

# 2023-2024 Student Handbook



## Calumet High School

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Calumet, MI 49934

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Welcome to Calumet High School! This handbook will provide you with the information you need concerning programs, rules, expectations, procedures, staff, and schedules both at the district level and at the building level. Please reach out to us in the office if you have any questions. Our mission at CHS is to educate all students in a supportive, challenging and disciplined environment to become lifelong learners whose performance is a credit to themselves and society. We continually challenge ourselves to improve and expand the opportunities for our students. The relationship between us and our parents and students is critical to the success of our mission. We value your support, input, and involvement.

Sincerely,  
Jennifer Peters  
CHS Principal

Handbook Approved by Board of Education: August 8, 2023

## Foreword

This student handbook was developed to answer many of the commonly asked questions of students and parents. It also provides specific information about certain Board policies and procedures. This handbook contains information that you should be familiar with and kept available for reference. If you have questions not addressed in the handbook, you are encouraged to talk to the building principal.

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The Official Calumet High School



# EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please listen to any local radio or television stations to be advised of school closings or early dismissals. Emergency closings and delays will also be posted on the school website. If school is delayed it is a two-hour delay. If bad weather or other emergencies occur during the school day, please listen to local media stations for possible early dismissal information. If we dismiss early or are closed, after-school functions may or may not be canceled. When in doubt, contact the school. Students participating in CTE classes through the CCISD will not attend these programs on late start days and should report directly to the study hall for their class time. Please check the delayed start schedule for a list of class times.

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# DISTRICT SEAL AND SCHOOL SONG



**The Crown:** Calumet High School was founded at a time when this area led the world in copper production. “King Copper” was the term in usage in the area at that time. Despite the drastically reduced position of Calumet among world copper producers, the name has remained.

**Truth and Light:** Light refers to the intellectual enlightenment that develops through hard work and dedication and truth represents the basis on which we function.

**The Stars:** In addition to serving as a division between the high school name and the name of the community, they also represent the North Star, which has served as a guide over the years to keep navigators on a true course. Symbolically, this is one of our prime aims – to keep our students on the true course to success.

The first class graduated from Calumet High School in 1884.

## School Song

Cheer, Cheer for old Calumet  
That is the school we'll never forget  
Let each loyal heart beat true  
All honor to the Grey and Blue

We'll raise our voices loud and clear  
With a Rah Rah and resounding cheer  
For our School and team as they  
Fight, Fight on to Victory.

Rah Rah Rah (repeat)

## ADMINISTRATION

Christopher M. Davidson	Superintendent	Ext.1218
Jennifer A. Peters	High School Principal	Ext. 2201
Patrick Dwyer	HS AP/Athletic Director	Ext. 2202
Josh Kesanen	Bldg & Maint. Supervisor	Ext. 1116
Jerry LaBelle		
Carol Janckila	Food Service Director	Ext.1171

# CHS STAFF

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# BUILDING HOURS OF OPERATION

High School Office Hours (all offices): 7:45 a.m. to 3:45 p.m. during school year

## CHS BELL SCHEDULES

### Regular Schedule

Warning Bell	8:00
1st Period	8:05 – 9:00
2nd Period	9:05 – 10:00
3rd Period	10:05 – 11:00
Lunch 4B	11:00 – 11:30
4th Period A	11:05 – 12:00
4th Period B	11:35 – 12:30
Lunch 4A	12:00 – 12:30
5th Period	12:35 – 1:30
6th Period	1:35 – 2:29
7th Period	2:34 – 3:28

### Flex Day Schedule

Warning Bell	8:00
1st Period	8:05 – 8:59
2nd Period	9:04 – 9:58
3rd Period	10:03 – 10:57
Lunch 4B	10:57 – 11:27
4th Period A	11:02 – 11:55
4th Period B	11:32 – 12:25
Lunch 4A	11:55 – 12:25
5th Period	12:30 – 1:15
Flex Period	1:20 – 1:50
6th Period	1:55 – 2:39
7th Period	2:44 – 3:28

### Late Start Schedule

Warning Bell	10:00
1st Period	10:00 – 10:23
2nd Period	10:28 – 10:51
4th Period A	10:56 – 11:47
Lunch B	10:51 – 11:26
4th Period B	11:31 – 12:22
Lunch A	11:47 – 12:22
3rd Period	12:27 – 1:09
5th Period	1:14 – 1:56
6th Period	2:01 – 2:42
7th Period	2:47 – 3:28

### Half Day Schedule

Warning Bell	8:00
1st Period	8:05 - 8:34
2nd Period	8:39 - 9:08
3rd Period	9:13 - 9:42
4th Period	9:47 - 10:16
5th Period	10:21 - 10:50
6th Period	10:55 - 11:24
7th Period	11:29 - 12:00
Lunch	12:00 - 12:30



# ACADEMICS

All students are expected to complete the MMC in order to graduate and we encourage our students to explore other areas of interest as well. In addition to the MMC, we require students to complete a senior project as a capstone and to take Personal Finance either their junior or senior year. We also offer dual enrollment classes, a robust Early College program, testing out options, online courses through UPVA, and CTE courses at the CCISD. For a complete list of online courses visit [www.upva.net](http://www.upva.net).

