

# Davis Raider Review - September

## UCS Vision

Utica Community Schools, in partnership with our community, will empower students to positively transform their future and the world.

## UCS Mission

Utica Community Schools ignites a passion for learning in all students. We strengthen our community by welcoming all learners, honoring culture, and inspiring remarkable growth and achievement.

## Davis Mission

Davis Junior High will work collaboratively to unlock learning passion through relevant experiences including academic knowledge, technical competency, and professional skills to provide students with a competitive career advantage.

<https://davis.uticak12.org/>

## Week at a Glance (Week of September 25 - 29)

### September

- 26 Art Club - Rm-B207 with Mrs. Borowski 3-4:30p.m.
- 26 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @L'Anse Creuse East 3:30p.m. & 5p.m.
- 27 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.

## Down the Road Items – Continue to Monitor Future Raider Reviews for Additional Dates and Events

### October

- 2 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Bemis 4:00p.m.
- 3 Art Club Rm-B207 with Mrs. Borowski 3-4:30p.m.
- 3 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @Davis 3:30p.m. & 5p.m.
- 4 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>)@Davis 4:00p.m.
- 9 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Shelby 4:00p.m.
- 10 Art Club Rm-B207 with Mrs. Borowski 3-4:30p.m.
- 10 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @Wyandotte 3:30p.m. & 5p.m.
- 11 Volleyball Game (7<sup>th</sup> then 8<sup>th</sup>) @Davis 4:00p.m.
- 12 Half Day- Conferences (More Information to Come) - Dismissed at 11:12a.m.
- 16 Volleyball Game (7<sup>th</sup> then 8<sup>th</sup>) @Malow 4:00p.m.
- 17 Art Club Rm-B207 with Mrs. Borowski 3-4:30pm
- 17 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @Davis 3:30p.m. & 5p.m.
- 18 **No School** Teacher Professional Development
- 19 Re-take Picture Day
- 19 Conferences (Evening) – More Information to Come
- 23 Volleyball Game (7<sup>th</sup> then 8<sup>th</sup>) @Jeannette 4:00p.m.
- 24 Art Club Rm-B207 with Mrs. Borowski 3-4:30p.m.
- 24 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @Runkel Field 3:30p.m. & 5p.m.
- 25 Volleyball Game (7<sup>th</sup> then 8<sup>th</sup>)@Davis-Mrs.Licari 4:00p.m.
- 30 Volleyball Game (7<sup>th</sup> then 8<sup>th</sup>)@Eppler 4:00p.m.

## Athletic Events – Home Games (Davis Junior High) – Fall, Winter, Spring Athletics

Students that are attending any home athletic events at Davis Junior High must have a valid school ID card and be accompanied by a parent for the entire event. Students are not allowed to attend the event without these two criteria and should not be dropped off at school. Students that are without a parent will be asked to contact a parent to be picked up.

## Stevenson High School National Honor Society Tutors Message

If you ever are in need of a tutor for your child, feel free to send me an email. Stevenson NHS loves helping the other schools in our district and you can contact me at [WathenA1@stu.uticak12.org](mailto:WathenA1@stu.uticak12.org). Anna Wathen, Stevenson NHS President

**Titan/Raider Homecoming Spirit Week - September 25 -29**

- Monday - Neon Day
- Tuesday - Country vs. Country Club (you decide country bumpkin, country western or country club prep)
- Wednesday - Favorite Movie Character
- Thursday - School Colors – red, white, and black
- Friday - Titan Pride

**Stevenson High School Band Information**

**Utica Community Schools**  
🎵 **Instrumental Music Department** 🎵  
proudly presents  
**BAND-A-RAMA 2023**  
Come see all four UCS High School Marching Bands perform!

<p><i>Henry Ford II Falcon Marching Band presents</i></p> <p><b>MÚSICA CALIENTE</b></p>	 <p><b>MUSICA CALIENTE</b> HENRY FORD II FALCON MARCHING BAND</p>	<p><i>Utica Chieftain Marching Band presents</i></p> <p><b>GUITAR HEROES</b></p>	 <p>2023 UTICA HIGH SCHOOL CHIEFTAIN MARCHING BAND <b>GUITAR HEROES</b></p>
<p><i>Stevenson Titan Marching Band presents</i></p> <p><b>NIGHTMARE IN THE SHADOWS</b></p>	 <p>STEVENSON TITAN MARCHING BAND PRESENTS: <b>NIGHTMARE IN THE SHADOWS</b> MURDER, MURDER - JETTY &amp; PRYDE NIGHTMARE BEFORE CHRISTMAS - DANNY ELFMAN PSYCHO THINGS - SEYMOUR CHWARTZMAN EXCERPTS OF FORWARD SCENARIOS &amp; DISTILLANCE - DANNY ELFMAN</p>	<p><i>Eisenhower Eagle Marching Band presents</i></p> <p><b>THE TIME IS NOW</b></p>	 <p>EISENHOWER HIGH SCHOOL MARCHING EAGLES 2023 <b>THE TIME IS NOW</b> TIMES LIKE THESE - THE TIME WARP GOOD RIDDANCE (TIME OF YOUR LIFE) TOO MUCH TIME ON MY HANDS - THE BEST OF TIMES</p>

**SUNDAY, OCTOBER 8<sup>TH</sup> at 7 p.m.**  
**Swinehart Field**  
**47255 Shelby Road • Shelby Twp., MI 48317**

*Admission \$5 for high school age and above,  
free for junior high and younger.*  
*All proceeds benefit the  
Louis Gonda Memorial Music Scholarship Fund.*

## ***PBS Winners – A, B and C Lunch (Week of September 11 - 15)***

The following students were winners for the PBS Friday drawing held during their lunch:



These students earned “Raider Red Tickets” for demonstrating that they “Listen, Learn and Lead.” Congratulations to our winners!

## ***Davis Junior High Highlights!***

Intro to Art students finished their first major project this school year and WOW they look great! Students learned about making their own silhouettes, drawing things they like and think about, and perfecting 4 different marker techniques. Ten students were chosen to be Artist of the Month! Their challenging and creative work is on display in the Counseling Offices for one month. **Congratulations go out to:** Deborah Dumitrascu, Brian Mersinaj, Josh Huber, Shanya Scott, Paul Ramzi, Anthony Jabow, Annabella Mesi, Paris Karcho, Tristn Carlton, and Megan Dahma





## 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.

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

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.

## **Davis Junior High Student ID Policy (*All Students Must Have ID's Visible*)**

Davis Junior High School continues to work to ensure the safety and security for all staff and students. This is a top priority each and every day. All students at Davis will now be required to wear and have visible their school ID badges at all times. In addition, the wearing of school identification provides a professional setting and promotes College and Career Readiness for all students. Wearing of ID badges is required as part of many workplace environments, as well as on college and university campuses. Furthermore, the wearing of student IDs provides easy identification of students for teachers, substitutes, district staff personnel, and law enforcement if ever needed.

**School issued lanyards will be provided to every student at no cost on Tuesday, September 3.** Students have received their school IDs from Raider Day or will receive them over the first weeks of school. The expectation will be reinforced with students on Day 1 as well as at the student handbook meeting presentations on Tuesday, September 10.

### **The benefits & reasons for students wearing a current student ID card:**

- To be in class
- To borrow library books
- To obtain early dismissal
- To allow movement during lunch, going to and from restrooms
- To be on campus before or after school
- To move between classes and/or the hallway during passing time periods
- To participate in school activities, assemblies, dances, etc. on the campus of Davis
- To get into high school events for free (if offered by the high school)
- To be used for the PBS Earned Privilege Level for Citizenship and Academics (Raider Red)/Lunchroom

### **Student ID Card Guidelines:**

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised. **Student IDs may be left in the student's assigned locker overnight so as to ensure the student ID is not left at home.**

**Teachers will do periodic student ID checks in class, at the discretion of administration.** Periodic incentives will be provided at the discretion of administration when school-wide student ID checks are implemented.

### **The following guidelines must be adhered to when wearing student ID cards:**

- Student ID cards must be worn on a lanyard.
- Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of a shirt. The student ID card **must be visible AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
- The student ID card must be presented to any school staff member or person of authority upon request.
- The front and back of the student ID card cannot be altered (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
- Wearing another student's ID card is prohibited.
- Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY**.
- If the ID card is lost, a student may purchase a new student ID card from the office.
  - **There will be a \$5.00 fee to replace a lost ID badge and a \$1.00 fee to replace lost lanyards.**
  - At the discretion of the administration, a designated hour may be established for purchasing IDs.
- Students are excused from wearing ID cards during classes **IF** a teacher/administrator considers it to be a safety risk during identified classroom or other activities, including, but not limited to:
  - Science labs, equipment use, physical education, music, and other classes when wearing the student ID may cause entanglement or safety concerns.

### **Students who do not have their student ID cards will adhere to the following procedures:**

**Before school begins, a student who does not have a student ID must obtain a temporary ID in the Main Office.**

- Please note that there is a limit of three consecutive days that a student may obtain a temporary ID. After the third consecutive day, student will report to the Assistant Principal.

- If a student reports to class **WITHOUT** a proper or temporary ID, the teacher will send the student to the office to obtain a temporary ID. The temporary ID **MUST** be worn and visible for the remainder of the day. The temporary ID will have the date issued on it and needs to be returned at the end of the day.

**Consequences for Not Displaying/Possessing School ID card:**

- **1st Violation - FIRST** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **2nd Violation - SECOND** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **3rd Violation** – Responsible Choices Room (Lunch detention) – Issued a temporary ID and a call home by Administrator.
- **4th Violation** – Additional consequences, up to and including suspension at the discretion of Administration.

**NOTE: Consequences are cumulative for the entire school year.**

\*\*If requested by staff, all students must provide access to their ID. Failure to comply with a reasonable request from any staff member is defined as Defiance of Authority. Any consequence for failure to comply will be in addition to the one for the ID violation\*\*

***Davis Junior High School reserves the right to modify the Student ID Policy at any time without notice. Any subsequent changes to the policy will be communicated through its normal means of dispersing information.***

## Parent & Student Handbook Reminders (Davis Junior High)

### 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 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, handholding) 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 handbook (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 handbook.
- **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 Junior High School

# CELL PHONE/DEVICE POLICY

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 and after school. **During the day, students should turn cell phones off and store them in their backpacks or lockers.** 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.

During School Hours 8:00 – 3:00

Cell Phones/Electronic Devices/Earbuds/Headphones  
**CAN NOT** be displayed or used anywhere in school without permission.

Exception – Teacher permission or students may be able to use cell phones per the lunch staff

**If you are found breaking Cell Phone/Device policy, the following progressive plan will be followed:**

1<sup>st</sup> time → 2<sup>nd</sup> time → 3<sup>rd</sup> time → 4<sup>th</sup> / + times

Level 1	Level 2	Level 3	Level 4
Taken to Office	Taken to Office	Taken to Office	Taken to Office
Student Pick Up	Student Pick Up	Parent Must Pick Up	Parent Must Pick Up
Warning #1	Warning #2 (Parent Notification)	Parent Must Pick Up	Possible School Suspension
		Lunch Detention	Phone Banned

Note: If a student does not comply with the request to provide the staff member their cell phone for a violation, they could be moved to Level 4 for insubordination/disrespect.

Note: Davis Junior High and UCS assume NO responsibility for theft, loss, or damage of your device. The student assumes full responsibility and brings the device at their own risk.

## 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.

## Expectations for Yoga Pants/Leggings (Change in practice)

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**

## 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 ranges that students can attain throughout each progress and report card cycle for various school raffles and prizes. 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 15, 2023.**



**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>More safety 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>

## Tips for Becoming a Super Organized Student!

The most successful Davis students typically choose one of the following three systems for organizing themselves:

- **Binder System** -- This is the system most recommended by teachers. For each class, papers are hole-punched and organized into a binder with divider tabs (depending on the class, tab sections might include: notes, homework, quizzes/tests, review guides, labs, etc.). An organized binder allows students to easily locate papers at exam time or in the event of a grade discrepancy. The binder system also prevents the embarrassment of papers falling all over the hallway as sometimes happens when over-stuffed paper folders drop. Some students carry a two-pocket folder to each class on a daily basis and move papers into their binders regularly.
- **Trapper Keeper/Case-It** -- This system is great for students who like the ease of keeping a folder for each class clipped together in one larger central binder. When the six individual folders fill up, papers can be filed into binders with divider tabs or can be stored at home using another system until exam time.
- **Folder for Each Class** -- In this system students use an inexpensive paper or plastic two-pocket folder for each class and replace them every 5-10 weeks as they fill up. Folders for each progress report or marking period are saved at home for use at exam time.

It is not recommended to use the same two-pocket folder for all six classes. This method usually leads to disorganization, lost papers, and stress.

### Some additional tips for parents and students to consider:

- **Planner** -- Students are strongly encouraged to use a student planner/agenda. Students can record assignments for each hour in the daily space and can record upcoming quizzes/tests and projects in the monthly space.
- **PowerSchool** -- PowerSchool can be checked regularly online or using the app. The UCS District Code is NKDJ. Many teachers leave progress comments in PowerSchool for parents and students. [Click here](https://ps.ucs.misd.net/public/home.html) or go to <https://ps.ucs.misd.net/public/home.html>
- **Phone/Digital Organizer** -- Students who have not been successful using a traditional planner/agenda are sometimes more successful using their phone, iPod, or other digital device. With teacher permission, students can take a photo of the daily agenda/assignments in each classroom. Students can also set reminders to turn in homework at the start of each hour or for quizzes and tests.
- **Teachers Websites** -- Many teachers have highly detailed websites explaining assignments for the week or month, outlining upcoming quiz/test dates, and providing a way to download handouts and assignments. Teacher websites are linked from our Davis website.
- **Well-Supplied Study Area at Home** -- It is a great idea for students to have a study area at home with supplies such as pencils, erasers, pencil sharpener, loose leaf paper, stapler, hole punch, etc. This prevents time wasted hunting around the house at homework time.

