

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION  
REGULAR MEETING - DB-TC ACTIVITY ROOM - AUGUST 15, 2022 - 6 P.M.

- I. Opening of Meeting
  - A. Pledge of Allegiance
  - B. Call to Order
  - C. Roll Call
- II. Recommendation to adopt Agenda
- III. Public Comment
- IV. Consent Agenda
  - A. Recommendation to approve the following:
    1. Regular Board Meeting Minutes (previous month)
    2. Financial Statements through the previous month
    3. Checks written in the previous month
- V. Reports
  - A. Superintendent
  - B. MS/HS Principal
  - C. Business Manager
- VI. Action and Discussion Items
  - A. Curriculum - Recommendation to approve 2022-2023 courses, all available Edmentum online courses, and any/all additional courses deemed appropriate by administration and approved by the state, including but not limited to Peer-to-Peer, AutoCAD, Independent Studies, and other/additional online courses.
  - B. Recommendation to approve [2022-23 Parent-Student Handbook](#).
  - C. Recommendation to approve the mission, philosophy, and complete [Dollar Bay Preschool handbook](#).
  - D. Personnel
    1. Recommendation to accept the resignations of teachers Jamie Mack and Cindy Lysne.
    2. Recommendation to approve altering the office staff structure to include 2.5 administrative assistants: 11-month (avg.) middle/high school secretary, 9-month elementary secretary, and part-time district secretary.
    3. If D-2 is approved: Recommendation to approve the hire of Laura Shilling as elementary administrative assistant.
    4. Recommendation to approve the hire of Morgan Gast as middle/high school administrative assistant.
    5. Recommendation to increase hourly wage of district administrative assistant/executive secretary.
    6. Recommendation to approve the hire of Lauren Salo as JV Girls' Volleyball coach.
  - E. Recommendation to authorize Thomas Sturos with check signing and other privileges at Superior National Bank for the General Fund, Activity Fund, Debt Retirement Fund, and Payroll, and to grant Mr. Sturos authority to do ACH files and electronically transfer district funds.

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.  
-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

- F. Recommendation to decide on school lunch pricing for the 2022-23 school year based on MDE's recommendation to increase rate by ten or fifteen cents (current rate being \$3.15/lunch).
- G. Recommendation to enter into Closed Session to discuss negotiations related to the current teacher contract.

**VII. Old and/or New Business**

**VIII. Adjournment**

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-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

## **DRAFT**

### DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION REGULAR MEETING - DB-TC ACTIVITY ROOM - JULY 18, 2022 - 6 P.M.

- I. Opening of Meeting at 6 p.m.
  - A. Pledge of Allegiance
  - B. Call to Order  
*By Board President Donna Engman*
  - C. Roll Call  
*All present except Tera Janke. Additionally, Christina Norland and Jesse Kentala.*
- II. Recommendation to adopt Agenda  
*Motion by Dallas Bond, second by Jeff Stevens. Motion carried unanimously.*
- III. Recommendation to appoint acting secretary in the absence of Tera Janke for July 18, 2022.  
*Motion by Dallas Bond, second by Donna Engman. Motion carried unanimously.*
- IV. Public Comment  
*The board heard public comment.*
- V. Consent Agenda
  - A. Recommendation to approve the following:
    1. Regular Board Meeting Minutes (previous month)
    2. Budget Hearing Minutes and Meeting Minutes June 28, 2022.
    3. Financial Statements through the previous month
    4. Checks written in the previous month  
*Motion by Dallas Bond, second by Steve LeClaire. Motion carried unanimously.*
- VI. Reports
  - A. Superintendent Christina Norland read her report, including an explanation of school districts levying 18 mills for operating expenses.  
*David Maki motioned for an item to be added to the agenda under New Business, Letter B, to consider moving forward to purchase new playground equipment. Second by Dallas Bond. Motion carried unanimously.*
  - B. MS/HS Principal Jesse Kentala read his report.
- VII. Action and Discussion Items
  - A. Consideration of resolution to approve ballot language and call election.  
Recommendation to adopt as presented.  
*Motion by Jeff Stevens, second by Donna Engman. Motion carried unanimously.*
  - B. Personnel
    1. Recommendation to approve the hire of Sarah Audette as Varsity Volleyball Coach.

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

*Motion by David Maki, second by Dallas Bond. Motion carried unanimously.*

2. Recommendation to approve the hire of Adam Lucca as ¾-time middle/high school special education teacher and ¼-time general education teacher.

*Motion by Steve LeClaire, second by Donna Engman. Motion carried unanimously.*

3. Recommendation to discuss posting for a Monday through Thursday preschool assistant (third adult in the classroom), in order to increase preschool class size allowance to 18 and to provide for special needs students on the roster.

*Motion by Donna Engman, second by Dallas Bond. Motion carried unanimously.*

- C. Recommendation to approve 2022-2023 MHSAA Membership Resolution.

*Motion by David Maki, second by Dallas Bond. Motion carried unanimously.*

- D. Recommendation to approve 2022-2023 School Calendar.

*Motion by Dallas Bond, second by Jen Stout. Motion carried unanimously.*

#### VIII. Old and/or New Business

- A. Athletic Director Stipend. Donna Engman motioned to increase the athletic director stipend to \$10,000. Second by Dallas Bond. Motion carried unanimously.

- B. Added agenda item: Recommendation to fund the playground expansion up to the amount of \$40,000, with encouragement to seek additional grants to cover part of the expense. Motion by David Maki, second by Dallas Bond. Motion carried unanimously.

#### IX. Adjournment

*Motion by Steve LeClaire, second by Donna Engman. Motion carried unanimously.*

*Respectfully submitted by David Maki as acting secretary for July 18, 2022.*

**DRAFT**

**Dollar Bay - Tamarack City Area Schools**  
**Statement of Revenue and Expenditures**  
**FY: 2022-2023**

**REVENUE**

Major Class-Description	Budget	07/01/22 -	Balance	Avail. Bal. %
		07/31/2022		
100-Local Sources	400,036	5,909	394,127	98.52%
300-State Sources	2,769,297	-	2,769,297	100.00%
400-Federal Sources	53,842	-	53,842	100.00%
500/600-Other Financing Sources	40,214	-	40,214	100.00%
<b>Total Revenue</b>	<b>3,263,389</b>	<b>5,909</b>	<b>3,257,480</b>	<b>99.82%</b>