## Course Offerings

### English:

English 1 (9)  
English 2 (10)  
Lit through Film\* (10-12)  
U.P. Literature\* (10-12)  
Conflict Literature\* (10-12)  
Good Books\* (10-12)  
Creative Writing\* (10-12)  
Drama\* (10-12)

### Mathematics:

Algebra 1 (9)  
Geometry (9-10)  
Geometry Concepts & Apps (10)  
Algebra 2 (10-12)  
Algebra 2 A/B (11)  
Algebra 2 C/D (12)  
Pre-Calculus (11-12)  
Statistics & Math Reasoning (12)

### Science:

Physical Science (9)  
Biology (9-10)  
Human Anatomy & Phys (11-12)  
Chemistry (10-12)  
Physics (11-12)  
Forensics Science\* (10-12)

### Social Studies:

World Geo/History 1\* (9, 10)  
Civics\* (10)  
U.S. History/Geography (11)  
World Geo/History 2\* (9, 12)  
Economics\* (10, 12)  
Local History\* (10-12)

### Physical

#### Education/Health:

Health/Physical Education (9)  
Health\* (9-12)  
Adv. PE^ (10-12)

### World Language:

Spanish I (9-12)  
Spanish II (10-12)  
Spanish III-IV (10-12)  
French I (9-12)  
French II (10-12)  
French III-IV (11-12)

### Army Junior ROTC:

Leadership Training 1 (9-12)  
Leadership Training 2 (10-12)  
Leadership Training 3 (11-12)  
Leadership Training 4 (12)  
Advanced Leadership

### Business and Finance:

Personal Finance\* (12)  
Accounting (9-12)  
Advanced Accounting (10-12)  
Business Development^ (9-12)

### Applied Arts:

CAD 1\* (9-12)  
CAD 2\* (9-12)  
Industrial Technology 1 (9-12)  
Industrial Technology 2 (10-12)  
Industrial Arts (9-12)  
Media Production^ (9-12)  
Digital Publishing (9-12)

### Other:

Study Hall/Guided Study^  
Peer 2 Peer^  
Independent Study^  
Emerging Leaders^  
Self Management^  
Work Based Learning^

### Virtual Courses found at

<https://www.upva.net/high-School-Courses>

### Fine Arts:

Band (9-12)  
Choir^ (9-12)  
Jazz Band (9-12)  
Art I^ (9-12)  
Art II^ (10-12)  
Art III-IV^ (11-12)  
Studio Art^ (9-12)

### Computer Science and Technology:

Intro to Comp Science\* (9-12)  
AP Comp Science Principles (9-12)  
AP Computer Science A (9-12)  
Cybersecurity & Networking\* (9-12)

### Early College (All 11-12):

College Algebra – MTH 110\*  
College Statistics – MTH 211\*  
Calculus – MTH 150\*  
Calculus – MTH 151\*  
English Comp 1 – ENG 101\*  
English Comp 2 – ENG 102\*  
Public Speaking – SPE 101\*  
Modern Literature – ENG 212\*  
Am. Economy – ECO 101\*  
Gen. Psychology – PSY 101\*

### CCISD Career & Tech Ed: (All 11-12 and 2-hour block)

Automotive Technology  
Health Careers  
Certified Nursing/Nurse's Aide  
Early Childhood  
Construction Trades  
Business and Entrepreneurship  
Welding and Manufacturing  
Mechatronics  
Graphic Design and Marketing

\*SEMESTER LONG CLASS

^SEMESTER OR FULL YEAR OPTION

# CTE

Any student who attends high school in Baraga, Houghton, or Keweenaw County may attend classes offered by the Copper Country Intermediate School District. Home School students are encouraged to enroll.

Attendance – Students enrolled in classes at the CCISD Career Tech Center are subject to the attendance policies of their own high schools while attending the Tech Center. The limit on the maximum number of absences permitted in order to receive credit is determined by each high school's policy. Classes are approximately two hours long and are scheduled at 8:00 a.m., 10:15 a.m., and 1:15 p.m. Programs may provide instruction for one, two, or three years, depending upon the knowledge and skill of individual students and their career goals. The student's home school issues credits for successful completion of Career & Technical Education programs.