### Typical Supplies Used by Davis Junior High School Students

Utica Community Schools must provide all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their students may consider purchasing items from the list below. Teachers will provide class-specific supply suggestions during the first week of school.

- Planner/Agenda
- Pencils, Pens (Blue or Black and Red), Erasers
- Loose Leaf Paper or Spiral Notebooks
- Folders (2 pocket)
- Three-ring binders with divider tabs
- Scientific Calculator
- Hole Punch
- Index Cards
- Pencil Case or Pouch
- Kleenex (for backpack or locker)

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

### **2023-24 Superintendent's Student Advisory Board: Now Accepting Applications**

Applications are now being accepted to join the Superintendent's Student Advisory Board. Interested 9th grade students may apply via the online application through 11:59 p.m. on Tuesday, September 26, 2023. To be considered, 9th graders must complete their application AND have a UCS teacher, school counselor or school administrator submit a letter of recommendation by 11:59 p.m. on Tuesday, September 26, 2023.

Link to online application: <https://www.tfaforms.com/5084887>

Link to submit letters of recommendation (\*\*this is noted on the online application, as well\*\*):  
<https://www.tfaforms.com/5084906>

A promotional graphic (below) has been created for this to be shared with 9th grade families and students along with the link to the online application.

All questions can be directed to [jennifer.swanchara@uticak12.org](mailto:jennifer.swanchara@uticak12.org).





## UCS College Fair

Location: Various UCS Secondary Schools

Date: September 25 – 28, 2023

Time: 6:00 p.m. – 8:30 p.m.

The Teaching and Learning Department along with the high school counselors are hosting a College Fair Week on September 25<sup>th</sup> through the 28<sup>th</sup> **for juniors and seniors only**. Students and their parents will have the opportunity to attend four different college informational workshops per evening. Please share the attached (17A) information regarding the UCS College Fair week in your newsletters and/or emails to your community.



Current junior and senior students and their parents have an opportunity to listen to presentations and ask questions during a 30 minute session and will be able to attend up to 4 sessions per night.

SEPT. <b>25</b> <u>Utica High School</u> 6:00 PM - 8:30 PM	<a href="#"><u>Michigan State University</u></a> <a href="#"><u>Saginaw Valley State University</u></a> <a href="#"><u>Lawrence Technological University</u></a> <a href="#"><u>Eastern Michigan University</u></a>
SEPT. <b>26</b> <u>Eisenhower High School</u> 6:00 - 8:30 PM	<a href="#"><u>Wayne State University</u></a> <a href="#"><u>Grand Valley State University</u></a> <a href="#"><u>Kettering University</u></a> <a href="#"><u>Rochester University</u></a>
SEPT. <b>27</b> <u>Ford II High School</u> 6:00 - 8:30 PM	<a href="#"><u>University of Michigan - Ann Arbor</u></a> <a href="#"><u>Central Michigan University</u></a> <a href="#"><u>Western Michigan University</u></a> <a href="#"><u>University of Michigan - Dearborn</u></a>
SEPT. <b>28</b> <u>Instructional Resource Center</u> 6:00 - 8:30 PM	<a href="#"><u>Oakland University</u></a> <a href="#"><u>Macomb Community College</u></a> <a href="#"><u>University of Detroit Mercy</u></a> <a href="#"><u>Madonna University</u></a>

# Davis Raider Review - September

## UCS Vision

Utica Community Schools, in partnership with our community, will empower students to positively transform their future and the world.

## UCS Mission

Utica Community Schools ignites a passion for learning in all students. We strengthen our community by welcoming all learners, honoring culture, and inspiring remarkable growth and achievement.

## Davis Mission

Davis Junior High will work collaboratively to unlock learning passion through relevant experiences including academic knowledge, technical competency, and professional skills to provide students with a competitive career advantage.

<https://davis.uticak12.org/>

## Week at a Glance (Week of September 18 - 22)

### September

- |    |   |                  |
|----|---|------------------|
| 18 | Volleyball Game (8 <sup>th</sup> then 7 <sup>th</sup> ) @Heritage | 4:00p.m.         |
| 19 | Art Club - Rm-B207 with Mrs. Borowski                             | 3-4:30pm         |
| 19 | 7 <sup>th</sup> and 8 <sup>th</sup> grade Football Games @ Davis  | 3:30p.m. & 5p.m. |
| 20 | No School Teacher Professional Development                        |                  |
| 21 | Volleyball Game (8 <sup>th</sup> then 7 <sup>th</sup> ) @Davis    | 4:00p.m.         |

## Down the Road Items – Continue to Monitor Future Raider Reviews for Additional Dates and Events

### September

- |    |  |                  |
|----|--|------------------|
| 26 | Art Club - Rm-B207 with Mrs. Borowski  | 3-4:30pm         |
| 26 | 7 <sup>th</sup> and 8 <sup>th</sup> grade Football Games @L'Anse Creuse East | 3:30p.m. & 5p.m. |
| 27 | Volleyball Game(8 <sup>th</sup> then 7 <sup>th</sup> ) @Davis                | 4:00p.m.         |

### October

- |                 |   |                 |
|-----------------|---|-----------------|
| 2 <sup>nd</sup> | Volleyball Game (8 <sup>th</sup> then 7 <sup>th</sup> ) @Bemis  | 4:00p.m.        |
| 3 <sup>rd</sup> | Art Club - Rm-B207 with Mrs. Borowski                           | 3-4:30pm        |
| 3 <sup>rd</sup> | 7 <sup>th</sup> and 8 <sup>th</sup> grade Football Games @Davis | 3:30p.m. & 5p.m |
| 4 <sup>th</sup> | Volleyball Game (8 <sup>th</sup> then 7 <sup>th</sup> ) @Davis  | 4:00p.m.        |

**Thank you to all the parents that attended our Open House! We appreciate you attending and all of your support!**

**Thank you to all of our parents for reminding your children to wear their Davis identification badges every day! We appreciate you partnering with us and ask that all students have them visible each day after Friday, September 8!**

## **Athletic Events – Home Games (Davis Junior High) – Fall, Winter, Spring Athletics**

Students that are attending any home athletic events at Davis Junior High must have a valid school ID card and be accompanied by a parent for the entire event. Students are not allowed to attend the event without these two criteria and should not be dropped off at school. Students that are without a parent will be asked to contact a parent to be picked up.

## ***PBS Winners – A, B and C Lunch (Week of September 4 - 8)***

The following students were winners for the PBS Friday drawing held during their lunch:



These students earned “Raider Red Tickets” for demonstrating that they “Listen, Learn and Lead.” Congratulations to our winners!

## ***Davis Junior High Highlights!***

Congrats to our PBS drawing winners! The following students earned red cards and turned them in for a PBS lunch drawing! Students won gift cards to various locations!



## **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.

## Davis Junior High School Communication Flowchart Process

**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	
<b>Scheduling Concerns/Changes* (See Below)</b>	<b>Teacher*</b>	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.

## Davis Junior High Student ID Policy (*All Students Must Have ID's Visible*)

Davis Junior High School continues to work to ensure the safety and security for all staff and students. This is a top priority each and every day. All students at Davis will now be required to wear and have visible their school ID badges at all times. In addition, the wearing of school identification provides a professional setting and promotes College and Career Readiness for all students. Wearing of ID badges is required as part of many workplace environments, as well as on college and university campuses. Furthermore, the wearing of student IDs provides easy identification of students for teachers, substitutes, district staff personnel, and law enforcement if ever needed.

**School issued lanyards will be provided to every student at no cost on Tuesday, September 3.** Students have received their school IDs from Raider Day or will receive them over the first weeks of school. The expectation will be reinforced with students on Day 1 as well as at the student handbook meeting presentations on Tuesday, September 10.

### The benefits & reasons for students wearing a current student ID card:

- To be in class
- To borrow library books
- To obtain early dismissal
- To allow movement during lunch, going to and from restrooms
- To be on campus before or after school
- To move between classes and/or the hallway during passing time periods
- To participate in school activities, assemblies, dances, etc. on the campus of Davis
- To get into high school events for free (if offered by the high school)
- To be used for the PBS Earned Privilege Level for Citizenship and Academics (Raider Red)/Lunchroom



### **Student ID Card Guidelines:**

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised. **Student IDs may be left in the student's assigned locker overnight so as to ensure the student ID is not left at home.**

**Teachers will do periodic student ID checks in class, at the discretion of administration.** Periodic incentives will be provided at the discretion of administration when school-wide student ID checks are implemented.

### **The following guidelines must be adhered to when wearing student ID cards:**

- Student ID cards must be worn on a lanyard.
- Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of a shirt. The student ID card **must be visible AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
- The student ID card must be presented to any school staff member or person of authority upon request.
- The front and back of the student ID card cannot be altered (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
- Wearing another student's ID card is prohibited.
- Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY**.
- If the ID card is lost, a student may purchase a new student ID card from the office.
  - **There will be a \$5.00 fee to replace a lost ID badge and a \$1.00 fee to replace lost lanyards.**
  - At the discretion of the administration, a designated hour may be established for purchasing IDs.
- Students are excused from wearing ID cards during classes **IF** a teacher/administrator considers it to be a safety risk during identified classroom or other activities, including, but not limited to:
  - Science labs, equipment use, physical education, music, and other classes when wearing the student ID may cause entanglement or safety concerns.

### **Students who do not have their student ID cards will adhere to the following procedures:**

**Before school begins, a student who does not have a student ID must obtain a temporary ID in the Main Office.**

- Please note that there is a limit of three consecutive days that a student may obtain a temporary ID. After the third consecutive day, student will report to the Assistant Principal.
- If a student reports to class **WITHOUT** a proper or temporary ID, the teacher will send the student to the office to obtain a temporary ID. The temporary ID **MUST** be worn and visible for the remainder of the day. The temporary ID will have the date issued on it and needs to be returned at the end of the day.

### **Consequences for Not Displaying/Possessing School ID card:**

- **1st Violation - FIRST** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **2nd Violation - SECOND** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **3rd Violation** – Responsible Choices Room (Lunch detention) – Issued a temporary ID and a call home by Administrator.
- **4th Violation** – Additional consequences, up to and including suspension at the discretion of Administration.

**NOTE: Consequences are cumulative for the entire school year.**

**\*\*If requested by staff, all students must provide access to their ID. Failure to comply with a reasonable request from any staff member is defined as Defiance of Authority. Any consequence for failure to comply will be in addition to the one for the ID violation\*\***

***Davis Junior High School reserves the right to modify the Student ID Policy at any time without notice. Any subsequent changes to the policy will be communicated through its normal means of dispersing information.***

## Parent & Student Handbook Reminders (Davis Junior High)

### 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 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, handholding) 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 handbook (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 handbook.
- **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 Junior High School

# CELL PHONE/DEVICE POLICY

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 and after school. **During the day, students should turn cell phones off and store them in their backpacks or lockers.** 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.

During School Hours 8:00 – 3:00

Cell Phones/Electronic Devices/Earbuds/Headphones  
**CAN NOT** be displayed or used anywhere in school without permission.

Exception – Teacher permission or students may be able to use cell phones per the lunch staff

**If you are found breaking Cell Phone/Device policy, the following progressive plan will be followed:**

1<sup>st</sup> time → 2<sup>nd</sup> time → 3<sup>rd</sup> time → 4<sup>th</sup> / + times

Level 1

Taken to Office

Student Pick Up

Warning #1

Level 2

Taken to Office

Student Pick Up

Warning #2 (Parent  
Notification)

Level 3

Taken to Office

Parent Must  
Pick Up

Lunch Detention

Level 4

Taken to Office

Parent Must Pick Up

Possible School  
Suspension

Phone Banned

Note: If a student does not comply with the request to provide the staff member their cell phone for a violation, they could be moved to Level 4 for insubordination/disrespect.

Note: Davis Junior High and UCS assume NO responsibility for theft, loss, or damage of your device. The student assumes full responsibility and brings the device at their own risk.

## 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.

## Expectations for Yoga Pants/Leggings (Change in practice)

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**

## 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 ranges that students can attain throughout each progress and report card cycle for various school raffles and prizes. 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 15, 2023.**



**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>More safety 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>



## Tips for Becoming a Super Organized Student!

The most successful Davis students typically choose one of the following three systems for organizing themselves:

- **Binder System** -- This is the system most recommended by teachers. For each class, papers are hole-punched and organized into a binder with divider tabs (depending on the class, tab sections might include: notes, homework, quizzes/tests, review guides, labs, etc.). An organized binder allows students to easily locate papers at exam time or in the event of a grade discrepancy. The binder system also prevents the embarrassment of papers falling all over the hallway as sometimes happens when over-stuffed paper folders drop. Some students carry a two-pocket folder to each class on a daily basis and move papers into their binders regularly.
- **Trapper Keeper/Case-It** -- This system is great for students who like the ease of keeping a folder for each class clipped together in one larger central binder. When the six individual folders fill up, papers can be filed into binders with divider tabs or can be stored at home using another system until exam time.
- **Folder for Each Class** -- In this system students use an inexpensive paper or plastic two-pocket folder for each class and replace them every 5-10 weeks as they fill up. Folders for each progress report or marking period are saved at home for use at exam time.

It is not recommended to use the same two-pocket folder for all six classes. This method usually leads to disorganization, lost papers, and stress.