**EXPENDITURES**

Major Function - Description	Budget	07/01/22 -	Balance	Avail. Bal. %
		07/31/2022		
100-Instruction				
111-Elementary	870,184	5,469	864,715	99.37%
113-High School	1,062,021	3,436	1,058,585	99.68%
118-Pre Kindergarten	103,089	-	103,089	100.00%
122- Special Education	126,602	885	125,717	99.30%
125-Compensatory Education	130,279	-	130,279	100.00%
200-Supporting Services		-		
210-Guidance/Truancy	44,552	-	44,552	100.00%
219-Other Pupil Support	-	113	(113)	#DIV/0!
220-Library	36,320	1,271	35,049	96.50%
230-Board of Education	31,700	5,147	26,553	83.76%
230-Executive Admin.	146,588	12,243	134,345	91.65%
240-Principals Office	151,493	10,547	140,946	93.04%
250-Fiscal Services	83,209	7,124	76,085	91.44%
260-Operation & Maintenance	301,537	50,056	251,481	83.40%
270-Pupil Transportation	156,650	-	156,650	100.00%
280-Central Support Services - Technology	52,550	383	52,167	99.27%
290-Athletics	104,929	396	104,533	99.62%
400-Payment to Other Gov. Agency, Facility Acq. And Prior Period Adj.				
450-Facility Acquisition/Improvements	-	-	-	
500/600-Other Financing Sources				
510-Debt Service	-	-	-	
6xx - Outgoing Transfer & Modifications	173	-	173	
<b>Total Expenses</b>	<b>3,401,876</b>	<b>97,070</b>	<b>3,304,806</b>	<b>97.15%</b>
<b>Net Income</b>	<b>(138,487)</b>	<b>(91,161)</b>		

**DOLLAR BAY - TAMARACK CITY AREA SCHOOLS**  
(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
1823	PAPER	Printed	1482	FITZPATRICK, MIKE	\$75.00	Ref Summer Basketball 7/13/22	07/12/2022
1824	PAPER	Printed	1580	VICK, LUCAS	\$75.00	Ref Summer Basketball 7/13/22	07/12/2022
1837	PAPER	Printed	1557	AMAZON CAPITAL SERVICES	\$125.47	Screen Replacement; Supplies For Athletics	07/12/2022
1838	PAPER	Printed	1630	AMPLIFIED IT	\$32.88	Google Workspace For Education 5/26/22-1/31/23	07/12/2022
1839	PAPER	Printed	1703	LEVEL DATA	\$382.80	State Data Validation Suite 7/1/22-6/30/23	07/12/2022
1840	PAPER	Printed	1709	LEVEL UP	\$981.00	Band T-Shirts For 4th Of July	07/12/2022
1841	PAPER	Printed	147	MASA	\$894.74	2022-23 Membership Renewal	07/12/2022
1842	PAPER	Printed	148	MASB-MI Assoc Of School Boards	\$1,352.00	2022-23 Membership	07/12/2022
1843	PAPER	Printed	507	MASB-SEG PROPERTY CASUALTY POOL	\$22,844.00	Property/Casualty Ins 7/1/22-7/1/23	07/12/2022
1844	PAPER	Printed	165	NEOLA, Inc.	\$1,295.00	Update Service	07/12/2022
1845	PAPER	Printed	1324	The Office Planning Group, Inc.	\$4,251.00	Copier For Elementary Teachers	07/12/2022
1846	PAPER	Printed	187	Range Telecommunications	\$105.00	Pure Access Cloud 7/1/22-12/31/22	07/12/2022
1847	PAPER	Printed	1069	SEG WORKERS COMPENSATION FUND	\$416.00	Workers' Comp 7/1/22-7/1/23 Q1	07/12/2022
1848	PAPER	Printed	1632	OLSON, GABRIEL	\$22,700.00	Repaint Gym And Weight Room	07/12/2022
1849	PAPER	Printed	1613	LECLAIRE, CONNOR	\$40.00	Clock Summer Basketball 7/13/22	07/13/2022
1856	PAPER	Printed	1557	AMAZON CAPITAL SERVICES	\$233.64	Classroom Supplies; Custodial Supplies	07/20/2022
1857	PAPER	Printed	605	Osceola Township	\$2,370.00	2022 Summer Tax Collection	07/20/2022
1861	PAPER	Printed	915	Always Availale Sewer & Drain	\$200.00	Rodded Lines	07/28/2022
1862	PAPER	Printed	1557	AMAZON CAPITAL SERVICES	\$1,320.27	Classroom Supplies; Custodial Supplies; Athletics Supplies	07/28/2022
1863	PAPER	Printed	730	CCISD	\$1,060.61	VolP, Acadience Forms	07/28/2022
1864	PAPER	Printed	1672	HUNGERFORD NICHOLS	\$2,500.00	Financial Audit Services #1 6/30/22	07/28/2022
1865	PAPER	Printed	1158	MENEGUZZO, CARRIE	\$112.74	Reimb Supplies For Therapy Dog	07/28/2022
1866	PAPER	Printed	1607	MYSTERY SCIENCE INC	\$849.00	2022-23 Membership	07/28/2022
1867	PAPER	Printed	650	Upper Pen. Region Of Library Coop., Inc.	\$481.35	Operating Fees 7/1/22-9/30/22	07/28/2022
2251	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$11,547.26	Payroll - FICA Tax Payable	07/08/2022
2252	EFT	Printed	1116	MG Trust Company	\$500.00	TPA #00210 403(b) Agreement	07/08/2022
2253	EFT	Printed	1268	Health Equity	\$1,540.57	Health Savings Account	07/08/2022
2254	EFT	Printed	9	MPERS	\$20,183.08	MIP Pension Plus With E 24.45	07/08/2022
2256	EFT	Printed	1455	Marlin Business Bank	\$149.66	June 2022	07/01/2022
2257	EFT	Printed	509	AT&T	\$220.08	5/14/22-6/13/22	07/05/2022
2258	EFT	Printed	229	Upper Peninsula Power Company	\$2,898.36	June 2022	07/12/2022
2259	EFT	Printed	739	Semco Energy, Inc.	\$724.24	June 2022	07/18/2022
2264	EFT	Printed	961	Valic C/O Chase Bank	\$900.00	VALIC 403(b) Annuity	07/08/2022
2265	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$11,288.94	Payroll - FICA Tax Payable	07/22/2022
2266	EFT	Printed	961	Valic C/O Chase Bank	\$900.00	VALIC 403(b) Annuity	07/22/2022
2267	EFT	Printed	1116	MG Trust Company	\$500.00	TPA #00210 403(b) Agreement	07/22/2022
2268	EFT	Printed	1268	Health Equity	\$1,540.57	Health Savings Account	07/22/2022
2269	EFT	Printed	9	MPERS	\$22,598.96	UAAL	07/20/2022
2270	EFT	Printed	9	MPERS	\$20,803.98	MIP VOYA DC Record	07/22/2022
2271	EFT	Printed	24	State Of Michigan W/H	\$2,008.24	Payroll - State Tax Payable	07/08/2022
2272	EFT	Printed	24	State Of Michigan W/H	\$1,923.70	Payroll - State Tax Payable	07/22/2022
GRAND TOTAL:					\$164,925.14		
					41 checks		

**DOLLAR BAY - TAMARACK CITY AREA SCHOOLS**

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
FUND SUMMARY							
Fund					Amount		
11					164,925.14		
					<b>\$164,925.14</b>		