## How to Enroll

Students interested in enrolling in any of the Career & Technical Education program offerings should contact their high school counselor. Each high school within the Copper Country Intermediate School District is allocated a specific number of slots for student enrollment, based upon the school's total high school enrollment.

Criteria for student enrollment in the CTE programs are determined by each individual district. Considerations for eligibility may include the student's attendance record, grades, citizenship, and a career pathway specific to the requested program. Students interested in the program should contact their high school counselor early in their high school career to obtain information regarding the requirements of their district.

## Location

The main Center is located at 110 E. Quincy Street in Hancock. This facility serves students in Automotive Technology, Information Technology. For ease of training and ready availability to everyday hospital situations, the Nursing Assistant and Health Careers programs are conducted in newly remodeled classrooms at the Houghton County Medical Care Facility located at 1100 Quincy Street in Hancock.

## Post-Secondary/College Options

Michigan Technological University, Ferris State University, and Gogebic Community College offer the opportunity to gain advanced placement credit to those students who are enrolled in or have taken, Career & Technical Education courses. This is made possible through articulation agreements the CCISD has arranged with the above-named educational institutions. Articulation is the process where Career & Technical Education students who have demonstrated specific skills through an assessment process are granted college credit for those skills when they enroll at a participating college or university. The articulation agreements are generally specific to the Career & Technical Education courses taken by the student. If you enroll at one of the educational institutions named above, be sure to check with the admissions office to determine if your Career & Technical Education course is eligible for advanced placement credit. There is no charge for the college credit when the student has successfully demonstrated that the specific skills have been learned.

## Who is Eligible

- A student who is enrolled in, or has taken, an approved Career & Technical Education course.
- A student who has earned a "B" average in a Career & Technical Education course.
- A student who is recommended by the Career & Technical Education instructor and administrator, and who has successfully demonstrated the proper level of skill.

For more information about advanced placement opportunities and articulation agreements, contact your high school counselor.

The following education programs have been offered in the past. It should be noted that the courses listed are tentative offerings. The ability to offer any of the courses is directly related to the resources of the Copper Country Intermediate School District, sufficient enrollments, and availability of teachers.

- Automotive Technology
- Certified Nurse's Aide
- Health Careers
- Welding/Manufacturing
- Construction Trades
- Mechatronics
- Graphics/Marketing
- Early Childhood
- Entrepreneurship

## Dual Enrollment

Students may qualify for dual enrollment at CHS and a Michigan degree-granting postsecondary institution if certain criteria are met:

- Students must be enrolled in at least one high school class.
- Students must participate in all portions of the MME.
- Students must earn qualifying scores on state-required assessments.
- Eligible courses are those not available at CHS: hobby, craft, recreation, and religion courses are not eligible
- Eligible courses must be a minimum of 3 credits

According to Section 21b of the State School Aid Act, a school district is responsible for paying the lesser amount of actual tuition fees or an amount based on a state-approved formula for 11th and 12th-grade students attending Michigan degree-granting, postsecondary institutions when certain conditions are met. Families are responsible for paying any remaining balance of tuition and fees associated with a student's dual enrollment.

### **Procedure:**

The student must meet with the guidance counselor and request dual enrollment courses and fill out a dual enrollment application form.

The student then applies to the postsecondary institution.

The student enrolls in the college courses(s). He/she will be given (or it will be sent directly to the college) an eligibility letter from the high school, indicating eligibility to enroll in a specific course(s).

Our school will calculate the portion of the costs that we will cover and a letter will be given to the student/parents/guardians that must be signed and returned acknowledging the dual enrollment agreement. The university will bill us directly for our portion of the costs and will bill the student for the remaining cost.

Dual enrollment allows for CHS credit for college courses. Programs will be evaluated on an individual basis, but generally:

- Credit will be given for courses with content equal to or superior to courses offered at CHS.
- Credit will be given upon receipt of college transcripts. This will be the student's responsibility.
- Postsecondary courses may be taken for high school credit, post-secondary credit, or both. A student makes this decision at the time of enrollment. When more than one course is being taken, a student may make different credit designations for each course.

## Final Exams

All students are required to take final examinations in all classes at the end of each semester. An exam schedule will be made available before the end of the semester. All exams must be taken at the scheduled time. There will be no exceptions to the schedule unless approved by the principal. A student who fails to take a final examination in a class is to receive a failing grade for the final examination as well as a failing grade for the course.

The only exception to this final exam policy is for seniors during their second semester. A senior that has a minimum of a B- average for the semester and has no unexcused absences or grade reductions due to absences may be excused from taking the exam for that class. Any teacher may require seniors to take the final examination for a particular course. The senior exemption applies to each individual course. For

example, you may have an A and no unexcused absences in English and an A with 1 unexcused absence in math. You would not be required to take the English exam, but you would be required to take the math exam.