### Some additional tips for parents and students to consider:

- **Planner** -- Students are strongly encouraged to use a student planner/agenda. Students can record assignments for each hour in the daily space and can record upcoming quizzes/tests and projects in the monthly space.
- **PowerSchool** -- PowerSchool can be checked regularly online or using the app. The UCS District Code is NKDJ. Many teachers leave progress comments in PowerSchool for parents and students. [Click here](https://ps.ucs.misd.net/public/home.html) or go to <https://ps.ucs.misd.net/public/home.html>
- **Phone/Digital Organizer** -- Students who have not been successful using a traditional planner/agenda are sometimes more successful using their phone, iPod, or other digital device. With teacher permission, students can take a photo of the daily agenda/assignments in each classroom. Students can also set reminders to turn in homework at the start of each hour or for quizzes and tests.
- **Teachers Websites** -- Many teachers have highly detailed websites explaining assignments for the week or month, outlining upcoming quiz/test dates, and providing a way to download handouts and assignments. Teacher websites are linked from our Davis website.
- **Well-Supplied Study Area at Home** -- It is a great idea for students to have a study area at home with supplies such as pencils, erasers, pencil sharpener, loose leaf paper, stapler, hole punch, etc. This prevents time wasted hunting around the house at homework time.

### Typical Supplies Used by Davis Junior High School Students

Utica Community Schools must provide all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their students may consider purchasing items from the list below. Teachers will provide class-specific supply suggestions during the first week of school.

- Planner/Agenda
- Pencils, Pens (Blue or Black and Red), Erasers
- Loose Leaf Paper or Spiral Notebooks
- Folders (2 pocket)
- Three-ring binders with divider tabs
- Scientific Calculator
- Hole Punch
- Index Cards
- Pencil Case or Pouch
- Kleenex (for backpack or locker)

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

### **2023-24 Superintendent's Student Advisory Board: Now Accepting Applications**

Applications are now being accepted to join the Superintendent's Student Advisory Board. Interested 9th grade students may apply via the online application through 11:59 p.m. on Tuesday, September 26, 2023. To be considered, 9th graders must complete their application AND have a UCS teacher, school counselor or school administrator submit a letter of recommendation by 11:59 p.m. on Tuesday, September 26, 2023.

Link to online application: <https://www.tfaforms.com/5084887>

Link to submit letters of recommendation (\*\*this is noted on the online application, as well\*\*):  
<https://www.tfaforms.com/5084906>

A promotional graphic (below) has been created for this to be shared with 9th grade families and students along with the link to the online application.

All questions can be directed to [jennifer.swanchara@uticak12.org](mailto:jennifer.swanchara@uticak12.org).



## UCS College Fair

Location: Various UCS Secondary Schools

Date: September 25 – 28, 2023

Time: 6:00 p.m. – 8:30 p.m.

The Teaching and Learning Department along with the high school counselors are hosting a College Fair Week on September 25<sup>th</sup> through the 28<sup>th</sup> **for juniors and seniors only**. Students and their parents will have the opportunity to attend four different college informational workshops per evening. Please share the attached (17A) information regarding the UCS College Fair week in your newsletters and/or emails to your community.



Current junior and senior students and their parents have an opportunity to listen to presentations and ask questions during a 30 minute session and will be able to attend up to 4 sessions per night.

<p><b>SEPT.</b>      <b>25</b></p> <p><u>Utica High School</u></p> <p>6:00 PM - 8:30 PM</p>	<p><a href="#"><u>Michigan State University</u></a> <a href="#"><u>Saginaw Valley State University</u></a> <a href="#"><u>Lawrence Technological University</u></a> <a href="#"><u>Eastern Michigan University</u></a></p>
<p><b>SEPT.</b>      <b>26</b></p> <p><u>Eisenhower High School</u></p> <p>6:00 - 8:30 PM</p>	<p><a href="#"><u>Wayne State University</u></a> <a href="#"><u>Grand Valley State University</u></a> <a href="#"><u>Kettering University</u></a> <a href="#"><u>Rochester University</u></a></p>
<p><b>SEPT.</b>      <b>27</b></p> <p><u>Ford II High School</u></p> <p>6:00 - 8:30 PM</p>	<p><a href="#"><u>University of Michigan - Ann Arbor</u></a> <a href="#"><u>Central Michigan University</u></a> <a href="#"><u>Western Michigan University</u></a> <a href="#"><u>University of Michigan - Dearborn</u></a></p>
<p><b>SEPT.</b>      <b>28</b></p> <p><u>Instructional Resource Center</u></p> <p>6:00 - 8:30 PM</p>	<p><a href="#"><u>Oakland University</u></a> <a href="#"><u>Macomb Community College</u></a> <a href="#"><u>University of Detroit Mercy</u></a> <a href="#"><u>Madonna University</u></a></p>

# Davis Raider Review - September

## UCS Vision

Utica Community Schools, in partnership with our community, will empower students to positively transform their future and the world.

## UCS Mission

Utica Community Schools ignites a passion for learning in all students. We strengthen our community by welcoming all learners, honoring culture, and inspiring remarkable growth and achievement.

## Davis Mission

Davis Junior High will work collaboratively to unlock learning passion through relevant experiences including academic knowledge, technical competency, and professional skills to provide students with a competitive career advantage.

<https://davis.uticak12.org/>

## Week at a Glance (Week of September 11 - 15)

### September

- 12 Open House 7:00 p.m. (See Information Below for Evening Format and Schedule)  
15 Last Day to sign up for Murder Mystery Book Club

## Down the Road Items – Continue to Monitor Future Raider Reviews for Additional Dates and Events

### September

- 18 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Heritage 4:00p.m.  
19 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @ Davis 3:30p.m. & 5p.m.  
20 No School Teacher Full day – Professional Development  
21 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.  
26 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @L’Anse Creuse East 3:30p.m. & 5p.m.  
27 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.

## Open House Overview (Tuesday, September 12) – Please be in your child’s 1<sup>st</sup> hour class by 7:00 p.m.

We will start our Open House at 7:00 p.m. and ask that parents have their child’s schedule ahead of time. After the announcements at 7:10 p.m., 1<sup>st</sup> hour will begin and parents will follow the six hour schedule. The evening format and schedule is below.

### 7:00 p.m. – 7:10 p.m. Welcome and Introductions - PA System Announcement

#### Schedule of Evening

- 7:10 - 7:20 1st Hour
- 7:22 - 7:32 2nd Hour
- 7:34 - 7:44 3rd Hour
- 7:46 - 7:56 4th Hour
- 7:58 - 8:08 5th Hour
- 8:10 - 8:20 6th Hour

**Thank you to all of our parents for reminding your children to wear their Davis identification badges every day! We appreciate you partnering with us and ask that all students have them visible each day after Friday, September 8!**

## **Athletic Participation and Tryouts**

Students must have passing grades and good citizenship to participate in athletic events. For 7<sup>th</sup> and 8<sup>th</sup> grade students that want to tryout the following criteria is utilized by athletic teams:

- 7<sup>th</sup> and 8<sup>th</sup> - Any student that failed three or more classes from the previous reporting period (semester/marketing period) and has three or more low citizenship marks of U or N from the previous reporting period (semester/marketing period) may not try out for an athletic team.
- Students that make an athletic team and earn failing grades and/or have low citizenship marks (N or U or combination) will be placed on academic probation during the season. The criteria above is utilized for weekly athletic eligibility checks with grades (three or more failed classes) and citizenship (three or more Ns or Us).
- Must be in school for 3 hours to play.



# **Stevenson Titans Athletic Department**

**Tim Brandon – Athletic Director**

## **Stevenson Athletics Event Admissions Policy**

1. All students (home and guests) must present a school ID for entrance to the game.
2. Only students from the competing schools shall be admitted without adult supervision.
3. All junior high / middle school students must present a school ID AND be supervised by an adult. The adult must attend the event with the student and may not leave the student unsupervised.
4. All Stevenson Athletic events are entirely cash free. Presales on GoFan are the best and most efficient means of entry. Be advised that there is a \$1 service fee added to all ticket sales.
5. In order to avoid fees, yearly athletic passes (student, adult, and/or family) can be purchased from the bookstore or athletic office.
6. All senior citizens (62+) and children under 12 (with an adult) are admitted free of charge.
7. All patrons must remain in the stands or concourse area. Only team and athletic department personnel are allowed on the sidelines.



## 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.

### Davis Junior High School Communication Flowchart Process

**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

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.

## **Davis Junior High Student ID Policy (*All Students Must Have ID's Visible*)**

Davis Junior High School continues to work to ensure the safety and security for all staff and students. This is a top priority each and every day. All students at Davis will now be required to wear and have visible their school ID badges at all times. In addition, the wearing of school identification provides a professional setting and promotes College and Career Readiness for all students. Wearing of ID badges is required as part of many workplace environments, as well as on college and university campuses. Furthermore, the wearing of student IDs provides easy identification of students for teachers, substitutes, district staff personnel, and law enforcement if ever needed.

**School issued lanyards will be provided to every student at no cost on Tuesday, September 3.** Students have received their school IDs from Raider Day or will receive them over the first weeks of school. The expectation will be reinforced with students on Day 1 as well as at the student handbook meeting presentations on Tuesday, September 10.

### **The benefits & reasons for students wearing a current student ID card:**

- To be in class
- To borrow library books
- To obtain early dismissal
- To allow movement during lunch, going to and from restrooms
- To be on campus before or after school
- To move between classes and/or the hallway during passing time periods
- To participate in school activities, assemblies, dances, etc. on the campus of Davis
- To get into high school events for free (if offered by the high school)
- To be used for the PBS Earned Privilege Level for Citizenship and Academics (Raider Red)/Lunchroom

### **Student ID Card Guidelines:**

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised. **Student IDs may be left in the student's assigned locker overnight so as to ensure the student ID is not left at home.**

**Teachers will do periodic student ID checks in class, at the discretion of administration.** Periodic incentives will be provided at the discretion of administration when school-wide student ID checks are implemented.

### **The following guidelines must be adhered to when wearing student ID cards:**

- Student ID cards must be worn on a lanyard.
- Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of a shirt. The student ID card **must be visible AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
- The student ID card must be presented to any school staff member or person of authority upon request.
- The front and back of the student ID card cannot be altered (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
- Wearing another student's ID card is prohibited.
- Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY**.
- If the ID card is lost, a student may purchase a new student ID card from the office.
  - **There will be a \$5.00 fee to replace a lost ID badge and a \$1.00 fee to replace lost lanyards.**
  - At the discretion of the administration, a designated hour may be established for purchasing IDs.
- Students are excused from wearing ID cards during classes **IF** a teacher/administrator considers it to be a safety risk during identified classroom or other activities, including, but not limited to:
  - Science labs, equipment use, physical education, music, and other classes when wearing the student ID may cause entanglement or safety concerns.

### **Students who do not have their student ID cards will adhere to the following procedures:**

**Before school begins, a student who does not have a student ID must obtain a temporary ID in the Main Office.**

- Please note that there is a limit of three consecutive days that a student may obtain a temporary ID. After the third consecutive day, student will report to the Assistant Principal.

- If a student reports to class **WITHOUT** a proper or temporary ID, the teacher will send the student to the office to obtain a temporary ID. The temporary ID **MUST** be worn and visible for the remainder of the day. The temporary ID will have the date issued on it and needs to be returned at the end of the day.

**Consequences for Not Displaying/Possessing School ID card:**

- **1st Violation - FIRST** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **2nd Violation - SECOND** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **3rd Violation** – Responsible Choices Room (Lunch detention) – Issued a temporary ID and a call home by Administrator.
- **4th Violation** – Additional consequences, up to and including suspension at the discretion of Administration.

**NOTE: Consequences are cumulative for the entire school year.**

\*\*If requested by staff, all students must provide access to their ID. Failure to comply with a reasonable request from any staff member is defined as Defiance of Authority. Any consequence for failure to comply will be in addition to the one for the ID violation\*\*

***Davis Junior High School reserves the right to modify the Student ID Policy at any time without notice. Any subsequent changes to the policy will be communicated through its normal means of dispersing information.***

## Parent & Student Handbook Reminders (Davis Junior High)

### 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 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, handholding) 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 handbook (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 handbook.
- **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 Junior High School

# CELL PHONE/DEVICE POLICY

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 and after school. **During the day, students should turn cell phones off and store them in their backpacks or lockers.** 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.

During School Hours 8:00 – 3:00

Cell Phones/Electronic Devices/Earbuds/Headphones  
**CAN NOT** be displayed or used anywhere in school without permission.

Exception – Teacher permission or students may be able to use cell phones per the lunch staff

**If you are found breaking Cell Phone/Device policy, the following progressive plan will be followed:**

1<sup>st</sup> time → 2<sup>nd</sup> time → 3<sup>rd</sup> time → 4<sup>th</sup> / + times

Level 1	Level 2	Level 3	Level 4
Taken to Office	Taken to Office	Taken to Office	Taken to Office
Student Pick Up	Student Pick Up	Parent Must Pick Up	Parent Must Pick Up
Warning #1	Warning #2 (Parent Notification)	Parent Must Pick Up	Possible School Suspension
		Lunch Detention	Phone Banned

Note: If a student does not comply with the request to provide the staff member their cell phone for a violation, they could be moved to Level 4 for insubordination/disrespect.

Note: Davis Junior High and UCS assume NO responsibility for theft, loss, or damage of your device. The student assumes full responsibility and brings the device at their own risk.



## 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.

## Expectations for Yoga Pants/Leggings (Change in practice)

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**

## 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 ranges that students can attain throughout each progress and report card cycle for various school raffles and prizes. 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 15, 2023.



**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>More safety 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>

## PBS Winners – A, B and C Lunch (Week of – Coming Soon)

The following students were winners for the PBS Friday drawing held during their lunch:

**Every week we hold a “red card” drawing at lunch for students. Names are announced in the newsletter every week!**

These students earned **“Raider Red Tickets”** for demonstrating that they **“Listen, Learn and Lead.”** Congratulations to our winners!