**Dollar Bay High School Plan**  
*27.5 credits required to graduate*

	8th/ Other	9th Grade	10th Grade	11th Grade	12th Grade
<b>English-4</b>		-English 9 A -English 9 B	-English 10 A -English 10 B	-English 11 A -English 11 B	-English 12 A -English 12 B
<b>Math-4</b>	Alg. I A Alg. I B	-Algebra II A -Algebra II B	-Geometry A -Geometry B	-FST 11 A -FST 11 B or -Pers. Fin. I A -Pers. Fin. I B or -CTE A -CTE B	-Pers.Fin. A -Pers.Fin. B or -Calculus A -Calculus B or -CTE A -CTE B
<b>Science-3</b>		-Earth Science -Physical Science -Biology	-Biology 10 -Physical Science 10	-Chemistry 11 A -Chemistry 11 B or Physics 11	-Physics 12
<b>Social Studies-3</b>		-World History A -World History B	-US History A -US History B	-Government -Economics	
<b>World Language-1</b>			-Spanish I A -Spanish I B		
<b>Alt. World Language (Arts/CTE)-1</b>					
<b>P.E./Health-1</b>		-P.E./Health			
<b>Computers-1</b>		-Computers 9 A -Computers 9 B			
<b>Electives</b>				-SAT Prep	-Money Matters
<b>Credits Earned</b>					
<b>Credits Remaining</b>					



Other Courses: Anatomy, Zoology, Advanced Biology, Advanced Chemistry, 3D Printing/Lego Robotics, Marine Robotics, Band, General Woodworking, Art, Painting and Drawing, Fiber Arts, Social Justice Arts, Guided Academics, Cultural Studies, Money Matters, HS/MS Physical Education, Weights and Cardio, Psychology, Media Technology, Programming, Computers/Technology, Speech, Good Books/American Literature, Creative Writing, SAT Prep, Local History, Sociology, Current Events, PE/Organization, American Poetry by Literary Movements, Advanced US History, Data Science, College Writing and Military History. Additional courses may be offered, based on teacher expertise and availability, and student need.

## Dollar Bay Middle School Classes

	6th Grade	7th Grade	8th Grade
<b>English</b>	-English 6 A -English 6 B -English 6 C	-English 7 A -English 7 B -English 7 C	-English 8 A -English 8 B
<b>Math</b>	-Math 6 A -Math 6 B -Math 6 C	-Math 7 A -Math 7 B -Math 7 C	-Alg I A -Alg I B -Alg I C
<b>Science</b>	-Science 6 A -Science 6 B	-Science 7 A -Science 7 B	-Science 8 A -Science 8 B -Science 8 C
<b>Social Studies</b>	-SS 6 A -SS 6 B	-SS 7 A -SS 7 B	-SS 8 A -SS 8 B
<b>Computers</b>	-Computers 6	-Computers 7	-Computers 8
<b>Electives</b>			

## Dollar Bay Elementary School Curriculum

These are the content areas that are taught and assessed to determine each child's progress each year:

<u>Subject:</u>	<u>Grade:</u>
Writing/Language	1-5
Reading/Language Arts	K-5
Spelling	1-3
Handwriting	K-3
Mathematics	K-5
Social Studies	K-5
Science	K-5
Computers/Technology	K-5
Art	K-5
Music	K-5
Physical Education	K-5



## Michigan

### Math

Accelerate to Algebra 1 (Courseware Only)  
 Accelerate to Algebra 2 (Courseware Only)  
 Accelerate to Geometry (Courseware Only)  
 Accelerate to Michigan Algebra I (Courseware Only)  
 Accelerate to Michigan Algebra II (Courseware Only)  
 Accelerate to Michigan Geometry (Courseware Only)   
 Algebra 1 A/B   
 Algebra 2 A/B   
 Consumer Mathematics   
 Financial Mathematics A/B   
 Geometry A/B   
 Integrated Math 3 A/B   
 Math 6 A/B   
 Math 7 A/B   
 Math 8 A/B   
 Mathematics 1 A/B   
 Mathematics 2 A/B   
 Mathematics 3 A/B  
 Michigan Algebra I A/B   
 Michigan Algebra II A/B   
 Michigan Geometry A/B   
 Michigan Integrated Math I A/B  
 Michigan Integrated Math II A/B  
 Michigan Integrated Math III A/B  
 Precalculus A/B   
 Probability & Statistics

### English Language Arts

Accelerate to English 09 (Courseware Only)  
 Accelerate to English 10 (Courseware Only)  
 Accelerate to English 11 (Courseware Only)  
 Accelerate to English 12 (Courseware Only)  
 Accelerate to Michigan English 09 (Courseware Only)  
 Accelerate to Michigan English 10 (Courseware Only)  
 Accelerate to Michigan English 11 (Courseware Only)  
 Accelerate to Michigan English 12 (Courseware Only)

Business English A/B   
 English 06 A/B   
 English 07 A/B   
 English 08 A/B   
 English 09 A/B   
 English 09 with Augmented Reality   
 English 10 A/B   
 English 11 A/B   
 English 12 A/B   
 Michigan English 09 A/B   
 Michigan English 10 A/B   
 Michigan English 11 A/B   
 Michigan English 12 A/B

### Social Studies

Civics   
 Contemporary World A/B   
 Economics   
 Michigan United States History A/B  
 Michigan World History and Geography A/B   
 Middle School U.S. History A/B   
 Middle School World History A/B   
 MS Civics A/B  
 MS Contemporary World A/B  
 MS U.S. History A/B  
 MS World History A/B  
 U.S. Government   
 US History A/B   
 World Geography A/B   
 World History A/B   
 World History Survey A/B

### Science

Anatomy   
 Biology A/B   
 Biology with Virtual Labs A/B   
 Chemistry A/B   
 Earth and Space Science A/B

### Alignments & Features

NGSS Aligned

### State Lists

Michigan 21f/MVU Program List

Michigan GenNET Online Learning Portal

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## Michigan

High School Earth and Space Science A/B ① ▲ ▲  
 Integrated Physics & Chemistry A/B ① ▲  
 Life Science A/B ① ▲ ▲  
 MS Earth and Space Science A/B ▲  
 Physical Science A/B ① ▲ ▲  
 Physics A/B ① ▲  
 Science 6 A/B ① ▲ ▲  
 Science 6 with Virtual Labs A/B ① ▲ ▲  
 Science 7 A/B ① ▲ ▲  
 Science 7 with Virtual Labs A/B ① ▲ ▲  
 Science 8 A/B ① ▲ ▲  
 Science 8 with Virtual Labs A/B ① ▲ ▲

### Career & Technical Education

3D Modeling 1a: Introduction ①  
 3D Modeling 1b: Set the Scene  
 Advertising and Sales Promotion ①  
 Agriscience 1: Introduction ① ▲  
 Agriscience 2: Sustaining Human Life ①  
 Animation 1a: Introduction ①  
 Animation 1b: Animating Your Creativity!  
 Artificial Intelligence ① ▲  
 Astronomy 1a: Introduction  
 Astronomy 1b: Exploring the Universe ① ▲  
 Biotechnology 1a: Introduction ①  
 Biotechnology 1b: Unlocking Nature's Secrets ① ▲  
 Careers in Criminal Justice 1a: Introduction ① ▲  
 Careers in Criminal Justice 1b: Finding Your Specialty ①  
 Certified Nurse Aide A/B ▲  
 Coding 1a: Introduction to Programming ①  
 Coding 1b: Programming ①  
 CompTIA A+ 220-1001 ① ▲  
 CompTIA A+ 220-1002 ① ▲  
 CompTIA Network+ Certification (N10-007) ①  
 Computing for College and Careers 1a: Introduction  
 Concepts of Engineering and Technology ①  
 Cosmetology 1: Cutting Edge Styles ① ▲