Any student found cheating on a final examination will receive a failing grade for the examination.

## Grades

The following is the **suggested** Eleven Point Grading Scale and Grade Point Average (GPA)

Grade	Percentage	Grade Point Average (GPA)
A	94.5 – 100	4.000
A-	89.5 – 94.4	3.670
B+	87.5 – 89.4	3.333
B	82.5 – 87.4	3.000
B-	79.5 – 82.4	2.670
C+	77.5 – 79.4	2.333
C	72.5 – 77.4	2.000
C-	69.5 – 72.4	1.670
D+	67.5 – 69.4	1.333
D	62.5 – 67.4	1.000
D-	59.5 – 62.4	0.670
E (F)	0 – 59.4	0
I	Incomplete	-

Incomplete grades must be cleared up within 3 weeks of the end of the term or semester unless there are extenuating circumstances. At the end of the 3 weeks any incomplete will be issued the grade as earned to that point. In the event a student must carry an incomplete longer, a written request must be submitted to the principal explaining the reason for the request.

## Graduation Requirements

21.5 Credits Total

1 credits = full year class

0 .5 credits = semester class

English: 4 credits  
 Math: 4 credits  
 Science: 3 credits (both Biology and Chemistry or Physics)  
 Social Studies: 3 credits (U.S. History, World History/Geography, Economics and Civics)  
 Computers: 0.5 credits  
 Health /PE: 1 credit or 0.5 credits in Health AND three years of JROTC or three years of Marching Band or three years of participation on a CHS athletic team  
 Fine or Applied Arts: 1 credit  
 Personal Finance: 0.5 credit  
 World Languages: 2 credits or 1 credit AND 1 additional Fine or Applied Arts  
 Online Learning Experience  
 Senior culminating project

All students shall participate in the Michigan Merit Examination (MME) unless excluded under the guidelines established by the State Department of Education.

**Students who do not meet all graduation requirements on or before the Tuesday before graduation will not be permitted to participate in the Graduation Ceremony**

## Honor Roll and Honor Grad

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is determined at the end of each marking period. The "A" Honor Roll includes only those Calumet High School students who have earned an "A" in each and every subject. No grade below an "A" is acceptable. ("A-" is not included). For the "B" Honor Roll, an average grade of B must be achieved with no grade less than a C-. Students who have incompletes on their transcripts or who have not completed all assigned courses will not be included in academic honors. Honor grad status is determined at the end of the 7th semester of high school. Students with a cumulative GPA of 3.0 or higher at the end of the 7th semester will be designated as Honor Grads.

## Valedictorian Requirements

The valedictorian is determined based upon the highest earned GPA within the graduating class of after the 7th semester of high school. In the event of a tie, students earning the top GPA share valedictorian honors. In order to be awarded valedictorian honors, a student must have attended high school in a public or private school for at least 6 semesters (3 years) with at least 4 semesters (2 years) at Calumet High School.

## Online Classes

The ability to take online courses will comply with current Michigan Laws. Students interested in this option must see a school counselor or principal in the semester prior to taking any online course. Calumet High School students are only permitted to take 2 online classes per semester. If a student opts to take more than 2 online classes per semester, they will be transferred to our UPVA. UPVA students are not eligible to participate in CHS events/athletics/extracurricular clubs.

Students, parents, mentors, and administrators must follow the CHS Online Course Completion Policy.

### **CHS Online Course Completion Policy**

Online courses will be scheduled to match with the CLK Public Schools school-year calendar unless they are summer credit recovery courses. It is expected that all students finish their online courses by the deadline of each given semester. In the event a student is unable to complete the course in the given timeline, an extension request may be submitted to the principal of the school.

To be considered for an extension, the following conditions must be met:

1. The student must have completed at least 45% of each course included in the extension request.
2. The student must be actively engaged in the course (weekly logins, regularly completed homework/quiz/test submissions, regular communication with the mentor, etc.)
3. The student and parent/guardian must request an extension in writing to the high school principal at **least five school days prior to the end of the term**. An email is sufficient. The request must include a plan for completion.
4. Extensions will be granted for up to two weeks, with a monitoring review at the end of the first week. If adequate progress is not made in the first week, the extension may be terminated.
5. Extension requests beyond two weeks will be considered "Extenuating Circumstance Extensions," and students must document and present extenuating circumstances to the school administrator. The decision to grant Extenuating Circumstance Extensions will be made on an individual basis.

Once the extension request is received, the procedure is as follows:

1. CHS will review the request and respond within two school days. If the extension is approved an "extension due date" will be given and progress monitored in one-week increments.

2. If the school denies an extension request, it will document justification for why the extension should not be granted.
3. Denied extension requests may be appealed by contacting the superintendent. The superintendent will make all final decisions for denied extensions.

