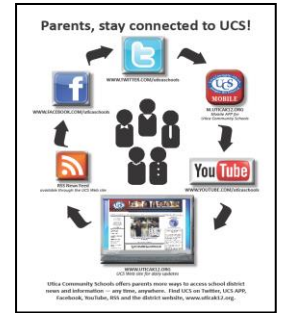
- Install Office on up to 5 personal PCs and Macs, plus 5 tablets
- Use cloud storage OneDrive
- Collaborate in real-time with other students using Office Online
- Gain valuable skills on the popular Office software
- Use the same programs as the staff to ensure full file fidelity

[Click here](#) for instructions gaining access and more information. If you need installation assistance, visit install Office on your PC or Mac with Office 365 at: <https://products.office.com/en-us/student>.

## Stay Connected - UCS

Are you connected! Utica Community Schools has several ways to help you stay connected! We are on Facebook, Twitter, LinkedIn, RSS News Feed, YouTube, and the UCS phone app! In addition, parents are encouraged to stay connected through our other social media sites:

- Facebook - <http://www.facebook.com/uticaschools>
- Twitter - <https://twitter.com/uticaschools>
- YouTube - <http://www.youtube.com/uticaschools>
- LinkedIn - <http://www.uticak12.org/districtinfo/linkedin.asp>
- The UCS App - <http://www.uticak12.org/districtinfo/news/app.asp>
- The UCS RSS Feed - <http://www.uticak12.org/districtinfo/rss/UCS.xml>



## Beaumont Heart Screening

Has your athlete had a heart screening during their pre-participation health screening? Here is a link to register for a health screening by Beaumont. <http://www.beaumont.edu/heart/screenings-tests/> Students die from sudden cardiac arrest due to abnormal heart structure or abnormal rhythms. Sudden cardiac arrest claims the life of a young, U.S. athlete every three days, with an average age of 17.5 years old. Beaumont offers free **heart checks to high school students** that include:

- medical history evaluation
- blood pressure check
- physical examination
- electrocardiogram, or ECG
- echocardiogram, quick look

Here are some statistics on the Student Healthy Heart Check program since it began in May 2007:

- 12,319 kids in Michigan have been screened
- 1,305 needed some sort of follow up with a doctor
- 164 were advised to stop sports until they follow up with a cardiologist
- 7 have been found with **hypertrophic cardiomyopathy**, the most serious of all heart issues we are trying to detect

## Senior Citizen Athletic Pass

Local senior citizens are invited to take advantage of “Friday Night Lights” and all other home athletic games with a Utica Community Schools lifetime pass. The pass gives residents 62 years and older free admission to UCS home athletic events at all junior high school and high schools. The pass is not valid at tournaments hosted by the Michigan High School Athletic Association that are held at UCS sites. Passes are available for free at athletic events, UCS secondary schools or by calling 586-797-1078.

## Food Services

Parents are encouraged to make a deposit into their student’s lunch account using: [sendmoneytoschool.com](http://sendmoneytoschool.com)

## Pay to Participate Payments

Utica Community Schools offers PaySchools, an online system which allows you to make payments online via e-check or credit card. It can now be accessed from our school’s website. Parents with students participating in fall sports are encouraged to use this system. It will be available as well for a variety of school-based programs. PaySchools offers easy and convenient online access 24 hours a day, seven days a week, an end to lost checks, the ability to view account history of purchases and the assurance of private and secure transactions. Not only is this service a convenience for you, it saves the district resources that can be spent on your child’s education.

# ***Davis Junior High School Communication Flowchart Process***

## **How to Effectively Communicate with Davis Junior High School Officials**

Parents are often discouraged when they attempt to communicate with school officials only to be referred to others in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents should become informed about the "**Communication Process Flowchart.**" This sequence is in place to assist parents on where to begin their communication regarding their problem or concern.

**Most parent and community questions are easily and completely answered by communicating directly with the staff member closest to the situation.** As you move further along the flowchart, the staff is less directly involved and usually needs additional time to research the situation before they can give you an answer. If you do not hear back from the person you have contacted within **two (2) business days**, it is appropriate to reach out to them again before moving along to the next level of the flowchart. We do not expect your questions or concerns to go unanswered for a long period of time. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the "**Communication Process Flowchart.**" The easiest way to communicate is via e-mail while a phone call is the next preferable way.

### **Davis Junior High Communication Process Flowchart**

Area of concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Instruction/Curriculum	Teacher	Counselor	Assistant Principal	Principal	Board Office
Athletics	Coach	Davis Athletic Director	Principal	District Athletic Director	Board Office
Special Education	Teacher	Special Education Staff	Counselor	Principal	Board Office
Student Concerns/Guidance/Health Related Concerns	Teacher	Counselor	Assistant Principal	Principal	Board Office
Classroom Discipline	Teacher	Counselor	Assistant Principal	Principal	Board Office
Non – Classroom School Discipline	Teacher	Counselor	Assistant Principal	Principal	Board Office
Classroom Concerns	Teacher	Counselor	Principal	Board Office	
Scheduling Concerns/Changes* (See Below)	Teacher*	Counselor	Principal	Board Office	
Transportation	Bus Driver	Assistant Principal (Discipline)	Transportation Supervisor	Board Office	

**Scheduling Concerns/Changes\*** – In order to process a schedule change, parents must first have met with the teacher and put a plan in place to support the struggling student. If after several weeks, the student is still struggling, it would be appropriate to move to the second level.