Cosmetology 2: The Business of Skin and Nail Care ①  
 Cosmetology 3a: Introduction to Hair Skills ①  
 Cosmetology 3b: Waving, Coloring, and Advancing Hair S...  
 Criminology: Inside the Criminal Mind ① ▲  
 Culinary Arts 1a: Introduction ① ▲  
 Culinary Arts 1b: Finding Your Palate ①  
 Culinary Arts 2: Baking, Pastry, and More! ①  
 Cybersecurity 1a: Foundations ①  
 Cybersecurity 1b: Defense Against Threats ①  
 Digital Photography 1a: Introduction ①  
 Digital Photography 1b: Creating Images with Impact! ① ▲  
 Digital Photography 2: Discovering Your Creative Potential ①  
 Early Childhood Education 1a: Introduction ① ▲  
 Early Childhood Education 1b: Developing Early Learners ①  
 Entrepreneurship 1a: Introduction ①  
 Entrepreneurship 1b: Make Your Idea a Reality ①  
 Fashion Design ① ▲  
 Food Handler and Food Manager Certifications ①  
 Forensic Science 1: Secrets of the Dead ① ▲  
 Forensic Science 2: More Secrets of the Dead ① ▲  
 Forensics: The Science of Crime ①  
 Forestry and Natural Resources ①  
 Foundations of Green Energy ▲  
 Great Minds in Science: Ideas for a New Generation ① ▲  
 Health Science 1: The Whole Individual ①  
 Health Science 2: Patient Care and Medical Services ①  
 Health Science: Nursing ①  
 Health Science: Public Health ①  
 High School Career Discovery  
 Hospitality & Tourism 1: Traveling the Globe ① ▲  
 Hospitality and Tourism 2a: Hotel and Restaurant Manag...  
 Hospitality and Tourism 2b: Hotel and Restaurant Manag...  
 Human and Social Services 1: Introduction ①  
 Human Geography: Our Global Identity ① ▲  
 Interior Design ①  
 International Business: Global Commerce in the 21st Cen...

### Alignments & Features

▲ NGSS Aligned

### State Lists

① Michigan 21f/MVU Program List

▲ Michigan GenNET Online Learning Portal

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## Michigan

Journalism 1a: Introduction 1  
 Journalism 1b: Investigating the Truth 1  
 Law & Order: Introduction to Legal Studies 1△  
 Life Skills: Navigating Adulthood 1  
 Manufacturing: Product Design and Innovation 1△  
 Marine Science: Secrets of the Blue 1  
 Military Careers: Introduction 1  
 National Security 1  
 Networking Fundamentals  
 Nutrition and Wellness 1  
 Peer Counseling 1△  
 Personal and Family Finance 1△  
 Personal Psychology 1: The Road to Self-Discovery 1△  
 Personal Psychology 2: Living in a Complex World 1△  
 Principles of Agriculture, Food and Natural Resources 1  
 Principles of Architecture and Construction A/B 1△  
 Principles of Public Service: To Serve & Protect 1△  
 Public Speaking 1a: Introduction 1△  
 Public Speaking 1b: Finding Your Voice 1  
 Real World Parenting 1△  
 Renewable Technologies: Introduction  
 Restaurant Management  
 Robotics I A/B 1△  
 Social Media: Our Connected World 1△  
 Social Problems 1: A World in Crisis 1△  
 Social Problems 2: Crisis, Conflicts & Challenges 1△  
 Sociology 1: The Study of Human Relationships 1△  
 Sociology 2: Your Social Life 1△  
 Sports and Entertainment Marketing 1  
 Sports and Entertainment Marketing 1a: Introduction  
 Theater, Cinema, and Film Production 1a: Introduction 1  
 Theater, Cinema, and Film Production 1b: Lights, Camera...  
 Veterinary Science: The Care of Animals 1△  
 Workplace and Internship Readiness: Preparing for Work...

### World Languages

Advanced French A/B (EdOptions Academy Only) △

Advanced Spanish A/B (EdOptions Academy Only) 1△  
 American Sign Language (ASL) 1 A/B  
 American Sign Language 1a 1  
 American Sign Language 1b 1  
 American Sign Language 2a 1  
 American Sign Language 2b 1  
 American Sign Language 3a: Community and Culture 1  
 American Sign Language 3b: Conversations and Culture  
 Chinese 1 A/B (EdOptions Academy Only) △  
 Chinese 2 A/B (EdOptions Academy Only) △  
 French 1 A/B 1△  
 French 2 A/B 1△  
 French 3 A/B (EdOptions Academy Only) △  
 German 1 A/B 1△  
 German 2 A/B 1△  
 Latin 1 A/B (EdOptions Academy Only) △  
 Latin 2 A/B (EdOptions Academy Only) △  
 Spanish 1 A/B 1△  
 Spanish 2 A/B 1△  
 Spanish 3 A/B 1△

### Health & Fitness

Adaptive Physical Education △  
 Advanced Physical Education 1 △  
 Advanced Physical Education 2 △  
 Comprehensive Physical Education △  
 Credit Recovery Health △  
 Credit Recovery Physical Education 1 △  
 Credit Recovery Physical Education 2 △  
 Drugs & Alcohol △  
 Exercise Science △  
 Family & Consumer Science △  
 Family Living & Healthy Relationships △  
 First Aid & Safety △  
 Fitness Basics 1 △  
 Fitness Basics 2 △  
 Fitness Fundamentals 1 △

### Alignments & Features

△ NGSS Aligned

### State Lists

1 Michigan 21f/MVU Program List

△ Michigan GenNET Online Learning Portal

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800.447.5286

info@edmentum.com



## Michigan

Fitness Fundamentals 2   
 Flexibility Training   
 Group Sports   
 Health & Personal Wellness   
 Health Careers   
 HOPE 1   
 HOPE 2   
 Individual Sports   
 Intro to Coaching   
 Intro to Group Sports 1   
 Intro to Group Sports 2   
 Intro to Individual Sports 1   
 Intro to Individual Sports 2   
 Intro to Nursing 1   
 Intro to Nursing 2   
 Life Skills   
 Lifetime & Leisure Sports   
 Medical Terminology   
 Middle School Health   
 Nutrition   
 Outdoor Sports   
 Personal Health & Fitness   
 Personal Training Career Prep   
 Personal Training Concepts   
 Physiology   
 Running   
 Sports Officiating   
 Strength Training   
 Walking Fitness

### Health & PE

Health   
 Health 1: Life Management Skills   
 Health and Physical Education 1a: Introduction  
 Health and Physical Education 1b: Invest in Your Health  
 Personal Fitness   
 Physical Education