## Personal Curriculum

The PC is a process to modify specific content expectations based on the individual learning needs of a student. It is designed to serve any student at both ends of the continuum; a student that needs to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum. The MMC is the constant, the instructional approach or learning environment is the variable, and all students including alternative and at-risk students are entitled to have the opportunity to succeed with the MMC. The PC must align with the high school content expectations and remove all barriers that may limit a student's opportunity to take a challenging curriculum. The use of a personal curriculum (PC) modification is allowed by state statute for only three reasons:

- A student wishes to modify the mathematics requirement
- A student wishes to go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits
- A student with an IEP needs to modify the credit requirements based on his or her disability

The personal curriculum (PC), requested by the parent, legal guardian, or emancipated student, allows the board of a school district or public school academy to award a high school diploma providing the student completes the PC, including as many of the content expectations of the MMC as practicable. Eligibility is determined by a team of school personnel, working collaboratively with parents and students. For more information about a Personal Curriculum, or to request a determination of a Personal Curriculum for your child, please contact the Principal.

## Progress Reports

Student progress reports may be sent home at any time. These reports do not necessarily mean that a student is failing but often indicate a deficiency that needs correction. Parent contact with the teacher through a note, phone call or visit is much appreciated.

## Promotion and Placement

Each student is expected to move forward in a continuous pattern of achievement and growth that is in line with his/her own development. A high school student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office.

## Report Cards

Report cards are issued four (4) times per year. Semester grades will be calculated by adding the percentage grade for each marking period and the semester exam (which is worth 20% of the semester grade). The semester (not the quarterly) grade will be used for calculating cumulative GPAs and class rank.

## Scheduling and Drop/Add Policy

Students will schedule courses for the next school year in the second semester of the previous year. Once classes are scheduled and the scheduling process is complete, students will not be permitted to make changes in their schedules unless said changes are approved by the principal, counselor and parent/guardian.

If a class is dropped after the first week of the semester but before the end of the sixth week, the student's transcript will indicate "W" for withdrawal. GPA will not be affected and credit will not be awarded. Students will not be allowed to withdraw after week 6.

## Testing Out

Under Michigan legislation, high school students may request the opportunity to "test out" of any high school class they select. The intent of this legislation is to allow students to demonstrate knowledge and skills they already possess to enroll in higher level courses. Pursuing this option affords the students an opportunity to gain credit for a specific course to allow them to enhance and expand their educational opportunities by accelerating their academic program. Credit is earned by achieving a B- (79.5%) or above on the final end-of-course assessment and/or by demonstrating mastery through the basic assessment process utilized in the course, which may consist of portfolio, project, paper, examination or presentations, or other appropriate measurements of competency.

Students will receive a "P" on their transcript and will receive credit toward their graduation requirements. Students will have only one chance to test out of each course. Credits earned through "testing out" will not be calculated in the student's GPA. Once credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

Testing out applications will be available in the guidance office beginning in April for fall semester and November for spring semester and are due by the end of the month. Students must register. **Late applications will not be processed.** Assessment for fall semester test out will be in May. Assessments for spring semester test out will be in December. Students will be contacted with exact dates and times as determined by the annual school calendar.

There are no study guides or review packets to prepare for these exams. All tests are aligned to Michigan State Subject Standards as outlined by MDE.

Students will be contacted with their results as soon as possible after taking the exam. Courses requiring students to complete extended projects and/or research papers, in addition to passing the final exam, must complete these by the end of May or December depending on the semester.

## Work-Based Learning

Work-based learning experiences can be a powerful learning opportunity for students. It gives them the chance to apply what they have learned in a real-world setting. With that in mind, there are a few guidelines to be involved in a work based learning experience.

You must be a junior or senior in good academic standing and have an Educational Development Plan aligned with your work based placement. You must also be taking a class that is related to your placement. To enroll you will meet with the guidance counselor and request a work based learning placement and fill out the application form. Once approved a work based learning training agreement and plan needs to be completed by you, the employer, and the school.

### Student Responsibilities

1. Transportation to and from the training site, for the duration of the placement, is the student's responsibility.
2. The trainee must maintain a passing grade in the related course to pass the work experience and remain in the program.
3. Any student who will be tardy or absent from the scheduled work time must notify their employer.
4. Any student who skips school, will have the work based learning placement reviewed and may be removed from the program. Any student who fails to make adequate academic progress will have the work based learning placement reviewed and may be removed from the program.