## Tips for Becoming a Super Organized Student!

The most successful Davis students typically choose one of the following three systems for organizing themselves:

- **Binder System** -- This is the system most recommended by teachers. For each class, papers are hole-punched and organized into a binder with divider tabs (depending on the class, tab sections might include: notes, homework, quizzes/tests, review guides, labs, etc.). An organized binder allows students to easily locate papers at exam time or in the event of a grade discrepancy. The binder system also prevents the embarrassment of papers falling all over the hallway as sometimes happens when over-stuffed paper folders drop. Some students carry a two-pocket folder to each class on a daily basis and move papers into their binders regularly.
- **Trapper Keeper/Case-It** -- This system is great for students who like the ease of keeping a folder for each class clipped together in one larger central binder. When the six individual folders fill up, papers can be filed into binders with divider tabs or can be stored at home using another system until exam time.
- **Folder for Each Class** -- In this system students use an inexpensive paper or plastic two-pocket folder for each class and replace them every 5-10 weeks as they fill up. Folders for each progress report or marking period are saved at home for use at exam time.

It is not recommended to use the same two-pocket folder for all six classes. This method usually leads to disorganization, lost papers, and stress.

#### **Some additional tips for parents and students to consider:**

- **Planner** -- Students are strongly encouraged to use a student planner/agenda. Students can record assignments for each hour in the daily space and can record upcoming quizzes/tests and projects in the monthly space.
- **PowerSchool** -- PowerSchool can be checked regularly online or using the app. The UCS District Code is NKDJ. Many teachers leave progress comments in PowerSchool for parents and students. [Click here](https://ps.ucs.misd.net/public/home.html) or go to <https://ps.ucs.misd.net/public/home.html>
- **Phone/Digital Organizer** -- Students who have not been successful using a traditional planner/agenda are sometimes more successful using their phone, iPod, or other digital device. With teacher permission, students can take a photo of the daily agenda/assignments in each classroom. Students can also set reminders to turn in homework at the start of each hour or for quizzes and tests.
- **Teachers Websites** -- Many teachers have highly detailed websites explaining assignments for the week or month, outlining upcoming quiz/test dates, and providing a way to download handouts and assignments. Teacher websites are linked from our Davis website.
- **Well-Supplied Study Area at Home** -- It is a great idea for students to have a study area at home with supplies such as pencils, erasers, pencil sharpener, loose leaf paper, stapler, hole punch, etc. This prevents time wasted hunting around the house at homework time.

#### **Typical Supplies Used by Davis Junior High School Students**

Utica Community Schools must provide all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their students may consider purchasing items from the list below. Teachers will provide class-specific supply suggestions during the first week of school.

- Planner/Agenda
- Pencils, Pens (Blue or Black and Red), Erasers
- Loose Leaf Paper or Spiral Notebooks
- Folders (2 pocket)
- Three-ring binders with divider tabs
- Scientific Calculator
- Hole Punch
- Index Cards
- Pencil Case or Pouch
- Kleenex (for backpack or locker)

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

Please share the attached flyer with students and families from your building. Classes start September 26.

Registration Link: <https://ucscommunityeducation.ce.eleyo.com/course/2144/fall-2023/art-box-studio-drawing%E2%80%94941>

 <p>The logo for Art Box Studio features the words 'ART BOX' in large, stylized, hand-drawn letters with thick black outlines and colorful shadows (red, yellow, blue). Below 'ART BOX' is the word 'STUDIO' in a smaller, blue, sans-serif font.</p>	<p><b><u>Art Box Studio-Drawing</u></b> <b><u>Grades 5th-8th</u></b></p> <p>Strengthen drawing skills and challenge your creativity. A variety of media, such as, graphite, charcoal, ink and more will be introduced. Students encouraged to utilize self-expression. Develop an understanding of line, shape, value, form, perspective and composition. Beginner through Advanced and Returning students are welcome. Bring sketchbook and pencil.</p> <p><b>Questions Contact:</b> <a href="mailto:communityedquestions@uticak12.org">communityedquestions@uticak12.org</a> or <a href="mailto:ArtBoxStudio4u@gmail.com">ArtBoxStudio4u@gmail.com</a> <a href="http://www.ArtBoxStudioLLC.com">www.ArtBoxStudioLLC.com</a></p>
<p>6071-F23A Tues. 9/26 - 10/24/23 Drawing @ Eppler Jr. High 6:00-7:30pm 6071-F23B Tues. 11/14 - 12/12/23 Drawing @ Eppler Jr. High 6:00-7:30pm Tuition: \$97 5wks. New Experience each session!!!</p> <p> <b>Register Online:</b> <a href="https://ucscommunityeducation.ce.eleyo.com">ucscommunityeducation.ce.eleyo.com</a> or 586-797-6900 UCS Community Education 38901 Dodge Park Sterling Heights, MI 48312</p>	

## Davis Raider Review - September

### UCS Vision

Utica Community Schools, in partnership with our community, will empower students to positively transform their future and the world.

### UCS Mission

## **Week at a Glance (Week of September 4 - 8)**

### **August**

- 1 - 4 No School Students – Labor Day Break, School Resumes on September 5
- 5 School Resumes
- 5 Make-Up Picture Day – Kaiser Studios (Students that missed Raider Day)
- 5 Volleyball Tryouts will be held afterschool – 7<sup>th</sup> and 8<sup>th</sup>
- 8 Last Day to Select Laptop Device Insurance

## **Down the Road Items – Continue to Monitor Future Raider Reviews for Additional Dates and Events**

### **September**

- 12 Open House 7:00p.m.
- 15 Last Day to sign up for Murder Mystery Book Club
- 18 Volleyball Game(8<sup>th</sup> then 7<sup>th</sup>) @Heritage 4:00p.m.
- 19 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @ Davis 3:30p.m. & 5p.m.
- 20 No School Teacher full day - PD
- 21 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.
- 26 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @L'Anse Creuse East 3:30p.m. & 5p.m
- 27 Volleyball Game (8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.

## **2023 - 2024 Device Responsibility, Damage Fees, and Optional Insurance Information**

Families may choose to enroll in this optional program by the deadline of Thursday, September 8, 2023, for a fee of \$17.50 per device. [Click here](#) for more information.

## **School Picture Information – Kaiser Studios**

School pictures will be taken on August 23<sup>rd</sup> at Raider Day. The order form for pictures is below and pictures can be ordered online (School ID Code – 2324DAVIS). Each student will also be receiving their school ID after their picture at “Raider Day”. Alternate picture day for “Raider Day” will be Tuesday, September 5. [Kaiser Studio - Kaiser Studio](#) or this one [Orders Main \(kaiserstudio.com\)](#)

## **Pre-Ordering Yearbooks (Use School Code 24DAVIS YB) for Ordering Yearbooks on Kaiser Site**



# Stevenson Titans Athletic Department

Tim Brandon – Athletic Director

## Stevenson Athletics Event Admissions Policy

- All students (home and guests) must present a school ID for entrance to the game.
- Only students from the competing schools shall be admitted without adult supervision.
- All junior high / middle school students must present a school ID AND be supervised by an adult. The adult must attend the event with the student and may not leave the student unsupervised.
- All Stevenson Athletic events are entirely cash free. Presales on GoFan are the best and most efficient means of entry. Be advised that there is a \$1 service fee added to all ticket sales.
- In order to avoid fees, yearly athletic passes (student, adult, and/or family) can be purchased from the bookstore or athletic office.
- All senior citizens (62+) and children under 12 (with an adult) are admitted free of charge.
- All patrons must remain in the stands or concourse area. Only team and athletic department personnel are allowed on the sidelines.

### Davis Junior High Daily Schedule (2023 – 2024)

The daily bell schedule, lunch schedule, and exam schedule for students is below:



#### Davis Junior High 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

- A Lunch 11:18 – 11:49
- B Lunch 11:55 – 12:20
- C Lunch 12:26 – 12:57

5<sup>th</sup> hour 1:03 – 1:59  
6<sup>th</sup> hour 2:05 – 3:01



## 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.

### Davis Junior High School Communication Flowchart Process

**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

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.

## **Davis Junior High Student ID Policy (*All Students Must Have ID's Visible*)**

Davis Junior High School continues to work to ensure the safety and security for all staff and students. This is a top priority each and every day. All students at Davis will now be required to wear and have visible their school ID badges at all times. In addition, the wearing of school identification provides a professional setting and promotes College and Career Readiness for all students. Wearing of ID badges is required as part of many workplace environments, as well as on college and university campuses. Furthermore, the wearing of student IDs provides easy identification of students for teachers, substitutes, district staff personnel, and law enforcement if ever needed.

**School issued lanyards will be provided to every student at no cost on Tuesday, September 3.** Students have received their school IDs from Raider Day or will receive them over the first weeks of school. The expectation will be reinforced with students on Day 1 as well as at the student handbook meeting presentations on Tuesday, September 10.

### **The benefits & reasons for students wearing a current student ID card:**

- To be in class
- To borrow library books
- To obtain early dismissal
- To allow movement during lunch, going to and from restrooms
- To be on campus before or after school
- To move between classes and/or the hallway during passing time periods
- To participate in school activities, assemblies, dances, etc. on the campus of Davis
- To get into high school events for free (if offered by the high school)
- To be used for the PBS Earned Privilege Level for Citizenship and Academics (Raider Red)/Lunchroom

### **Student ID Card Guidelines:**

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised. **Student IDs may be left in the student's assigned locker overnight so as to ensure the student ID is not left at home.**

**Teachers will do periodic student ID checks in class, at the discretion of administration.** Periodic incentives will be provided at the discretion of administration when school-wide student ID checks are implemented.

### **The following guidelines must be adhered to when wearing student ID cards:**

- Student ID cards must be worn on a lanyard.
- Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of a shirt. The student ID card **must be visible AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
- The student ID card must be presented to any school staff member or person of authority upon request.
- The front and back of the student ID card cannot be altered (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
- Wearing another student's ID card is prohibited.
- Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY**.
- If the ID card is lost, a student may purchase a new student ID card from the office.
  - **There will be a \$5.00 fee to replace a lost ID badge and a \$1.00 fee to replace lost lanyards.**
  - At the discretion of the administration, a designated hour may be established for purchasing IDs.
- Students are excused from wearing ID cards during classes **IF** a teacher/administrator considers it to be a safety risk during identified classroom or other activities, including, but not limited to:
  - Science labs, equipment use, physical education, music, and other classes when wearing the student ID may cause entanglement or safety concerns.

### **Students who do not have their student ID cards will adhere to the following procedures:**

**Before school begins, a student who does not have a student ID must obtain a temporary ID in the Main Office.**

- Please note that there is a limit of three consecutive days that a student may obtain a temporary ID. After the third consecutive day, student will report to the Assistant Principal.

- If a student reports to class **WITHOUT** a proper or temporary ID, the teacher will send the student to the office to obtain a temporary ID. The temporary ID **MUST** be worn and visible for the remainder of the day. The temporary ID will have the date issued on it and needs to be returned at the end of the day.

**Consequences for Not Displaying/Possessing School ID card:**

- **1st Violation - FIRST** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **2nd Violation - SECOND** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **3rd Violation** – Responsible Choices Room (Lunch detention) – Issued a temporary ID and a call home by Administrator.
- **4th Violation** – Additional consequences, up to and including suspension at the discretion of Administration.

**NOTE: Consequences are cumulative for the entire school year.**

**\*\*If requested by staff, all students must provide access to their ID. Failure to comply with a reasonable request from any staff member is defined as Defiance of Authority. Any consequence for failure to comply will be in addition to the one for the ID violation\*\***

***Davis Junior High School reserves the right to modify the Student ID Policy at any time without notice. Any subsequent changes to the policy will be communicated through its normal means of dispersing information.***

## Parent & Student Handbook Reminders (Davis Junior High)

### 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 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, handholding) 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 handbook (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 handbook.
- **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 Junior High School

# CELL PHONE/DEVICE POLICY

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 and after school. **During the day, students should turn cell phones off and store them in their backpacks or lockers.** 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.

During School Hours 8:00 – 3:00

Cell Phones/Electronic Devices/Earbuds/Headphones  
**CAN NOT** be displayed or used anywhere in school without permission.

Exception – Teacher permission or students may be able to use cell phones per the lunch staff

**If you are found breaking Cell Phone/Device policy, the following progressive plan will be followed:**

1<sup>st</sup> time → 2<sup>nd</sup> time → 3<sup>rd</sup> time → 4<sup>th</sup> / + times

Level 1	Level 2	Level 3	Level 4
Taken to Office	Taken to Office	Taken to Office	Taken to Office
Student Pick Up	Student Pick Up	Parent Must Pick Up	Parent Must Pick Up
Warning #1	Warning #2 (Parent Notification)	Pick Up	Possible School Suspension
		Lunch Detention	Phone Banned

Note: If a student does not comply with the request to provide the staff member their cell phone for a violation, they could be moved to Level 4 for insubordination/disrespect.

Note: Davis Junior High and UCS assume NO responsibility for theft, loss, or damage of your device. The student assumes full responsibility and brings the device at their own risk.



## 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.

## Expectations for Yoga Pants/Leggings (Change in practice)

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**

## 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 ranges that students can attain throughout each progress and report card cycle for various school raffles and prizes. 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 15, 2023.



**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>More safety 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>

## PBS Winners – A, B and C Lunch (Week of – Coming Soon)

The following students were winners for the PBS Friday drawing held during their lunch:

**Every week we hold a “red card” drawing at lunch for students. Names are announced in the newsletter every week!**

These students earned **“Raider Red Tickets”** for demonstrating that they **“Listen, Learn and Lead.”** Congratulations to our winners!

## Tips for Becoming a Super Organized Student!

The most successful Davis students typically choose one of the following three systems for organizing themselves:

- **Binder System** -- This is the system most recommended by teachers. For each class, papers are hole-punched and organized into a binder with divider tabs (depending on the class, tab sections might include: notes, homework, quizzes/tests, review guides, labs, etc.). An organized binder allows students to easily locate papers at exam time or in the event of a grade discrepancy. The binder system also prevents the embarrassment of papers falling all over the hallway as sometimes happens when over-stuffed paper folders drop. Some students carry a two-pocket folder to each class on a daily basis and move papers into their binders regularly.
- **Trapper Keeper/Case-It** -- This system is great for students who like the ease of keeping a folder for each class clipped together in one larger central binder. When the six individual folders fill up, papers can be filed into binders with divider tabs or can be stored at home using another system until exam time.
- **Folder for Each Class** -- In this system students use an inexpensive paper or plastic two-pocket folder for each class and replace them every 5-10 weeks as they fill up. Folders for each progress report or marking period are saved at home for use at exam time.