### College & Career Readiness

Accuplacer® Math   
 Accuplacer® Reading   
 Accuplacer® Sentence Skills   
 ACT® English   
 ACT® Mathematics   
 ACT® Reading   
 ACT® Science Reasoning   
 ACT® WORKKEYS   
 Advanced Biology A/B   
 Advanced Calculus A/B   
 Advanced Chemistry A/B   
 Advanced Computer Science A   
 Advanced English Lit & Comp A/B   
 Advanced U.S. History A/B   
 ASVAB Mathematics   
 ASVAB Technology & General Science, Part 1   
 ASVAB Technology & General Science, Part 2   
 ASVAB Word Knowledge & Paragraph Comprehension   
 HiSET® Preparation - Language Arts - Reading Part 1   
 HiSET® Preparation - Language Arts - Reading Part 2   
 HiSET® Preparation - Language Arts - Writing Part 1   
 HiSET® Preparation - Language Arts - Writing Part 2   
 HiSET® Preparation - Mathematics Part 1   
 HiSET® Preparation - Mathematics Part 2   
 HiSET® Preparation - Science Part 1   
 HiSET® Preparation - Science Part 2   
 HiSET® Preparation - Social Studies Part 1   
 HiSET® Preparation - Social Studies Part 2   
 Preparation for the GED® Mathematics (2014)   
 Preparation for the GED® Reading Language Arts (2014)   
 Preparation for the GED® Science (2014)   
 Preparation for the GED® Social Studies (2014)   
 SAT® Language Arts   
 SAT® Mathematics   
 SAT® Reading

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## Michigan

TASC Preparation - Language-Arts Reading Part 1   
 TASC Preparation - Language-Arts Reading Part 2   
 TASC Preparation - Language-Arts Writing Part 1   
 TASC Preparation - Language-Arts Writing Part 2   
 TASC Preparation - Mathematics Part 1   
 TASC Preparation - Mathematics Part 2   
 TASC Preparation - Science Part 1   
 TASC Preparation - Science Part 2   
 TASC Preparation - Social Studies Part 1   
 TASC Preparation - Social Studies Part 2

### ELL Foundations

ELL Foundations: Level 1   
 ELL Foundations: Newcomer

### BASE Education - Educator PD

Breaking Down Elements of SEL Through an Educator Lens  
 Leading with your Core Values  
 Suicide Awareness and Prevention for Educators  
 Understanding Your Backpack  
 What is SEL – The Basics

### BASE Education - Interactive

Adjusting to Today's New "Normal"  
 Adrenaline  
 All or Nothing Thinking  
 Anger Management  
 Anxiety  
 Avoiding Exploitation  
 Bullying and Cyber Bullying  
 Character Traits  
 Coping Strategies  
 Coronavirus (COVID-19)  
 Cultural Implications Within Family and Learned Behavior  
 Depression  
 Digital Citizenship  
 Future Goals  
 Getting to Know You  
 Healthy Communication

Healthy Relationships  
 Impulsive Decision-Making  
 Irrational Thinking  
 Learned Helplessness  
 Learning How to Say "No Thanks".  
 LGBTQIA  
 Life Changes and Adjustments  
 Mindfulness  
 Motivation  
 Primary and Secondary Impacts of Behavior  
 Putting It All Together  
 Raising Awareness of Opioid Addiction  
 Refocus  
 Restorative Practices  
 Self-Esteem  
 Social and Emotional Learning and You: A Personalized G...  
 Social Justice Series, Part One - Equity  
 Strategies for Successful Return to School  
 Stress Management  
 Substance Use and Misuse: Drug Facts - Alcohol  
 Substance Use and Misuse: Drug Facts - Bath Salts  
 Substance Use and Misuse: Drug Facts - Cigarettes  
 Substance Use and Misuse: Drug Facts - Cocaine  
 Substance Use and Misuse: Drug Facts - Hallucinogens a...  
 Substance Use and Misuse: Drug Facts - Heroin  
 Substance Use and Misuse: Drug Facts - Inhalants and th...  
 Substance Use and Misuse: Drug Facts - Marijuana and C...  
 Substance Use and Misuse: Drug Facts - MDMA/Ecstasy  
 Substance Use and Misuse: Drug Facts - Methamphetami...  
 Substance Use and Misuse: Drug Facts - Prescription Drugs  
 Substance Use and Misuse: Drug Facts - Synthetic Mariju...  
 Substance Use and Misuse: Drug Facts - Vaping and E-Cig...  
 Substance Use and Misuse: Section 01 - Introduction and...  
 Substance Use and Misuse: Section 02 - Pre-Course Kno...  
 Substance Use and Misuse: Section 03 - Pre-Course Attit...  
 Substance Use and Misuse: Section 04 - Drugs and the M...

### Alignments & Features

NGSS Aligned

### State Lists

Michigan 21f/MVU Program List

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## Michigan

Substance Use and Misuse: Section 05 - Drugs and the M...  
 Substance Use and Misuse: Section 06 - Drugs and the B...  
 Substance Use and Misuse: Section 07 - Drugs and the B...  
 Substance Use and Misuse: Section 08 - Drugs and the B...  
 Substance Use and Misuse: Section 09 - Drugs and the B...  
 Substance Use and Misuse: Section 10 - Drugs and the B...  
 Substance Use and Misuse: Section 11 - Drugs and the B...  
 Substance Use and Misuse: Section 12 - Drugs and Relati...  
 Substance Use and Misuse: Section 13 - Drugs and Relati...  
 Substance Use and Misuse: Section 14 - Drugs and Relati...  
 Substance Use and Misuse: Section 15 - Overcoming Dru...  
 Substance Use and Misuse: Section 16 - Overcoming Dru...  
 Substance Use and Misuse: Section 17 - Brainstorming th...  
 Substance Use and Misuse: Section 18 - Overcoming Dru...  
 Substance Use and Misuse: Section 19 - Overcoming Dru...  
 Substance Use and Misuse: Section 20 - Overcoming Dru...  
 Substance Use and Misuse: Section 21 - Living Drug-Free ...  
 Substance Use and Misuse: Section 22 - Living Drug-Free ...  
 Substance Use and Misuse: Section 23 - Living Drug-Free...  
 Substance Use and Misuse: Section 24 - Post-Course Attit...  
 Substance Use and Misuse: Section 25 - Post-Course Kno...  
 Substance Use and Misuse: Section 26 - Close  
 Suicide Education and Prevention  
 Talking to Adults  
 Truancy  
 Vision of Self

### Electives

Learning in a Digital World: Strategies for Success ①

### Middle School Electives

Middle School 2D Studio Art ①  
 Middle School Career Exploration 1 ① △  
 Middle School Career Exploration 2 ①  
 Middle School Coding 1a: Introduction ①  
 Middle School Coding 1b: Learning Python and Javascript ①  
 Middle School Digital Art and Design ①  
 Middle School Exploring Business

Middle School Exploring Health Science ①  
 Middle School Exploring Information Technology ①  
 Middle School Exploring Music ①  
 Middle School Fitness ①  
 Middle School Game Design 1a: Introduction ①  
 Middle School Game Design 1b: Creating a Game ①  
 Middle School Journalism: Tell Your Story ① △  
 Middle School Photography 1a: Introduction ①  
 Middle School Photography 1b: Drawing with Light ① △

### High School Electives

Academic Success ① △  
 African American History ①  
 Anthropology 1: Uncovering Human Mysteries ① △  
 Anthropology 2: More Human Mysteries Uncovered ① △  
 Archaeology: Detectives of the Past ① △  
 Art History & Appreciation ① △  
 Art in World Cultures ① △  
 Creative Writing ①  
 Creative Writing: Unleashing the Core of Your Imagination ①  
 Gothic Literature: Monster Stories ① △  
 History of the Holocaust ① △  
 Music Appreciation: The Enjoyment of Listening ① △  
 Mythology and Folklore: Legendary Tales ①  
 Philosophy: The Big Picture ① △  
 Reading and Writing for Purpose ①  
 Structure of Writing ① △  
 The Lord of the Rings: An Exploration of the Films and Th...  
 Women's Studies: A Personal Journey Through Film  
 World Religions: Exploring Diversity ① △

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the student's five scheduled classes, the fee will be waived.) VLO students are required to pass all scheduled online classes, or they may be precluded from taking more VLO classes within two years.