5. Should any problems arise at work or school that may affect the student's placement, the student should notify the coordinator immediately. This includes exposure to sexual harassment, hazardous activities, or observation of illegal activities.
6. Students are required to obtain permission from the designated certified teacher/coordinator before quitting any work-based learning placement.
7. Students are required to complete weekly work hour reports that are verified by their employer and submit them to the coordinator. Failure to complete these required hour reports will result in the student failing the work experience.
8. Students will adhere to all safety requirements specific to this placement as identified by MI-OHSA and their supervisor.
9. Students who are absent from school are not permitted to work that day at their placement and must notify the employer.

### **School Responsibilities**

1. The placement relates to the student's career/education goals as outlined in their education development plan (EDP).
2. The certificated teacher/coordinator makes at least one visit, every nine weeks, to the in-district placement training site.
3. Student is regularly supervised by certified staff and provided instruction in areas of skill attainment and work safety.
4. High school completion credit will be granted upon successful completion of the placement.
5. Daily attendance is recorded.
6. The program must not violate the Fair Labor Standards Act, the Youth Employment Standards Act and any other federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

### **Employer Responsibilities**

1. The employer will provide the trainee with the broadest occupational experience in keeping with the job duties listed in the training plan and provide specific instruction on the use of any equipment or materials related to job duties. Documentation of this instruction should be maintained in the trainee's employment file.
2. The employer will ensure the student learner's employment activity is supervised by an experienced and qualified person (work-based mentor), and will complete trainee performance evaluations and verify attendance as required.
3. A written evaluation of student performance will be completed based on the performance elements/job skills listed on the attached training plan.
4. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.
5. The employer must carry both workers' compensation insurance and general liability insurance.

If a student is removed from a work based placement for whatever reason the student will be placed in an online learning experience immediately.

## **ATTENDANCE**

An essential part of all education takes place through social interaction that one cannot learn from studying texts. While independent work and/or research is vital, it is equally important to hear lectures, participate in activities and discussions, be exposed to other people's ideas, and work with non-print materials. For this reason, daily attendance and participating in class is crucial and can impact student performance. Students are expected to attend all classes and to remain only in authorized areas of the school during school hours.



## Attendance Procedure

Parents are requested to call the school when their child will be absent. If a student is not in attendance and the school has not been contacted, the school will make an attempt to reach the parent/guardian. Please be certain that day and evening as well as emergency contact phone number(s) are available to the school. Parents have two school days to excuse their son/daughter's absence from school. They may call the CHS attendance line or send a note stating the precise days or periods of a day that the student was absent and the reason for the absence. The attendance office has a 24-hour phone service. The attendance office phone number is 337-6280. This is a message line only. If you wish to speak to school personnel, please call 337-0311 ext. 2204.

Students who need to leave school during the day are required to sign-out in the assistant principal's office prior to their departure. Failure to do so will result in an assigned detention. Students should bring in a note from the doctor or dentist each time they have an appointment that results in an absence.

Students arriving on a late bus are to report, without exception, to the room assigned upon their arrival. They are not authorized to go elsewhere in the building. Failure to do so will result in an assigned detention.

## Excused Absences

Parents/guardians have an obligation to report student absences to the school either by note or by phone within two school days following an absence. Absences will be considered unexcused if not reported to the attendance line by the parent/guardian within two days of the student's return. Each marking period, students will be allowed up to five excused absences in any class without a penalty. For each period/day excused, students will be given one school day to make up their missed work. The following are examples of excused absences:

- Personal illness
- Illness of an immediate family member
- Funeral leave
- Medical or dental appointments
- Court proceedings
- Awaiting disposition of student discipline policy
- Out-of-school suspension
- Emergency child-care situations
- Religious holiday observance
- Post-secondary school visits
- Family vacation\* (Families are encouraged to use school vacation time for travel; however, it is understood that there are circumstances when this is not possible)

For each excused absence above five, a student's grade will be reduced 3%, unless s/he uses the recovery program as outlined below.

## Excused Absence Recovery

To avoid the grade reduction for over five excused absences in a grading period, students have the opportunity to make up excused absences during scheduled detention time, during scheduled Saturday School and/or during a time approved by the teacher of the affected class. Students are required to attend one hour of make-up time for each class period missed. In most cases, all make-up sessions must be completed within two weeks of the sixth and subsequent excused absences.

## Exempt Absences

Exempt absences will be granted for school-related activities (such as sporting events, field trips, etc.). Exempt absences for school related activities are not counted as part of the five allowed excused

absences. However, students must take the initiative to obtain assignments that will be given during the exempt absence and, to avoid having the assignment considered late, students must turn in due assignments on the regular class schedule.

Exempt Funeral absences will be granted for the death of an immediate family member. An exempt absence for this reason may require proper verification (such as a funeral notice.) Exempt absences for funeral leave are not counted as part of the five allowed excused absences. For each period/day excused, students will be given one school day to make up their missed work.

\* There is no grade penalty for exempt absences. Suspensions are not regarded as absences.