It is not recommended to use the same two-pocket folder for all six classes. This method usually leads to disorganization, lost papers, and stress.

### Some additional tips for parents and students to consider:

- **Planner** -- Students are strongly encouraged to use a student planner/agenda. Students can record assignments for each hour in the daily space and can record upcoming quizzes/tests and projects in the monthly space.
- **PowerSchool** -- PowerSchool can be checked regularly online or using the app. The UCS District Code is NKDJ. Many teachers leave progress comments in PowerSchool for parents and students. [Click here](https://ps.ucs.misd.net/public/home.html) or go to <https://ps.ucs.misd.net/public/home.html>
- **Phone/Digital Organizer** -- Students who have not been successful using a traditional planner/agenda are sometimes more successful using their phone, iPod, or other digital device. With teacher permission, students can take a photo of the daily agenda/assignments in each classroom. Students can also set reminders to turn in homework at the start of each hour or for quizzes and tests.
- **Teachers Websites** -- Many teachers have highly detailed websites explaining assignments for the week or month, outlining upcoming quiz/test dates, and providing a way to download handouts and assignments. Teacher websites are linked from our Davis website.
- **Well-Supplied Study Area at Home** -- It is a great idea for students to have a study area at home with supplies such as pencils, erasers, pencil sharpener, loose leaf paper, stapler, hole punch, etc. This prevents time wasted hunting around the house at homework time.

### Typical Supplies Used by Davis Junior High School Students

Utica Community Schools must provide all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their students may consider purchasing items from the list below. Teachers will provide class-specific supply suggestions during the first week of school.

- Planner/Agenda
- Pencils, Pens (Blue or Black and Red), Erasers
- Loose Leaf Paper or Spiral Notebooks
- Folders (2 pocket)
- Three-ring binders with divider tabs
- Scientific Calculator
- Hole Punch
- Index Cards
- Pencil Case or Pouch
- Kleenex (for backpack or locker)

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

# Davis Raider Review - August/September

## UCS Vision

Utica Community Schools, in partnership with our community, will empower students to positively transform their future and the world.

## UCS Mission

Utica Community Schools ignites a passion for learning in all students. We strengthen our community by welcoming all learners, honoring culture, and inspiring remarkable growth and achievement.

## Davis Mission

Davis Junior High will work collaboratively to unlock learning passion through relevant experiences including academic knowledge, technical competency, and professional skills to provide students with a competitive career advantage.

<https://davis.uticak12.org/>

## Week at a Glance (Week of August 28 – September 1)

### August

- 28 No School Students – Teacher Professional Development Day (**Students – Check PowerSchool for Final Schedule**)
- 29 First Day of School (Full Day) – Doors Open at 7:50 a.m., Students Report to Cafeteria
- 29 7<sup>th</sup> and 8<sup>th</sup> Grade Football Meeting – Information at Raider Day
- 30 Student Handbook Meetings Cafeteria 2nd hr.(7<sup>th</sup>), 3<sup>rd</sup> hr. (8<sup>th</sup>), 6<sup>th</sup> hr.(9<sup>th</sup>)
- 1 - 4 No School Students – Labor Day Break, School Resumes on September 5

## Down the Road Items – Continue to Monitor Future Raider Reviews for Additional Dates and Events

### September

- 5 School Resumes
- 5 Make-Up Picture Day – Kaiser Studios (Students that missed Raider Day)
- 5 Volleyball Tryouts will be held afterschool
- 8 Last Day to Select Laptop Device Insurance
- 8 Last day to select Pay schools Closes at 11:59p.m.
- 12 Open House Davis Aux Gym 7:00p.m.
- 15 Last Day to sign up for Murder Mystery Book Club
- 18 Department Chair Meeting 3p.m.-4p.m.
- 18 Volleyball Game(8<sup>th</sup> then 7<sup>th</sup>) @Heritage 4:00p.m.
- 19 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @ Davis 3:30p.m. & 5p.m.
- 20 No School Teacher full day- PD
- 21 Data Team Meeting 3p.m.-5p.m.
- 21 Volleyball Game( 8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.
- 26 7<sup>th</sup> and 8<sup>th</sup> grade Football Games @L'Anse Creuse East 3:30p.m. & 5p.m
- 27 Volleyball Game( 8<sup>th</sup> then 7<sup>th</sup>) @Davis 4:00p.m.

## Davis Junior High Fundraising

**A suggested \$20 donation per family would be greatly appreciated to help offset the cost of numerous programs at DJH.** 100% of your monetary donation directly benefits our school. Money will go to offset costs for the following: Freshman Farewell, Student Awards, Positive Behavior Support (PBS) rewards, purchase of classroom technology, special events/assemblies, Where Everybody Belongs (WEB) mentoring program, instructional and classroom needs, and any other purchase to benefit our students. **If you were not able to donate on Raider Day and still would like to, please feel free to send it with your child and have them turn it in the office on the first day of school.**

## Unable to Attend Raider Day?

If your child is unable to attend Raider Day, they can check PowerSchool the Sunday before starting school to find their schedule. Students will also receive paper copies with their locker assignment on the first day of school in the cafeteria. **Picture Day for students that missed Raider Day will be Tuesday, September 5, with Picture Retake Day scheduled for Thursday, October 19.**

## Athletic Information – Fall Sports (Football and Volleyball)

Any current 7th graders (future 8<sup>th</sup> grader students) interested in joining Davis Football & Volleyball, please see the information below:

- You will need an updated physical to participate in tryouts/practices/games.
- Football begins on the first day of school, August 29<sup>th</sup>.
- Volleyball tryouts will be held on September 5<sup>th</sup> – Information at Raider Day.

## 2023 - 2024 Device Responsibility, Damage Fees, and Optional Insurance Information

Families may choose to enroll in this optional program by the deadline of Thursday, September 8, 2023, for a fee of \$17.50 per device. [Click here](#) for more information.

## School Picture Information – Kaiser Studios

School pictures will be taken on August 23<sup>rd</sup> at Raider Day. The order form for pictures is below and pictures can be ordered online (School ID Code – 2324DAVIS). Each student will also be receiving their school ID after their picture at “Raider Day”. Alternate picture day for “Raider Day” will be Tuesday, September 5. [Kaiser Studio - Kaiser Studio](#) or this one [Orders Main \(kaiserstudio.com\)](#)

## Pre-Ordering Yearbooks (Use School Code 24DAVIS YB) for Ordering Yearbooks on Kaiser Site

## Davis Junior High Daily Schedule (2023 – 2024)

The daily bell schedule, lunch schedule, and exam schedule for students is below:



### Davis Junior High 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

- A Lunch 11:18 – 11:49
- B Lunch 11:55 – 12:20
- C Lunch 12:26 – 12:57

5<sup>th</sup> hour 1:03 – 1:59  
6<sup>th</sup> hour 2:05 – 3:01

## Important School Startup Information - General School Information

### Administration of Medication

In cases with medication, parents can administer to their children at home. In the event that it 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 in the school office. This form must be signed by the child’s physician.

### Afterschool Reminder

Students should be within their scheduled activity/picked up afterschool. Pick up should be no later than 3:20 p.m.

### Arrival and Drop Off Information (Non-Bus Students)

Davis Junior High will open doors at 7:50 a.m. Students should enter the building and report directly to the cafeteria. 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!

### 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.

### **Attendance Policy: Revision to Policy 5115**

Revision to Policy 5115: Attendance rules have been developed to reduce/prevent chronic absenteeism. The U.S. Department of Education Civil Rights Data Collection defines chronic absenteeism as missing more than 10% of school days in a year. For grade specific attendance rules, please [click here](#). Please [click here](#) for additional information.

### **Automated Phone Call: 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 call directly to phone numbers linked to our Automated Call Information Alert System. Parent phone numbers for the automated call are drawn from PowerSchool which should be updated at the building level.

### **Breakfast Information**

Davis Junior High will make available nutritious breakfast to students and staff daily starting August 29, 2023. Breakfast will be served at 7:50 a.m.

### **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.

**Campaign for Tobacco Free Kids and the Truth about Vaping and E-Cigarettes** [Click here](#) for information.

### **Care of Southeastern Michigan**

CARE of Southeastern Michigan is an accredited behavioral health nonprofit organization that offers many programs for children, adults and families associated with Utica Community Schools. Click on the following link for additional information: [CARE of Southeastern Michigan \(careofsem.com\)](http://careofsem.com).

### Student Assistance Services

UCS administrators, counselors, psychologists, or social workers may make a formal referral for an assessment (4B). A formal referral includes timely progress reports to the district. The following services are available to UCS through the student assistance program:

- Individualized assessments and resource referral and linking
- On-site Critical Incident Stress Debriefing and crisis support for traumatic events
- Professional development training, including Mental Health First Aid, substance use trends, stress management, depression and suicide, and other training topics as requested
- Unlimited orientations and presentations about student assistance services to parents and school personnel

### Additional Services

In addition to the student assistance services, CARE specializes in delivering services targeted to reduce alcohol, tobacco, and other drug use. These services are available at no cost to UCS students and families. CARE also offers classes via funding CARE receives from the Macomb County Office of Substance Abuse. Some of the classes offered:

- Active Parenting
- Peaceful Alternatives to Tough Situations
- INDEPTH
- Teen Intervene
- Early Childhood Prevention Services
- Parent Education

### **Coca-Cola Information**

We are very excited to share that our school is part of the Coca-Cola Give Program. This provides Davis Junior High an opportunity to provide additional learning opportunities to students throughout the school year. When you make a Coca-Cola purchase, simply go to this site at <https://us.coca-cola.com/give/schools/> or [click here](#) and enter the product codes.

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

Teachers put their classroom information on the Davis website, under the staff page. [Click here](#) to access the site.



## **Davis Raider Review – Archived Editions**

For 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.

**Davis Spirit wear** [Davis spiritwear \(clothinggraphics.com\)](http://clothinggraphics.com)

## **Food Deliveries**

Food that is delivered by a company such as Door Dash or Grub Hub will not be permitted at Davis. Due to school safety concerns and the disruption to the school day, we cannot accommodate such deliveries. We ask that all students bring their own lunch or buy a lunch from the cafeteria. If a student forgets their lunch, they may borrow against their lunch account in the cafeteria, or a parent may drop off a lunch for their student. Coffee, smoothies and outside breakfast brought in the school in the morning must be consumed before going into first hour. This is the practice that takes place at the high school level and Davis is aligning with Stevenson in order to provide consistent expectations for our students.

## **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!

## **Grading Information/ Grade Point Average (GPA), Grading Scales, and Example GPA**

Student's work will be graded and tracked in accordance with [Board of Education policy 6205](#). [Click here](#) for information.

## **Homework Requests**

After a student has been absent for two days, homework requests may be made directly to the teachers, either by e-mail or phone. If parents contact the office, they will be directed to the classroom teacher. Please use PowerSchool to email teachers directly.

## **Information for 9<sup>th</sup> Grade Students and Parents**

High School officially begins in 9<sup>th</sup> grade and students are encouraged to make a strong start with their GPA. We also recommend that students begin recording their involvement in clubs, sports, community service, and other activities.

## **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.

## **Lockers Assigned to Students**

7<sup>th</sup> grade or new students will be issued lockers at Raider Day based upon their grade. Current 8<sup>th</sup> and 9<sup>th</sup> grade students will be using the locker assigned to them in 7<sup>th</sup> 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 Information and Procedures**

Students will follow our lunch procedures which will include coming in, sitting at their assigned seat, waiting for instructions, getting lunch, eating, and then being dismissed. Students are assigned a table seat so that they have a place to eat every day.

**Macomb County Mobile Crisis** [Click here](#) for the MCCMH Mobile Crisis brochure.

### **Michigan Career and Job Outlook Through 2018**

For the Michigan Career Outlook through 2028 please [click here](#). For the Michigan Job Outlook through 2028 please [click here](#).

### **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)

### **MI Child**

Utica Community Schools is committed to promoting the safe and effective use of technology. Through our district's K-12 digital citizenship initiatives, we are providing students with information that promotes the proper use of digital content and tools. A tool that families can use to help protect their children is the Michigan Child Protection Registry. This free service from the State of Michigan protects children's e-mail, cell phone numbers and Instant Messaging addresses from receiving inappropriate, adult-themed material. The registry can be accessed by visiting [www.protectMICHild.com](http://www.protectMICHild.com). In addition, parents can click on the Protect MI Child icon, which will soon appear on the district and school Web sites for direct access to the registry.

### **Notice to Parents of Students Needing Medications Stored in the Main Office**

In preparation for the school year all health plans and authorization for medication forms should be returned to the office before the first day of school with any required medications. All medical forms can be accessed here: [Resources and Forms / Resources and Forms \(uticak12.org\)](#) If you do not have access to the website, please contact the Davis office to arrange for copies to be picked up. If your child takes the bus, you will also be asked to complete two Transportation forms. Please return one to the school office when you bring your Health Care Plan, and the second should be handed to the driver on the first day of school, both with color pictures attached. Transportation requires this be done promptly to ensure the driver is aware of any potential emergencies. If you have any questions or specific concerns, please feel free to contact your school nurse at [rebecca.rosbolt@uticak12.org](mailto:rebecca.rosbolt@uticak12.org).

### **Non-Emergency Deliveries and Messages**

Messages cannot be delivered to students during school hours. Non-emergency messages and deliveries will take place only at the end of 1<sup>st</sup> hour, lunchtime and at the end of the day. Students will not be released during class to report to the office to pick up messages or items brought in during the school day. Lunches will be sent to the cafeteria 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 circumstances arise, students are to report to the office.