#### Online Platform:

All Michigan schools offer students the opportunity to take courses online, when needed. In Dollar Bay, Edmentum courses are taken by high school students who needed a specific course credit that cannot fit into their schedule. Dollar Bay teachers do not provide the instruction--the vendor does this, through videos, and usually a lot of reading material. School work is completed using a computer. The drawback is that, due to the lack of personal connection with DB-TC teachers, students often find it difficult to stay (or get) engaged in learning through a fully online platform--a lot of self-motivation and organization are also needed. For this option, an adequate internet connection and a computer/Chromebook with speaker are required.

### ACADEMIC PROGRAM - TESTING OUT

High School students may request the option to test out of any high school class. A student who successfully tests out of a course will receive credit toward graduation for the course. The test-out grade will simply be a "pass" and will not be included in the calculation of a student's grade point average. Students interested in pursuing test-out opportunities must discuss the option with the principal or counselor. To test out, students must score a C+ or higher on the test-out exam, which will normally mean the online/Edmentum final exam. **Students who wish to test out of a class must schedule an appointment with the principal and online coordinator in the month of August.**

### ACADEMIC PROGRAM - WORK EXPERIENCE

Upon written request of the parent or guardian, the principal may approve a student who is passing all of his/her courses, to be released for employment. The principal will judge whether work experience will support or hinder the academic progress of the student, and will approve/disapprove accordingly. Work experience permission may be rescinded if the student's grades drop below passing. Work experience is only available to seniors and juniors, with special, specific permission.

Work experience counts for high school credit. The employer grades the student, and DB-TC issues the final grade after all paperwork is received. The work experience grade will not factor into GPA, and will appear on the student's transcript as a "Pass" or "Fail." Since there is no exam for a work experience, attendance must be within school requirements (7 or fewer absences per trimester) in order for the student to be eligible to receive a passing grade. Grade reports must be submitted to the Guidance Office one week before the end of the trimester. It is the student's responsibility to bring the grading paperwork (for employer's assessment) to his/her employer and then, once completed, back to school, before the deadline. Students who wish to participate in Work Experience must complete and submit a [DB-TC Work-Based Learning Parent-Student Contract](#).

### ACADEMIC PROGRAM – EXAM GUIDELINES for 8th-12th GRADE

1. All faculty members will give exams (exceptions may be granted by administration upon request).
2. An exam schedule will be established for each trimester.
3. A trimester exam will be equal to 20% of the trimester grade (if online, then whatever percentage the Edmentum course assigns).
4. Students will not be permitted to leave an exam early.
5. Students will not be permitted to leave the building during exams.
6. Students with an *excused* absence on exam day will be eligible to take a make-up exam.
7. Exemptions:
  - a. End of first and second trimester - No students exempt.
  - b. End of the 3rd trimester - Seniors with a "B" or better average and no unexcused absences (during that trimester) in that class will be exempt.

Students who are required to take an exam and do not do so will fail the trimester, regardless of prior grades. Exams are required.

### ACCIDENTS

Students are to report all accidents and/or injuries to the supervising staff member when the injuries occur. When such an accident occurs, and it is deemed serious, school authorities will contact the parents, seek medical attention as needed, and file an accident report in the office detailing the occurrence. If parents cannot be reached, medical care will be provided according to the parents' preferences as indicated on the student's emergency procedures card. The school cannot and will not assume financial responsibility for such medical assistance.

### AGE OF MAJORITY

Legal Standards: The Age of Majority Act became effective on January 1, 1972. Persons who have attained age 18 are recognized as adults as a matter of law. MCL 722.51. The purpose of the Age of Majority Act is to establish 18 as the age at which a minor loses the "disabilities and protections" of minority and gains the "legal status" of an adult. *Smilnak v City of Warren*, 136 Mich App 103 (1984).



school is not responsible for cell phones or other electronic devices broken, lost, or stolen at school or school-sponsored events. Again, elementary students' cell phones should be left at home.

## CLASS ELECTIONS – See STUDENT GOVERNMENT

## CLASS RANKING - See ACADEMIC PROGRAM – CLASS RANKING POLICY and HONOR ROLL

## CLOSED CAMPUS - MIDDLE SCHOOL

It is the policy of the Dollar Bay - Tamarack City Area School Board that the DBTC Middle School (grades 6-8) maintain a closed campus. Students are prohibited from leaving school campus at lunchtime without a written exemption from a parent/guardian. Furthermore, students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. Additional precautions shall be taken by the school administration appropriate to the age of students, and as need arises. DBTC High School will follow the current Student Handbook - See OPEN CAMPUS HIGH SCHOOL.

### Closed Campus Exemption Process

1. The student's parent/guardian must notify the principal's office and sign an exemption form which states that the student will be leaving our campus at lunch to eat lunch at home. (Exemption forms can be picked up in the 2nd floor office.)
2. Students may walk home with parent permission. Only the parent/guardian may pick up the student.
3. The student must be picked up and returned at the front doors only

Any student who fails to abide by these policies will be considered truant and could be subject to disciplinary action.

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

## COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take the necessary measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, flu, foot and mouth, Hepatitis, scabies, encephalitis, meningitis, pinworm, conjunctivitis/pink eye, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines, and as recommended by medical personnel.

DB-TC Schools are required by the Health Department to report any occurrence of a communicable disease.

## CONSTITUTIONAL RIGHTS OF EMPLOYEES, STUDENTS, OR CITIZENS

It is the policy of the Dollar Bay-Tamarack City Area Schools and its Board of Education that no citizen should be deprived of his/her constitutional rights. In the event that any student or employee of the district, or citizen claims that his/her constitutional rights have been violated by any agent or employee of the district, that individual shall enjoy the right to appeal to the Board of Education of the district.

The Board of Education reserves the final authority and power to review, modify, and/or reverse any action taken by its employee, representatives, and/or agents which are alleged to constitute a deprivation of anyone's constitutional rights. No employee, agent, or representative is authorized or empowered to take any action in violation of the constitutional rights of any employee, student, or other citizen.

This policy can only be amended by the Board of Education through official action and shall supersede contrary contracts, job descriptions, or policies that may exist now or in the future.