## Tardies

Students reporting to class without a written note from a staff member after the second bell but less than ten minutes into the class will be considered tardy. Arriving to class more than ten minutes late to class is considered an unexcused absence. Three unexcused tardies per class in one marking period will result in disciplinary action. Additional unexcused tardies (after three) will each result in an additional disciplinary action increasing in severity. Car problems will not be considered excusable tardies. Buses are available. If students choose to drive to school, tardiness will be considered unexcused.

## Absence Appeals Procedure

Because absences may negatively affect a student's grade, an appeals process exists for the student and his/her parent/guardian. Excused absences beyond five due to extenuating circumstances may only be appealed for the current marking period. Absences occurring in a previous marking period will not be considered. Appeal requests shall be submitted, in writing, to the building principal for presentation to the Appeals Committee.

## Unexcused Absences

Students who are truant from school may not make up work and are subject to discipline under the CLK Code of Conduct. The following situations constitute unexcused absences:

- absences NOT approved by parent or guardian
- leaving the building during the school day without permission
- failure to report to class
- missing more than ten minutes of any class without a valid pass

For each unexcused absence, a student's grade will be reduced 3%.

## Unexcused Absences in Study Hall

Students who are unexcused from study hall will be assigned a detention. Every absence beyond five in study hall will result in disciplinary action.

## The Mechanics of the Attendance Policy

In an effort to keep the parent/guardian informed as well as to enlist support in resolving attendance issues, the school will attempt to make contact by phone. This will be impossible, of course, in situations where there is no telephone. Parents also will be notified by mail after the fifth excused absence. Parents may access student information at any time through the Family Access system as outlined below.

# STUDENT RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS

## Student Rights

- ★ To attend school in the district in which his/her parents or legal guardian resides
- ★ To express his/her opinions verbally or in writing (within school guidelines)
- ★ To dress in such a way as to express his/her personality (within school guidelines)
- ★ To associate and assemble peacefully
- ★ To petition school officials for redress of grievances
- ★ To expect that the school will be a safe place for all students to gain an education
- ★ To be guaranteed privacy of his/her school records
- ★ To be represented by an active student government selected by free school elections
- ★ To be afforded a fair hearing in the event of disciplinary action with all of the safeguards of procedural due process
- ★ To expect that the school will make every effort to safeguard individual rights

## Student Responsibilities

- ★ To conduct themselves in a safe and orderly manner at all times during the school day and at all school-sponsored activities
- ★ To keep the building in good condition
- ★ To not engage in behavior that will disrupt any classes
- ★ To not bring weapons to school
- ★ To use no form of tobacco or electronic smoking devices on busses, in school, or on school property
- ★ To not possess or use mind-altering substances during school hours or in connection with school sponsored events
- ★ To not use any form of abusive, profane, or obscene language or gestures on school property, during a school activity, function or event on or off school property
- ★ To follow reasonable directions of school employees at all times and to treat school employees in an appropriate manner
- ★ To refrain from verbally threatening or physically abusing others
- ★ To follow all school policies and rules

## Student Expectations

### CHS Academic Integrity Policy

The Academic Integrity Policy (AIP) is a guide for staff, students, and parents to refer to in helping uphold the values of truth, honesty, and integrity.

Examples of violations of the Academic Integrity Policy include but are not limited to:

- Copying, plagiarism, or any form of representing someone else's work as your own without proper acknowledgement or documentation.
- Allowing someone else to copy your work and use it as their own.
- Sharing what is on a test/quiz with other students before they take it.
- Looking up and using solutions to problems or questions from an online source.
- Misrepresenting the truth to your teacher, such as telling a teacher you left your assignment at home, when in fact you need more time to finish.
- Using forbidden materials to help on an assignment, quiz, test, etc.

Collaboration:

- Collaboration can be a valuable tool for learning, and when done correctly, it is not considered a violation of academic integrity.
- Working with a group of classmates or friends can be beneficial, but letting others do a majority of the work and thinking, while sitting back and doing less than your share, is unacceptable and considered a violation of the AIP.
- Getting help on your homework from family, friends, classmates, and tutors is acceptable and encouraged, as long as they are not doing the work for you. Taking credit for other people's work is a violation of the AIP.

#### Plagiarism:

- If you copy someone else's work and call it your own or neglect to give proper credit or citation, it is plagiarism. This includes quoting, paraphrasing, condensing, cutting and pasting, or using any part of another's work without giving proper credit.
- Students are expected to learn from the work of others and honor that work by giving credit to the source by using proper MLA or APA citations. Work given proper credit is not considered plagiarism

#### Student Responsibilities

- Read and know the Academic Integrity Policy.
- Represent your own work accurately and honestly.
- Do not copy someone else's homework or allow someone else to copy your homework.
- Seek only appropriate help from your parents, tutors, and classmates. Know what the class policy is for collaborating on your assignments.
- Know what your class policy is for use of study aides. Ask questions when you are unsure.
- Do not talk to anyone except your teacher during a test/quiz.
- Do not share information about a quiz/test with students that have not taken it.