### **Parking Lot Reminders**

The beginning of a new school year can bring frustrations in the school parking lot as students are being dropped off in the morning and picked up at night. **We need to make sure we are modeling appropriate behavior for our children as well as adhering to basic rules to ensure safety in our parking lots daily.** For those parents that are new and a general reminder to all parents of how our drop off/pick up procedures works:

- The curb side student drop off area should be used as just that: Pull up between the bright orange cones, stop, the child(ren) exit the car, the car moves forward and then exits the parking lot (turning left or going straight, no right turns allowed). Dropping your child(ren) off should only take a matter of seconds and speeds the process along for all. Please do not park in these areas as it can create a massive back up of cars onto Plumbrook and slows the traffic flow down in the morning.
- This curb side drop off should **not** be used as a parking spot for parents to wait until the school doors open. If you should choose to wait for the doors to open, please utilize the parking spaces that are available.

- When exiting the parking lot, you have two options. You can either turn left on to 17-mile or proceed straight into the subdivision across the street. Turning right is not an option as it is marked by a sign with specific hours of enforcement. It also is dangerous to turn right as we have a crossing guard assisting students crossing 17-mile road.
- Bus loop - cars should not be driving through the bus loop at arrival or dismissal. This area is for school buses only and is not a cut through. Starting Monday, November 1, I have requested that the Sterling Heights Police Department ticket any car that does not follow this rule.
- Muriel Street - this is a great place to drop off and pick up your child. This would allow you to bypass the parking lot completely and utilize the crossing guard that is in front of the school on 17 mile. Several families have taken advantage of this instead of navigating the parking lot at arrival and dismissal.

Each year we send out reminder messages to parents about the parking lot and we also include information in our weekly newsletter. Please take a moment to read/listen to these messages as our intent is to make school a safer place for all. I know that together we can provide a safe environment for our children. Hopefully this time change will assist as we move into the end of fall weather and winter months. From time to time, our partnership with the Sterling Heights Police Department allows for them to randomly check out the parking lot flow and traffic patterns around the schools in Sterling Heights. Please be aware that they have issued tickets before for not following the observed traffic rules above.

### **Parents and Visitors**

Everyone who enters Davis Junior High **must report to the Main Office**. This is a school district policy and in place to keep all students safe. You will need to sign in, put a visitor's pass on, and our office staff will be glad to assist you. Please do not attempt to gain access to the school through a side door or when students are leaving the building at dismissal.

### **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. 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.

### **PSAT/SAT Information and Practice**

The Khan Academy site for SAT and PSAT practice is now available. Students, parents, and staff members can access the practice site at: <https://www.khanacademy.org/mission/sat/tasks/onboard-92829382938>.

### **School Safety Information**

Student and staff safety remains a priority for our school. Our district uses a multi-layered approach to proactively prepare for any type of emergency that is focused on training, school-based emergency plans, an emergency preparedness team consisting of law enforcement, mental health support, and constantly reviewing our facilities to determine improvement needs to enhance security. Recently, our staff has been engaged in training related to "Standard Response Protocols." The protocols identify five specific actions that use common language related to a potential incident: Hold, Secure, Lockdown, Evacuate and Shelter. The poster below is what we have had in every classroom in Utica Community Schools in English, Arabic and Spanish since the beginning of the school year.

To show students their role during these standard response protocols, we will be presenting the following video (<https://youtu.be/Nvkz7iomzCA>) that features a high school age student demonstrating how to react during each action area. It provides training in a very relaxed and engaging way directed at secondary students. Following the viewing of the video and discussion with their teacher, students will continue practicing the school/safety drills using the standard response protocols. Thank you for your continued partnership to keep our students and staff safe.

Informational Posters are below in more detail.

# Standard Response Protocol

UCS staff has been trained in the district's Standard Response Protocol used in the event of an emergency situation. Training for students is now ongoing.

The protocols have five stages:

- Hold! in the room or area and clear the halls
- Secure - Get inside. Lock Outside Doors.
- Lockdown! Locks, lights, out of sight
- Evacuate! (A location may be specified)
- Shelter - Hazare and safety strategy

Every classroom in UCS has a poster that identifies these strategies. To view the poster, please see this [link](#).



# IN AN EMERGENCY TAKE ACTION

	<b>HOLD! In your room or area. Clear the halls.</b>	<p><b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p> <p><b>ADULTS</b> Close and lock door Account for students and adults Do business as usual</p>										
	<b>SECURE! Get inside. Lock outside doors.</b>	<p><b>STUDENTS</b> Return to inside of building Do business as usual</p> <p><b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual</p>										
	<b>LOCKDOWN! Locks, lights, out of sight.</b>	<p><b>STUDENTS</b> Move away from sight Maintain silence Do not open the door</p> <p><b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p>										
	<b>EVACUATE! (A location may be specified)</b>	<p><b>STUDENTS</b> Leave stuff behind if required to If possible, bring your phone Follow instructions</p> <p><b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults</p>										
	<b>SHELTER! Hazard and safety strategy.</b>	<p><b>STUDENTS</b> Use appropriate safety strategy for the hazard</p> <p><b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults</p> <table border="1"> <thead> <tr> <th>Hazard</th> <th>Safety Strategy</th> </tr> </thead> <tbody> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </tbody> </table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
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## 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.

### **Sports Physicals for the 2023-2024 School Year**

For the 2023 - 2024 school year, a sport physical is required for all students who participate in sports. A physical examination must be completed on or after **April 15, 2023** to be considered a valid physical for the 2023 – 2024 school year. The MHSAA two-page physical form has not changed and remains on the district athletic page as well as on MHSAA.com. [Click here to be redirected to the MHSAA Website](#)

### **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 and after school. During the day, students should turn cell phones off and store them in their backpacks or lockers.** 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.

### **Student ID Badges**

All junior high students are required to wear their ID badge at all times. Students will get their IDs after Picture Day this year, so there will be a month where students will not be required to wear IDs. Once students receive their ID after school picture day, we always expect them to be worn. They need to be visible and, on a lanyard, which we will provide.

### **Student Plans for the 2023 – 2024 School Year**

If you know you are moving or planning not to return to Davis Junior High this year, please send an email to Mrs. Gipson at [Patrice.Gipson@uticak12.org](mailto:Patrice.Gipson@uticak12.org) or contact her at school (586.797.2700). If you know your plans, please let us know so we can partner with you for a smooth transition for you and your child. **Finally, if you have moved, but are still attending Davis, please let Mrs. Gipson know as well as she will need to updated address information in PowerSchool.**

### **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.

### **Student Supplies/Backpacks**

Student general school supplies will include backpack, laptop, charger, headphones, writing utensil and notebooks/binders.

### **Struggling Students**

It is important to Davis counselors that ALL our students are successful. For students who may be struggling, we first encourage communication between the parent and the classroom teacher. If missing assignments are a problem, we encourage parents to try changing the question from, “Do you have homework tonight?” to “When will you complete your nightly study time?” Even on rare nights when no homework is assigned, all students will benefit from spending a minimum of 20-30 minutes each night reading textbooks, reviewing vocabulary flashcards, preparing for upcoming quizzes/tests, etc. If students don’t bring home books and materials for this study time, parents can assign reading from a book at home, etc. Once students realize that their parents are serious about consistently enforcing a mandatory nightly study time on each school night (Sunday through Thursday), they will begin to bring home and complete their assignments.

### **Suicide Free Schools – It is Time to Be Extra Vigilant!**

Caring people in Macomb County collaborated to bring suicide prevention education and materials to schools, parents and community groups. Please [click here](#) for a brochure with more information. Break a secret and save a life!

### **Vaccination Information – 7th Grade Students**

The State of Michigan requires children to be age-appropriately vaccinated to enroll in school programs, unless a valid exemption applies. Vaccination information for children entering 7<sup>th</sup> grade can be found at [Vaccination Info 2022.pdf \(uticak12.org\)](#)



### Virtual Library Card

The UCS Virtual Library Card includes access to eBooks, music streaming and downloads, eMagazines, and a host of other electronic reference resources. Also available: Tutor.com. Linked to the following are the directions on how to log in to the [Virtual Library Card](#) and the [Virtual Library Card-Tutor.com](#), located on the ClassLink dashboard. The Virtual Library Card gives students access to digital resources from the local library. The Virtual Library Card – Tutor.com provides online tutoring and homework help for students.

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### 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.

### Yearbooks on Sale

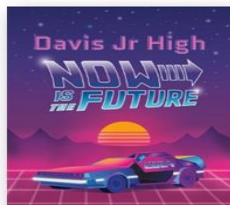
Order your Davis Junior High yearbook during Raider Day for \$40. **After Raider Day, yearbooks are \$43.** Make sure to keep the receipt in a safe place so your child can bring it when yearbooks are distributed.

## 23-24 Davis Jr High Yearbook Ordering

**SPECIAL Pricing on Raider Day (8/23/23 through  
September Make-up Picture Day 9/5/23)  
\$40.00 per yearbook (Cash, Checks, and Online)**

-----  
9/6/2023 through 12/31/2023 = \$43 per yearbook (Online Only)

-----  
All Sales End 1/26/2024



To order your yearbook, visit  
[www.KaiserStudio.com](http://www.KaiserStudio.com)  
Click “Order Pictures”;  
Select the “Order Pictures Here” option;  
Enter the School ID Code (to the right):

School ID Code: <b>24DAVISYB</b>
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VISA   MASTERCARD   DISCOVER

**KS KAISER STUDIO**  
SCHOOL PORTRAITS & YEARBOOKS  
1825 Birchwood Drive • Troy, Michigan 48063  
Customer Service: Mon-Fri 8:30am - 4pm - (248)619-9119

### 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.



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

**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**

<b>Davis Junior High Communication Process Flowchart</b>					
<b>Area of concern</b>	<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
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	
<b>Scheduling Concerns/Changes* (See Below)</b>	<b>Teacher*</b>	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.

## Davis Junior High Student ID Policy (*All Students Must Have ID's Visible*)

Davis Junior High School continues to work to ensure the safety and security for all staff and students. This is a top priority each and every day. All students at Davis will now be required to wear and have visible their school ID badges at all times. In addition, the wearing of school identification provides a professional setting and promotes College and Career Readiness for all students. Wearing of ID badges is required as part of many workplace environments, as well as on college and university campuses. Furthermore, the wearing of student IDs provides easy identification of students for teachers, substitutes, district staff personnel, and law enforcement if ever needed.

**School issued lanyards will be provided to every student at no cost on Tuesday, September 3.** Students have received their school IDs from Raider Day or will receive them over the first weeks of school. The expectation will be reinforced with students on Day 1 as well as at the student handbook meeting presentations on Tuesday, September 10.

### The benefits & reasons for students wearing a current student ID card:

- To be in class
- To borrow library books
- To obtain early dismissal
- To allow movement during lunch, going to and from restrooms
- To be on campus before or after school
- To move between classes and/or the hallway during passing time periods
- To participate in school activities, assemblies, dances, etc. on the campus of Davis
- To get into high school events for free (if offered by the high school)
- To be used for the PBS Earned Privilege Level for Citizenship and Academics (Raider Red)/Lunchroom

### **Student ID Card Guidelines:**

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised. **Student IDs may be left in the student's assigned locker overnight so as to ensure the student ID is not left at home.**

**Teachers will do periodic student ID checks in class, at the discretion of administration.** Periodic incentives will be provided at the discretion of administration when school-wide student ID checks are implemented.

### **The following guidelines must be adhered to when wearing student ID cards:**

- Student ID cards must be worn on a lanyard.
- Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of a shirt. The student ID card **must be visible AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
- The student ID card must be presented to any school staff member or person of authority upon request.
- The front and back of the student ID card cannot be altered (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
- Wearing another student's ID card is prohibited.
- Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY**.
- If the ID card is lost, a student may purchase a new student ID card from the office.
  - **There will be a \$5.00 fee to replace a lost ID badge and a \$1.00 fee to replace lost lanyards.**
  - At the discretion of the administration, a designated hour may be established for purchasing IDs.
- Students are excused from wearing ID cards during classes **IF** a teacher/administrator considers it to be a safety risk during identified classroom or other activities, including, but not limited to:
  - Science labs, equipment use, physical education, music, and other classes when wearing the student ID may cause entanglement or safety concerns.

### **Students who do not have their student ID cards will adhere to the following procedures:**

**Before school begins, a student who does not have a student ID must obtain a temporary ID in the Main Office.**

- Please note that there is a limit of three consecutive days that a student may obtain a temporary ID. After the third consecutive day, student will report to the Assistant Principal.
- If a student reports to class **WITHOUT** a proper or temporary ID, the teacher will send the student to the office to obtain a temporary ID. The temporary ID **MUST** be worn and visible for the remainder of the day. The temporary ID will have the date issued on it and needs to be returned at the end of the day.

### **Consequences for Not Displaying/Possessing School ID card:**

- **1st Violation - FIRST** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **2nd Violation - SECOND** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- **3rd Violation** – Responsible Choices Room (Lunch detention) – Issued a temporary ID and a call home by Administrator.
- **4th Violation** – Additional consequences, up to and including suspension at the discretion of Administration.

**NOTE: Consequences are cumulative for the entire school year.**

**\*\*If requested by staff, all students must provide access to their ID. Failure to comply with a reasonable request from any staff member is defined as Defiance of Authority. Any consequence for failure to comply will be in addition to the one for the ID violation\*\***

***Davis Junior High School reserves the right to modify the Student ID Policy at any time without notice. Any subsequent changes to the policy will be communicated through its normal means of dispersing information.***

## Parent & Student Handbook Reminders (Davis Junior High)

### 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 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, handholding) 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 handbook (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 handbook.
- **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 Junior High School

# CELL PHONE/DEVICE POLICY

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 and after school. **During the day, students should turn cell phones off and store them in their backpacks or lockers.** 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.