## COPY MACHINES

A student shall not use any copy machines for personal reasons unless permission has been granted by school personnel and the student has been trained on the use of the machine. A fee of 10 cents per page may be assessed.

other student has requested that book. Students who have library fines may not check out other library materials until the fines are paid. Students who lose or damage a book or other library materials will be required to pay to cover the damage or loss. A student's behavior while using the library will determine his/her future use of the library. Unnecessary noise or disturbances will result in the suspension of the library privilege. Any book not returned will continue to be the responsibility of the last person to check it out. Do not leave books on the shelves, desk, etc.

## LOCKERS

Every student is assigned a locker. Students may not switch lockers unless the principal grants permission. Lockers are to be kept clean. Since lockers are a permanent part of the building, and are the property of the school district, minimal decoration and no permanent writing or stickers are allowed on locker surfaces. Lockers should always be latched closed when not in use. Money from class sales and other class functions must never be left in lockers. The district will not assume responsibility for money or other valuables left in student lockers. Any theft from a locker, however, must be reported to the principal's office immediately. Backpacks, jackets, and other personal items are to be kept in lockers when not in use. Students are not permitted to bring backpacks with them to class. All items needed for class are to be obtained from the locker before the period starts. No items shall be kept in a locker which might endanger the health, safety, or welfare of individuals, or are in violation of the law or school rules.

Lockers are the property of the school district and may be inspected or searched by school administration at any time. Law enforcement may assist school personnel in searching the locker and its contents if assistance is at the request of school administration and the search is conducted in accordance with school policy.

Expectation of privacy in a locker: A student who uses a locker that is the property of a public school district should have no expectation of privacy for the locker or its contents.

## LUNCH and SNACKS

Hot lunch and breakfast are served in the cafeteria/lunchroom. For middle/high school students, "second chance breakfast" is also served in the hall between 1st and 2nd period. High school students are encouraged to eat in the lunchroom, but may also eat in a classroom with teacher permission. Students may not be in the elementary area during lunch hour. No one is to eat lunch on any carpeted area. Students may not enter the auditorium during lunch period, unless with a supervising adult. Students may not enter/use computer lab(s) during lunch hour. During lunch hour, students may use the gym, if supervised by a teacher who has granted permission. Students are to dispose of their garbage in the trash. Failure to do so (i.e. leaving a mess from lunch) will result in a severe limitation of the locations in which lunch may be eaten. Students with driving privileges (whose signed agreements and vehicle information are on file in the office) may drive off campus during lunch hour.

### Prices:

Breakfast costs: free this year! TO BE UPDATED

Lunch costs: free this year!

Forms for free and reduced lunch are available on the website, and in the principal's and superintendent's offices. Anyone who believes there is even a slight chance their family may qualify for free or reduced lunch is strongly encouraged to submit a free and reduced lunch form.

**MILK:** If a student does not take hot lunch, but wants a school milk, there is a charge for this. The cost is \$0.55 per white or chocolate (dairy) milk, and \$2.00 for soy or almond milk, if a specialty diet form is on file. (Remember: school lunch, which *includes* a milk, costs nothing this year.)

## SNACKS

Teachers set their own policies on when and where students may eat and drink in their classroom(s). Food wrappers and other garbage associated with eating/drinking during school must be disposed of in trash cans. Students violating the rules for eating in school will be subject to loss of privileges or other disciplinary action.

## MEDICATION

If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, office staff will administer the medication.

The [Medication Request and Consent Form](#) must be filed with the office before the student will be allowed to take any prescription medication during school hours.

No medication, prescription or non-prescription (including aspirin, etc.), may be kept in a student's possession (i.e. pockets, bags, lockers, desks) without permission from the administrator. All such medication must be kept in the office.

The parent/guardian of the student is responsible for informing the school administrator of any change in the student's health or change in medication.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered, or at the end of the school year.

If a student is found using or possessing a medication without parent and school authorization, s/he will be sent to the school office and the parents will be contacted. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

The parents shall have responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for presenting him/herself on time for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.

**Asthma Inhalers:** Students, with a prescription from a physician and consent from a parent/guardian, and a signed Medication Request and Consent Form, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

## NATIONAL HONOR SOCIETY

The Dollar Bay-Tamarack City Grace Gaffney Chapter of the National Honor Society was formed and chartered in 1976 to recognize students and promote the ideals of scholarship, leadership, character, and service. Students recognized and inducted into the Honor Society represent these characteristics and ideals.

Membership eligibility, by-laws, criteria, and the process forms are available from the National Honor Society advisor. Induction of new members takes place once a year.

By the beginning of 3rd trimester, the National Honor Society advisor will review cumulative GPAs and send letters of invitation to potential candidates. To qualify for an invitation letter, a student must have a cumulative GPA of 3.25 or higher and be in the 10th, 11th, or 12th grade. The cumulative 3.25 or higher GPA qualifies candidates for the scholarship criterion.

Qualified applicants will complete and submit a Student Activity Information Form. This form requests information about extracurricular activities, leadership positions, community activities, work experiences, and recognition and awards. The Student Activity Information Form must be submitted by the due date or it will be considered null and void.

The National Honor Society advisor will review the Student Activity Information Forms and distribute Faculty Input forms to the faculty. This form asks faculty to score each candidate on qualities of leadership, character, and service. In addition, each teacher is asked to share any noteworthy experiences with candidates, positive or negative. The Student Activity Information Form and Faculty Input qualify candidates for the leadership, character and service criteria.

The National Honor Society advisor will call a Faculty Advisory Committee meeting. During this meeting, new members will be selected based on their Student Activity Information forms, Faculty Input Form scores, and any noteworthy conduct shared by faculty.

Candidates will be informed of their selection or non selection as soon as possible.

**Suspension or Revocation of NHS Membership**

Members who fail to maintain the NHS standards of leadership, character, service and scholarship can have their membership suspended or revoked. Suspension or revocation of membership can result from a student's GPA falling below the 3.25 standard or from disciplinary action.

## NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Students desiring to form a non-school-sponsored club or hold such an activity must schedule a meeting with the principal to discuss all aspects of the proposal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Non-district-sponsored organizations may not use the name of the school, school logo, or school mascot.

## ONLINE CLASSES – See ACADEMIC PROGRAM - ONLINE CLASSES

## OPEN CAMPUS LUNCH - HIGH SCHOOL

Students in grades 9-12 are permitted to leave the school campus during lunch period. This is a privilege which can and will be revoked based on inappropriate or unsafe behavior or any other abuse of this unique privilege by a student during or around lunch time. Student drivers may drive off-campus for lunch, and are expected to manage time responsibly, allowing more than enough time to return on time for 4th period. Traffic, snow, waiting for the bridge, and other delaying factors will not be considered as reasons to change or eliminate a tardy or unexcused absence for 4th period. If there is any chance a student may not make it back in time for 4th period, s/he is advised to have lunch at school in the cafeteria.



Gmail

Christina Norland <norlandc@dollarbay.k12.mi.us>

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## Notice of Resignation

1 message

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**Jamie Mack** <mackj@dollarbay.k12.mi.us>

Thu, Aug 4, 2022 at 4:28 PM

To: Christina Norland <norlandc@dollarbay.k12.mi.us>, Board <board@dollarbay.k12.mi.us>

Dear Superintendent Norland and Dollar Bay Board Members,

I am giving my notice of resignation effective immediately as I have accepted a teaching position at Houghton Elementary. It has been a privilege to teach the Kinders of the Dollar Bay district and to serve the DB community for the past 19 years.