**Please note - Classroom questions concerning your child should be addressed with your child's teacher before contacting the counselors and/or school administration.** Allow for **two (2) business days for a response.** If no response is received from a teacher during that time, send a second email or phone call to that teacher.

Please note that compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing that there is something good that has happened. We all look forward to a wonderful school year with few complaints!

## **Guidelines for Parent Communications to Teachers and Staff**

The purpose of this section is to serve as a general guide for ensuring effective communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

### **Maintain Respectful and Open Communication**

- Always use a respectful and polite tone.
- Request, don't demand.
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives.
- Enter the exchange with an open mind and assume a shared best interest for your child.
- Be prepared to work collaboratively to solve problems.
- Threats and/or inappropriate language will not be tolerated toward staff members.

### **Confidentiality**

- Recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors.

### **Time to Respond to Communications**

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses.
- Teachers and staff may need some time to collect needed information before responding.

### **Whom to Contact**

- Most communications of classroom concerns should be directed at first to your child's teacher.
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly.
- If you have discussed with your child's teacher and the issue has not been addressed to your satisfaction, then move to the next level.
- Please recognize that it is both the policy and the value of our school that we operate with openness, collaboration and the shared best interest for every student.

## **SCHOOL INFO - COMMUNICATION GUIDELINES AND PROCEDURES**

As part of an ongoing effort to foster effective communications between parents and staff at Davis, school officials developed the following communication guidelines. The goal is to establish a set of reasonable expectations and behaviors for parents and staff. These guidelines will be reviewed on a periodic basis and adjusted as necessary.

### **UPDATE YOUR CONTACT INFORMATION**

It is important that the school has current phone numbers and addresses on file in our school data system. If you move or change your phone number, it is imperative that you notify the school and update your emergency contact information. Please visit the office to update a form.

### **CONTACTING TEACHERS OR STAFF**

#### **Best mode: email/phone**

Parents wanting to meet with or contact a teacher should email the teacher. If email is not possible, parents can either call 586.797.2700 or visit the main office to request a meeting. Phone messages are checked every day. Please allow for two (2) business days for a response. If no response is received from a teacher during that time, send a second email or phone call to that teacher before moving to the next level on the flowchart.

### **CONTACTING SCHOOL ADMINISTRATION**

#### **Best mode: email/phone**

Parents requesting a meeting with or wanting to contact an administrator should use email. If email is not possible, parents can either call 586.797.2700 or visit the main office to request a meeting. **Parents that have not followed the "Communication Process Flowchart" will be directed to the appropriate level based on the circumstances.** Phone messages are checked regularly. Please allow for two (2) business days for a response. If no response is received from an administrator during that time, send a second email or phone call before moving to the next level on the flowchart.

**Please note - Classroom questions concerning your child should be addressed with your child's teacher before contacting the counselors and/or school administration.**

## Positive Behavior Support (PBS) Information

It is our hope that you will spend some time reviewing the matrix with your child. The matrix clearly defines the expectations for our students within the program. Students that return the matrix with a parent signature will earn a **“Raider Red Ticket,”** for demonstrating leadership and will be entered in our first Friday lunch drawing.

As we expand our PBS program throughout the rest of the school year, we will continue to update parents with any changes as we work together to build a positive learning environment for all students. As always, thank you for your support as we work to make Davis Junior High a better school for all of our students.



**Listen. Learn. Lead.**  
I can ...



Classroom/ Media Center	Bathroom/ Locker Room	Office	Cafeteria	Hallways	Bus
<ul style="list-style-type: none"> <li>▪ Take ownership of my actions</li> <li>▪ Use positive words, tone, and actions</li> <li>▪ Stay on task and complete work on time</li> <li>▪ Use materials/equipment appropriately</li> <li>▪ Keep hands, feet, and objects to myself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Honor privacy</li> <li>▪ Use a conversational voice</li> <li>▪ Clean up after myself</li> <li>▪ Enter and exit quickly and return promptly to class</li> <li>▪ Report unsafe/unclean conditions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wait quietly until acknowledged</li> <li>▪ Remain in assigned areas until dismissed</li> <li>▪ Use a conversational voice</li> <li>▪ Use positive words, tone, and actions</li> <li>▪ Keep hands, feet, and objects to myself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take ownership of my actions</li> <li>▪ Use a conversational voice</li> <li>▪ Sit and remain in assigned areas until dismissed</li> <li>▪ Clean up the tables and floor</li> <li>▪ Be aware of food allergies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take ownership of my actions</li> <li>▪ Walk quietly</li> <li>▪ Use a conversational voice</li> <li>▪ Keep hands, feet, and objects to myself</li> <li>▪ Keep the floor clean.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take ownership for my actions</li> <li>▪ Move safely onto and off of the bus</li> <li>▪ Remain seated for the entire ride</li> <li>▪ Use a conversational voice</li> <li>▪ Keep hands, feet, and objects to myself.</li> </ul>

I have read and reviewed this document with my son or daughter.

Name of Child \_\_\_\_\_ Parent Signature \_\_\_\_\_

Students can turn in for a “Raider Red” ticket and can enter it in to the first Friday lunch drawing.