During School Hours 8:00 – 3:00

Cell Phones/Electronic Devices/Earbuds/Headphones  
**CAN NOT** be displayed or used anywhere in school without permission.

Exception – Teacher permission or students may be able to use cell phones per the lunch staff

**If you are found breaking Cell Phone/Device policy, the following progressive plan will be followed:**

1<sup>st</sup> time → 2<sup>nd</sup> time → 3<sup>rd</sup> time → 4<sup>th</sup> / + times

Level 1

Taken to Office

Student Pick Up

Warning #1

Level 2

Taken to Office

Student Pick Up

Warning #2 (Parent  
Notification)

Level 3

Taken to Office

Parent Must  
Pick Up

Lunch Detention

Level 4

Taken to Office

Parent Must Pick Up

Possible School  
Suspension

Phone Banned

Note: If a student does not comply with the request to provide the staff member their cell phone for a violation, they could be moved to Level 4 for insubordination/disrespect.

Note: Davis Junior High and UCS assume NO responsibility for theft, loss, or damage of your device. The student assumes full responsibility and brings the device at their own risk.

## 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.

## Expectations for Yoga Pants/Leggings (Change in practice)

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**

## 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 ranges that students can attain throughout each progress and report card cycle for various school raffles and prizes. 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 15, 2023.**



**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>More safety 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>

## PBS Winners – A, B and C Lunch (Week of – Coming Soon)

The following students were winners for the PBS Friday drawing held during their lunch:

**Every week we hold a “red card” drawing at lunch for students. Names are announced in the newsletter every week!**

These students earned “Raider Red Tickets” for demonstrating that they “Listen, Learn and Lead.” Congratulations to our winners!



## Tips for Becoming a Super Organized Student!

The most successful Davis students typically choose one of the following three systems for organizing themselves:

- **Binder System** -- This is the system most recommended by teachers. For each class, papers are hole-punched and organized into a binder with divider tabs (depending on the class, tab sections might include: notes, homework, quizzes/tests, review guides, labs, etc.). An organized binder allows students to easily locate papers at exam time or in the event of a grade discrepancy. The binder system also prevents the embarrassment of papers falling all over the hallway as sometimes happens when over-stuffed paper folders drop. Some students carry a two-pocket folder to each class on a daily basis and move papers into their binders regularly.
- **Trapper Keeper/Case-It** -- This system is great for students who like the ease of keeping a folder for each class clipped together in one larger central binder. When the six individual folders fill up, papers can be filed into binders with divider tabs or can be stored at home using another system until exam time.
- **Folder for Each Class** -- In this system students use an inexpensive paper or plastic two-pocket folder for each class and replace them every 5-10 weeks as they fill up. Folders for each progress report or marking period are saved at home for use at exam time.

It is not recommended to use the same two-pocket folder for all six classes. This method usually leads to disorganization, lost papers, and stress.

### Some additional tips for parents and students to consider:

- **Planner** -- Students are strongly encouraged to use a student planner/agenda. Students can record assignments for each hour in the daily space and can record upcoming quizzes/tests and projects in the monthly space.
- **PowerSchool** -- PowerSchool can be checked regularly online or using the app. The UCS District Code is NKDJ. Many teachers leave progress comments in PowerSchool for parents and students. [Click here](https://ps.ucs.misd.net/public/home.html) or go to <https://ps.ucs.misd.net/public/home.html>
- **Phone/Digital Organizer** -- Students who have not been successful using a traditional planner/agenda are sometimes more successful using their phone, iPod, or other digital device. With teacher permission, students can take a photo of the daily agenda/assignments in each classroom. Students can also set reminders to turn in homework at the start of each hour or for quizzes and tests.
- **Teachers Websites** -- Many teachers have highly detailed websites explaining assignments for the week or month, outlining upcoming quiz/test dates, and providing a way to download handouts and assignments. Teacher websites are linked from our Davis website.
- **Well-Supplied Study Area at Home** -- It is a great idea for students to have a study area at home with supplies such as pencils, erasers, pencil sharpener, loose leaf paper, stapler, hole punch, etc. This prevents time wasted hunting around the house at homework time.

### Typical Supplies Used by Davis Junior High School Students

Utica Community Schools must provide all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their students may consider purchasing items from the list below. Teachers will provide class-specific supply suggestions during the first week of school.

- Planner/Agenda
- Pencils, Pens (Blue or Black and Red), Erasers
- Loose Leaf Paper or Spiral Notebooks
- Folders (2 pocket)
- Three-ring binders with divider tabs
- Scientific Calculator
- Hole Punch
- Index Cards
- Pencil Case or Pouch
- Kleenex (for backpack or locker)

## ***Athletic Information – Current Sporting Events/Sports Related Information***

### **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

### **Concussion Awareness**

As part of a new state law, all UCS and Michigan parents will receive information about concussions, their symptoms, and what to do if you suspect a concussion. UCS parents will receive the form as part of the back to school registration packets.

**The form, which asks parents to sign and return to the school office, is also available at this link.** The form will also be required of all new families registering in UCS for the first time. In addition to providing the parent information sheet, UCS physical education staff members and coaches will also take part in an on-line training program about concussions. For more information about concussions, please visit the recommended sites below from the Center for Disease Control:

- [Primary Link for concussions in young athletes at the Center for Disease Control and Prevention](#)
- [Facts about Concussion and Brain Injury](#)
- [How Can I Recognize a Possible Concussion?](#)
- [Resource Links About Concussions](#)

### **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

**Stevenson High School Athletic Information** [Click here](#) or go to <http://stevensontitans.com/>



[Stevenson Titan Athletics - Stevenson High School Sports ...](#)

[stevensontitans.com](http://stevensontitans.com)

New jerseys, gear, entry fees, retreats – the wish list of opportunities to improve your teams is long, and often, the ways to finance them are short.

The transportation schedule will also be posted on <http://stevensontitans.com/> under the "schedules" tab

# UCS District Information and Events

## 2023 – 2024 School Calendar Information

2023-2024 Calendar	
August 29	First Day of School All K-12 Students- Elementary Student Half Day
September 1	No School for K-12 Students
September 4	No School for K-12 Students - Labor Day
September 20	No School for K-12 Students
October 12	Secondary Student Half Day - All Secondary Afternoon Conferences, High School only Evening Conferences
October 18	No School for K-12 Students
October 19	Junior High School Only - Evening Conferences
October 27	Elementary Student Half Day - End of Marking Period
October 31	Elementary Student Half Day
November 7	No School for K-12 Students - Election Day
November 9	Elementary Student Half Day - Afternoon Conferences
November 22 - 24	No School for K-12 Students - Thanksgiving Break
December 19	Secondary Student Half Day - Exams
December 20	Secondary Student Half Day - Exams
December 21	All Students K-12 Half Day - Exams and End of Marking Period
December 22 - January 2, 2024	No School for K-12 Students - Winter Break
January 15	No School for K-12 Students - Martin Luther King Jr. Day
February 19-23	No School for K-12 Students - Mid-Winter Break
March 22	Elementary Student Half Day - End of Marking Period
March 25-29	No School for K-12 Students - Spring Break
May 27	No School for K-12 Students - Memorial Day
June 5	Secondary Student Half Day - Exams
June 6	All Students K-12 Half Day - Exams
June 7	All Students K-12 Half Day - Exams and Last Day of School

## UCS School Safety and Success Information

### MULTI-LAYERED APPROACH TO SAFETY & SUCCESS

At Utica Community Schools, everyone has a role to play in the safety and success of our students.

#### STANDARD RESPONSE PROTOCOLS:

A uniform response that is clear for any crisis.

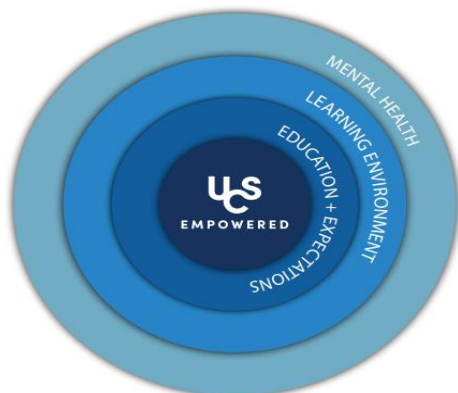
**Hold!** In the room or area and clear the halls.

**Secure!** Get inside. Lock outside doors.

**Lockdown!** Locks, lights, out of sight.

**Evacuate!** (A location may be specified)

**Shelter!** Hazard and safety strategy.



#### EDUCATION + EXPECTATIONS

- Training** – Staff have been trained in protocols related to incidents, threat assessments, CPR and medical response, and Automatic Defibrillator use.
- Emergency Operations Plan** – Each school maintains an Emergency Operations Plan that identifies protocols and responses to a wide variety of school related safety issues.
- Director of Safety and Management Services** – This role supports implementation of safety protocols and practices throughout the district.

#### LEARNING ENVIRONMENT

- Secure Entryways** – All visitors must be buzzed into the facility and enter through the main office area.
- Swipe Door System** – All exterior doors are locked and can only be accessed through computer swipe badges issued to staff.
- Door Locking System** – Door hardware has been replaced to improve locking system and Night Locks have been installed.
- Security Cameras** – Cameras can be accessed by law enforcement in emergency situations.
- Larger Entryways** – Currently reviewing options for the schools to have safety plans for large entryways like gyms and media centers.
- School Resource Officer** – Law enforcement officer assigned to each comprehensive high school.
- School Security Specialist** – Former law enforcement officers hired by the district are assigned to each junior high school and all “open concept” elementary schools.
- Law Enforcement** – Our local law enforcement agencies work directly with the entire district to identify and implement best practices for a safe learning environment.
- Common Language** – Working on standard language that everyone in the school understands if a problem occurs.

#### MENTAL HEALTH

- UCS Wellness** – Resources to provide guidance and awareness of mental health services.
- Communication** – The district is working with school counselors on understanding common safety communication and language.
- SMART Moves & DARE** – Education provided by law enforcement partners to promote positive decision making.
- Training** – Staff members are trained in Trauma-Informed and Resilient Schools through Starr Commonwealth.
- CARE of Southeastern Michigan Partnership** – Provides referral assistance for students in need of behavioral health services.
- OK2SAY** – A student safety program which allows students to confidentially report tips on potential harmful or criminal activities directed at students and the school.
- Character Strong** – A research-based K-12th grade wellness curricula and professional learning service that positively impacts lives.
- MI-BEST (Macomb Intermediate Behavioral & Emotional Support Team)** – Counseling services provided to UCS students through a referral system.

## Free Meals for the 2023 – 2024 School Year

UCS students will receive a free breakfast and lunch throughout the 2023-24 school year. All UCS families are asked to complete the *School Meals & Summer EBT application* or the *Education Benefits form* by [clicking here](#) - enter "Utica Community Schools" and follow the prompts. For more information, please [click here](#).

## Health Plan Information

Utica Community Schools is committed to providing a healthy and safe environment for each of our students. A health plan is required to be completed at the beginning of every school year. Health plans should be completed for any condition that may involve special dietary considerations, activity accommodations, medications, or treatment of urgent problems. Completion of health plans allow our staff to take the best possible care of your child.

A physician signature is required on all health plans. Any medications that are to be distributed by school staff or used by your student at school must have an Authorization for Medication form completed and signed by a physician, including any over-the-counter medications. Health Care Plans and Authorization for Medication forms are available at [Resources and Forms / Resources and Forms \(uticak12.org\)](#)

Depending on your child's diagnosis, the following forms are required by the school:

- **Food Allergies/Insect Allergies/Latex Allergies\***
  - FARE Food Allergy and Anaphylaxis Emergency Care Plan
  - Michigan Department of Education Medical Statement to Request Special Meals and/or Accommodations (Special Diet Statement form),
  - Two (2) Authorization for Medications (for an antihistamine and for Epinephrine)
- **MDE Dietary Accommodations (Special Diet Statement)**
  - Required for Food Services for students with Food Allergies or other health conditions requiring specific meal accommodations.
- **Asthma\***
  - Asthma Health Care Plan
  - Authorization for Medication for a rescue inhaler.
- **Seizure\***
  - Seizure Health Care Plan
  - Authorization for Medication for rescue medications and/or other medications.
- **Diabetes\***
  - Diabetes Health Care Plan
  - Diabetes Medical Management Plan from your Endocrinologist
- **Heart Condition\***
  - Heart Condition Health Care Plan
- **Any other diagnosis\***
  - General Health Care Plan
  - Authorization for Medication if needed

Two transportation forms, with a COLOR photograph of your child attached to each, is required for students who ride a bus.