Sincerely,  
Jamie Mack

Cindy Lysne

Christina Norland  
Superintendent/Elementary Principal  
Dollar Bay - Tamarack City School  
48475 Maple Dr  
Dollar Bay, MI 49922

CC: Dollar Bay - Tamarack City School Board

July 27, 2022

Dear Mrs. Norland and Board Members,  
Thank you for the opportunity to serve Dollar Bay-Tamarack City School this past academic year. I truly loved being part of the DB-TC community and appreciated the help and support from the Board, Administration, Faculty, and Staff. Please accept this letter as formal notice of my resignation from my current position as Chemistry, Geometry, Algebra 2, Math 6, Physical Science 9, Physical Science 10, and Cultural Studies teacher, effective August 1, 2022.

For personal reasons, I have decided that it is not possible to teach full-time this year. I hope to stay connected with the DB-TC family this academic year as a substitute teacher, math consultant, tutor, or volunteer. I would love to teach full-time at DB-TC again if the opportunity arises. Thank you for offering me a chance to work with your students this past year and for making me feel valued and supported. If there is any way I can help out at DB-TC in the future, please let me know.

Kind regards,

  
Cindy Lysne

# Laura Shilling

## Education, Office Management

Intelligent and trainable, experienced, adaptable. Working with people is my passion; to build relationships and trust while solving problems or providing services within the scope of my employment.

Authorized to work in the US for any employer

## Work Experience

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### Front Desk Agent

Ramada Inn Hancock Waterfront - Hancock, MI  
October 2021 to Present

Check in and check out hotel guests, make reservations by phone or in person, answer questions and provide information about the local area. Make sure guests are happy with their rooms, solve any issues that may come up, troubleshoot problems and find solutions. Calmly handle complaints with a goal of helping the upset customer, but continue to enforce hotel policies and regulations. Occasionally deal with unruly or intoxicated patrons in a safe and professional manner. Other duties include cleaning, laundry, maintaining the coffee bar, and testing the pool chemicals. My goal is to build relationships with regular customers and encourage return business by being friendly and helpful, and trying to go above and beyond to provide excellent service.

### Assistant Teacher

BHK Child Development - Hancock, MI  
August 2019 to September 2021

Assisted the lead teacher and taught children ages three to five, following the HighScope curriculum. Designed lesson plans, projects, and activities based on the children's interests and learning styles. Completed assessments using the COR system. Developed and maintained positive relationships with children and families. Completed all required trainings and continuing education credits. Working towards a center-based CDA, which can be completed within six months.

### Office Manager and Substitute Teacher

Little Huskies Child Development Center - Houghton, MI  
February 2015 to February 2019

Duties: Greet people and answer phones  
Maintain children's files and observe strict confidentiality  
Process time sheets, Input payments & applications, Make deposits  
Assist our Director with any requested tasks  
Assist in classrooms as needed  
Prioritize tasks with deadlines but remain flexible and adapt to changes

## **Substitute Teacher, Grades K-5 and Special Education**

Patrick Henry Elementary/DoDDS Europe - Heidelberg, DE

January 2011 to May 2012

Substitute Teacher Grades K-4

Substitute Kindergarten Aide

Health Office/Nurse Aide Substitute

Duties: Follow instructions from lead teacher and follow lesson plans

Think on my feet and adapt when plans are insufficient

One-on-one aide to autistic and other special needs students

Small group leader for special education math and language arts

## **School Secretary GS6**

Patrick Henry Elementary/DoDDS Europe - Heidelberg, DE

December 2009 to October 2010

500+students

Duties: Route Calls, correspondence, manage office traffic

Screen email and correspondence for Principal

Maintain & manage personnel records and files

Prepare & print reports, correspondence, documents, and forms

Prepare paperwork for and hire substitute teachers

Coordinate and assign subs; act as liaison between teachers and subs

Work with over 100 teachers to handle questions and issues with pay, leave, certification records, etc. in a timely manner

Key control for the school building

Staff payroll input, tracking leave, sick days, etc.

Local National payroll, following German laws

Forms, regulations and paperwork to include: issuing Official Passports for staff and their families, Government ID cards, ration cards, and SOFA cards (related to employee immigration status)

Filling in at Front Desk and Library as needed Multi-task and prioritize in an incredibly busy, fast-paced environment with constant interruptions

## **School Secretary**

Lewis Elementary School - Fort Irwin, CA

2001 to 2004

800+ students

Duties: Register new students

Records Requests

Greet high volume of visitors, parents, and guests

Answer and route dozens of phone calls daily

Handle complaints

Coordinate Volunteers and New Volunteer paperwork

Set up and maintain thousands of confidential student files

Data entry, database management, reports and statistics

Daily manual and computerized student counts

Duties related to opening and closing the school & files each year

Kindergarten registration/Fall registration

Business writing, secretarial and clerical tasks

Health Office Aide as needed

Daily interaction with children in grades K - 3

### **Chapter Coordinator**

1st Cavalry Division Association - Copperas Cove, TX

1999 to 2000

Duties: Accurately manage database of over 50,000 members

Support current chapters, oversee charter of new chapters

Assistant editor & subscription manager, "Saber" newspaper

Business writing, secretarial and clerical tasks

Assistant coordinator of annual reunion of VIP's plus hundreds of members

## Education

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### **Three years completed at Michigan Tech in English, minor in French**

Michigan Technological University - Houghton, MI

September 1985 to December 2017

### **High school diploma**

Hancock Central High School - Hancock, MI

## Skills

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- Organizational Skills
- Teaching
- Autism Experience
- Childcare

## Languages

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- French - Fluent
- German - Beginner
- Spanish - Beginner

## Certifications and Licenses

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### **Valid Michigan Drivers License**

### **First Aid Certification**

### **CPR Certification**

### **Certificate in Business and Commercial French-Chambre de Commerce de Paris**

Present



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# MORGAN GAST

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## **Objective Statement**

To obtain the position of School Principal's Office Administrative Assistant at Dollar Bay-Tamarack City Area Schools.

## **Education**

Lake Linden – Hubbell High School

Spring 2013

**High School Diploma**

3.99 GPA, Salutatorian

Michigan Technological University

Summer 2017

**Bachelors of Science in Finance**

Departmental GPA 3.31

## **Work Experience**

**Real Estate Appraiser, Forsberg Appraisal Services, Inc.**

June 2021-August 2022

- Communicated with clients over the phone and in the field
- Reviewed and analyzed market data trends
- Managed deadlines and provided timely value opinions

**Digital Payments Associate, Superior National Bank and Trust**

April 2017-June 2021

**Deposit Operations Intern, Superior National Bank and Trust**

May 2013-March 2017

- Gained experience in customer service; written, oral, and in-person communication
- Assisted in an institution-wide operating system conversion
- Learned communication and team working skills
- Trained in multiple departments
- Participated in various facets of daily operations
- Played role of project leader in the installment of fraud monitoring software
- Responsible for handling cash, and for complying with the Bank Secrecy Act