Please return all the necessary, completed, and signed forms to Mrs. Gipson at your earliest convenience. Forms can be delivered to the main office or emailed to [Patrice.Gipson@uticak12.org](mailto:Patrice.Gipson@uticak12.org)

Your cooperation will help ensure a safe and healthy school year. Any questions can be directed to the district nurses:

Emily Duzey, RN	<a href="mailto:emily.duzey@uticak12.org">emily.duzey@uticak12.org</a>	586-980-0743
Megan Holmes, RN	<a href="mailto:megan.holmes@uticak12.org">megan.holmes@uticak12.org</a>	586-980-0731
Brandolyn Mondoux, RN	<a href="mailto:brandolyn.mondoux@uticak12.org">brandolyn.mondoux@uticak12.org</a>	586-703-0647
Tiffanie Polizzi, RN	<a href="mailto:tiffanie.polizzi@uticak12.org">tiffanie.polizzi@uticak12.org</a>	586-719-2793
Rebecca Rosbolt, RN	<a href="mailto:rebecca.rosbolt@uticak12.org">rebecca.rosbolt@uticak12.org</a>	586-405-7493

## Food Allergy Forms – Special Dietary Needs

Students with food allergies that wish to use school meals must have a Special Dietary Needs form completed and signed by a physician. Forms need to be turned in to the office of Food and Nutrition Service. Without this form we cannot make accommodations. This form must be updated every year to ensure accuracy. Since all schools have vegetarian options, parents do not need to complete a form for that option. [Resources and Forms / Resources and Forms \(uticak12.org\)](#)

## Information from School District Nurse

The flu season will continue through April. We wanted to provide you with some flu prevention tips:

- Hand washing is the best preventer of illness. Wash your hands often and especially before eating food, after using the bathroom, and after blowing your nose, coughing or sneezing. The CDC has a Handwashing Heroes Social Wall where you can send in pics of your kids washing their hands at: <https://www.cdc.gov/handwashing/heroes.html>
  - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
  - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  - **Rinse** your hands well under clean, running water.
  - **Dry** your hands using a clean towel or air dry them.
- Cover your mouth and nose with tissue when you cough or sneeze
- Please do not send students in sick—they must be fever free for 24 hours without the use of Tylenol or Motrin
- See your doctor right away with symptoms to see if your child can get on medicine to help decrease symptoms or length of illness

## New District App

Utica Community Schools has a new mobile app! Search for 'Utica Schools' in your phone's app store and download the free app to stay up-to-date on district and school news. The old mobile app 'Utica Community Schools' is no longer supported and should be deleted from your devices. Download at the App store [here](#) and Google Play [here](#).

## Important Note About PaySchools for the 2023-24 School Year

PaySchools has improved its platform this year to provide a system that is consistently more reliable and user friendly. The end result for parents will be that the information they need will be personalized for their child. As a result, families will be asked to recreate an account (even if you previously had a PaySchools account). Once created, you will be provided with those product choices that directly relate to your child. Just follow these easy steps:

- Create an account from your computer or tablet at: [www.payschoolscentral.com](http://www.payschoolscentral.com)
- Complete the account registration by selecting register, enter your profile details, setting up your password via the email link that will be sent to you, then logging in.
- Add your children to your account using their student ID numbers. **ID numbers are found on their report card available through PowerSchool.**
- If you like, enter credit card and/or banking information as forms of payments to use with your PaySchools account.

A complete guide (with screen shots) is available at this [link](#).

## UCS Wellness Podcast

The UCS Wellness team is pleased to share the release of the fifth episode of the UCS Wellness Podcast. The team worked with community members to create a podcast regarding different physical, mental and social health areas for UCS staff, students and families. These podcasts are available on the UCS Wellness page: [UCS Wellness - Utica Community Schools \(uticak12.org\)](#)

In the latest episode of the UCS Wellness Podcast, UCS counselor, Kim Twarowski, speaks with Danielle Watson, community educator and sexual assault outreach specialist with Turning Point, a local agency aimed at ending sexual and domestic violence with the help of their services, programs and resources. UCS Wellness Podcast episodes are released the third Wednesday of each month throughout the school year. Current episodes include “Discussing Dating Violence with Turning Point,” “CARE of Southeastern Michigan,” “Family Communication,” “Grief and the Grieving Process for Children” and “Mental Health.”



## Expansion of Secondary Special Education Programs and Services Academic Resouce Center Information

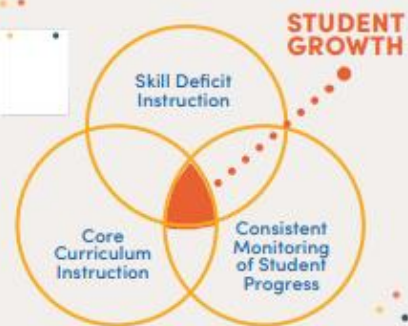


# Opening A New Door

Expansion of Secondary Special Education Programs and Services  
for Special Education Students, Beginning the Fall of 2023.



### GOAL OF SPECIAL EDUCATION SERVICES



### ACADEMIC RESOURCE CENTER

Open to all special education students at each secondary school, the Academic Resource Center (ARC) will serve as the hub where special education supplementary aids and supports are provided. The ARC will be run by certified teacher consultants and paraprofessionals and will be open every school hour.

#### Benefits of the ARC and designated teacher consultants:

- An environment and programming that mirrors disability support services at trade schools, community colleges and universities.
- Provide instructional services to students receiving instruction in general and special education courses.
- Serves as a connection with all departments to deliver supplemental aids and supports to students in general education courses.
- Promotes learning in the Least Restrictive Environment (LRE).
- Greater opportunities for secondary students to receive direct and meaningful support and services.
- Increase student independence to prepare for post-high school experiences and expectations.
- Allows special education providers to work with their caseload students daily.



**Utica Community Schools**  
**School Age Child Care (SACC)**  
**WE ARE HIRING!**

**POSITIONS AVAILABLE:**  
SACC Directors- \$16/hr  
SACC Assistants- \$14/hr  
Substitutes

**WHY WORK WITH US:**

- Best compensation package in Macomb County
- Flexible hours
- Extra income
- Convenient locations
- Morning & afternoon shifts
- **Guaranteed \$100 bonus every 10 days worked\***  
\*effective 2023-24 school year; subject to regular review and modification

Apply online: [uticak12.tedk12.com/hire](http://uticak12.tedk12.com/hire)  
Questions? Contact Jenelle Dubey:  
586.797.6904 or [Jenelle.Dubey@uticak12.org](mailto:Jenelle.Dubey@uticak12.org)



### Website for 2018 Bond Issue Project Update

We would like to thank our community once again for its support of the 2018 bond issue. Over the next five years, bond issue projects will impact (insert school name), our feeder schools and every school in the district. To provide updates to the community, the district has created an informational page that reports the status of the projects. The site is located at <http://www.uticak12.org/2018bond/updates>.

### Inclement Weather – School Closing

Inclement weather or building problems sometimes bring unexpected school closings. At Utica Community Schools there are several ways parents can be informed about these unanticipated days. Utica Community Schools will implement the use of School Messenger, our mass parent communication system, to make telephone calls to parents/guardians informing them of school closing information. It is important that we have updated contact phone numbers. Please make sure that you notify the main office if there are any changes.

For parents connected to the Internet, the district's web page, [www.uticak12.org](http://www.uticak12.org), lists school closings under the emergency school closing button listed on the main page. School closing information is broadcasted on radio stations WJR 760 and WWJ 950. Television stations airing school closing information are UCS TV, Channel 2 (WJBK), Channel 4 (WDIV) and Channel 7 (WXYZ).



## College Board Opportunities for Students

The College Board is committing \$25 million in scholarships over the next five years, beginning with the class of 2020. Students earn chances at scholarships by completing key actions along the path to college. Students in the class of 2020 can opt into the program via their College Board account and start earning scholarship opportunities for their college planning efforts. If a student does not have a College Board account, they can create one for free to join the program.

Listed below are the following documents:

- College Board Opportunity Scholarships for students (#13A)
- College Board Opportunity Scholarships for Educators (#13B)
- Directions to create a college board account (#13C)










### College Board Opportunity Scholarships

## A Clearer Path to College



The College Board Opportunity Scholarships guide you through the college planning process and offer you a chance to earn money for college for each action you complete. Complete each action for a chance to earn scholarships:

-  **1. Build Your College List: \$500**  
Get started by exploring colleges you're interested in.
-  **2. Practice for the SAT: \$1,000**  
Use Official SAT® Practice on Khan Academy® to get ready for test day.
-  **3. Improve Your Score: \$2,000**  
Show how practice pays off by improving your SAT score.
-  **4. Strengthen Your College List: \$500**  
Make sure your college list has a mix of academic safety, fit, and reach schools.
-  **5. Complete the FAFSA: \$1,000**  
Fill out the free government form to apply for financial aid.
-  **6. Apply to Colleges: \$1,000**  
Apply to the schools you want to attend.
-  **Complete Your Journey: \$40,000**  
Complete all six scholarship steps to be eligible for a \$40,000 scholarship.

Learn more about your scholarship eligibility at [cb.org/opportunity](https://collegeboard.org/opportunity).

## College Board Opportunity Scholarships

# A Clearer Path to College



The College Board is investing \$5 million per year in the College Board Opportunity Scholarships, beginning with the class of 2020. Your students are eligible to earn scholarships by taking the following actions during certain windows in their junior and senior years:

The Scholarships	The Actions	Action Window
<b>1. Build a College List:</b> <b>\$500</b>	Build a college list on BigFuture™.	Junior Year: <b>December 10, 2018–June 2019</b>
<b>2. Practice for the SAT:</b> <b>\$1,000</b>	Use Official SAT® Practice on Khan Academy® to get ready for test day.	Junior Year and Fall Senior Year: <b>December 10, 2018–October 2019</b>
<b>3. Improve Score:</b> <b>\$2,000</b>	Improve their SAT score.	Spring Junior Year through Fall Senior Year: <b>March 2019–December 2019</b>
<b>4. Strengthen College List:</b> <b>\$500</b>	Strengthen their college list with a mix of academic safety, fit, and reach schools.	Summer and Fall Senior Year: <b>July 2019–October 2019</b>
<b>5. Complete the FAFSA:</b> <b>\$1,000</b>	Fill out the FAFSA form to apply for financial aid.	Fall and Winter Senior Year: <b>October 2019–January 2020</b>
<b>6. Apply to Colleges:</b> <b>\$1,000</b>	Apply to schools they want to attend.	Fall and Winter Senior Year: <b>October 2019–February 2020</b>
<b>Complete the Journey:</b> <b>\$40,000</b>	Complete all six scholarship steps.	Final Drawing: <b>March 2020</b>

The more steps students take toward college, the more opportunities they have to earn a scholarship. Learn more about your students' scholarship eligibility at [cb.org/opportunity](https://collegeboard.org/opportunity).

# Create a College Board Account

## With a College Board account, you can:

**ACCESS** your PSAT/NMSQT®, PSAT™ 10, PSAT™ 8/9, SAT®, and AP® scores online. Send your SAT and AP scores to the colleges of your choice.

**REGISTER** for the national weekend administration of the SAT and College-Level Examination Program® (CLEP®) exams.

**PRINT** your SAT Admission Ticket for the national weekend administration of the SAT or your CLEP Registration Ticket.

**MANAGE** your personal college list.

**SAVE** your scholarship searches.

**COMPARE** costs at colleges that interest you.

---

## Don't forget to:

**OPT** in to receive important reminders about deadlines, test-preparation strategies, score availability, and more.

**PROVIDE** your parents' names and email addresses.

Create a College Board account now at [collegeboard.org](https://collegeboard.org).

## Sign-Up Instructions

- BEFORE YOU GET STARTED HAVE YOUR:**
  - Email address
  - Expected high school graduation date (month and year)
  - High school name
- GO TO COLLEGEBOARD.ORG**
- CLICK ON "SIGN UP"**
- SELECT "I AM A STUDENT"**
- CREATE A USERNAME AND PASSWORD**
  - Your username should have 6–15 characters and be made up of letters and numbers.
  - Your password must be 7–15 characters with at least one number and one letter.
  - Choose a security question and provide an answer you can easily remember.

## Michigan Merit Curriculum Information

Here is some information out of the junior high handbook in regard to Michigan Merit Curriculum and credits needed for graduation. The information is pasted below. The link for the handbook information is

<http://www.uticak12.org/uticawebsite/handbook/>

Michigan Merit Curriculum: Minimum High School Graduation Requirements		
Subject Area	Description	Personal Curriculum (Modifications)
ENGLISH LANGUAGE ARTS (ELA) <b>4 Credits</b>	• Aligned with subject area content expectations developed by the Michigan Dept. of Education and approved by the State Board of Education	✓ No modification
MATHEMATICS <b>4 Credits</b>	• Algebra I • Geometry • Algebra II • One additional math or math-related credit in the final year	<b>All students must:</b> ✓ Complete at least 3.5 math or math-related credits ✓ Complete a math or math-related credit in the final year
SCIENCE <b>3 Credits</b>	• Biology • Chemistry or Physics • 1 additional Science credit	✓ No modification
SOCIAL STUDIES <b>3 Credits</b>	• .5 Civics • .5 Economics • U.S. History & Geography • World History & Geography	✓ No modification of Civics ✓ 2 credits must be earned ✓ Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages
HEALTH & PHYSICAL EDUCATION <b>1 Credit</b>	• Credit guidelines developed by the Michigan Dept. of Education	✓ Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages
VISUAL, PERFORMING, APPLIED ARTS, CTE <b>1 Credit</b>	• Credit guidelines developed by the Michigan Dept. of Education • One credit must be in the area of Visual, Performing or Applied Arts	✓ Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages
ONLINE LEARNING EXPERIENCE	Online course or learning experience <b>OR</b> online experience is incorporated into each of the required credits	✓ No modification
WORLD LANGUAGES <b>2 Credits</b>	Class of 2016 and thereafter • Credits earned in Gr. 9-12 <b>OR</b> an equivalent learning experience in Gr. K-12	✓ No modification
DESIGNATED STATE ASSESSMENT	Students must participate	✓ Modifications defined by the State of Michigan applicable to Special Education students

- To meet minimum graduation requirements, a total of 22 credits must be earned in grades 9-12. One-half credit is granted for each semester course.
- As the chart above indicates, 18 of the 22 credits must be completed in these areas: Mathematics - 4, English Language Arts (ELA) - 4, Science - 3, Social Studies - 3, World Languages - 2, Health/Physical Education - 1 and the Arts (Visual, Performing or Applied) - 1. In addition, four elective credits and an online learning experience are required. Further information is available from the school counseling office or the UCS district Web site [www.uticak12.org](http://www.uticak12.org) under the Student Curriculum Guides link.
- A certificate of completion will be provided to students with IEPs who complete their high school program per their IEP, but do not meet the Michigan Merit Curriculum requirements for a diploma. Once a student accepts a diploma, his/her eligibility to receive a free and appropriate public education ends.
- Each student is expected to be fully enrolled each year.
- It is the responsibility of students to meet with school staff to ensure course work meets the basic requirements of their college and/or career choice.