#### Teacher Responsibilities

- Clearly communicate the Academic Integrity Policy and classroom expectations to the students.
- Educate students on the proper use of learning aids for your class.
- Be clear about what type of collaboration and help students are allowed to receive on their work for your class.
- Report violations of the AIP from your classes to an administrator and work with the administrator on determining appropriate consequences.
- Report violations of the AIP from other classes to the teacher of that particular class.

#### Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help your student understand that you value academic honesty and integrity and expect the student to do their own work and comply with the school's Academic Integrity Policy along with teachers' classroom policies.
- Helping students with their assignments can be acceptable as long as their work remains their own. Students are expected to know if it is acceptable to get help or collaborate on an assignment.

#### Administration Responsibilities

- Make sure all students, teachers, and parents can access a copy of the school's Academic Integrity Policy.
- Help maintain an emphasis on the Academic Integrity Policy by engaging in conversations and reflections about the AIP with staff and students throughout the school year.
- Be fair and consistent when assigning consequences for violations of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy violations.

#### **Consequences for Academic Dishonesty**

Each student has a fresh start at the beginning of each school year. Violations are not cumulative between different classes.

- Consequences for a first-time offense of the AIP may include, but not limited to:
  - Grade reduction or failure on the assignment/quiz/test/paper/project.

- Detention(s) or alternative disciplinary action (restorative practice) as determined by the administrator.
- Contact home
- Redo assignment for a reduced grade.
- Consequences for repeat violations may include any of the above plus the following, but not limited to:
  - Conference called by administrator with student, teacher, and parent.
  - Appropriate disciplinary action as determined by the administrator.
  - Grade reduction for marking period or semester.

## Appearance and Dress

Although the high school recognizes that student dress is primarily the responsibility of the student and parents, the school also believes that it has the responsibility to teach that proper dress is a reflection of the student's pride in themselves and in the school. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, s/he may be removed from the educational setting.

- Undergarments should not be showing.
- The front and back of shirt must be connected over both shoulders or upper arms
- Clothing should be free of obscene or inappropriate words and/or logos
- Clothing must be free of "hate" messages or symbols
- Hats, hoods, and head coverings are not permitted except those worn for religious purposes or in special circumstances
- Sunglasses are not to be worn inside school buildings
- Shoes must be worn at all times. Shoes with wheels on runners are not allowed
- Clothing that promotes any product or service not permitted to minors by law (drugs, alcohol, tobacco, sex, weapons, etc.) or is obscene, libelous, indecent or vulgar is not permitted

Other restrictions deemed necessary by the administration will be applied when health and safety concerns are an issue. Students who are representing the school at an official function or public event may be required to follow specific dress guidelines.

Students who are in violation of the dress code will be referred to the office where the following course of action will be taken.

- Students will be given the opportunity to change into their own appropriate clothes.
- Contact will be made with home and someone may bring appropriate clothing for the student.
- The student will be allowed to choose from an assortment of clean clothes found in the office.

Please Note: The wearing of jewelry, especially earrings, in Metal Shop, Wood Shop and Physical Education Classes is strictly prohibited for safety reasons.

## Care of Property

Any item brought to school should be necessary for school activities and should never be left at school overnight or during vacation periods. CLK Schools cannot be responsible for any losses or thefts that occur at school. School insurance covers only those items owned by the District. Expensive items such as jewelry, electronic equipment, cameras, collectible cards, etc. should be left at home. Students should not bring large sums of money to school. If a theft occurs, it must be reported to the office immediately. A staff member may confiscate prohibited items. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Any student who disfigures property, breaks windows or does other damage to school property or equipment will be required to pay for the damage done or to replace the item.

## Closed Campus

Calumet High School is a closed campus facility. Students must stay in the building or on the grounds from the time they arrive until their dismissal. If a student is leaving school because of illness, office staff must speak to the parent/guardian prior to the student's departure. Permission to leave campus during the day, including the lunch period, will be granted only for medical or dental appointments, family emergencies, personal illness and legal obligations. Signing out in the assistant principal's office is required before leaving the building. Failure to do so may result in an unexcused absence. Students leaving the building without permission will be considered absent and unexcused.

## Drug-Free Workplace

It is the policy of the Board of Education and the practice of Calumet High School to maintain an alcohol, tobacco and drug-free workplace for students and employees. The unlawful manufacture, attempt to sell, distribute or possess a controlled substance and/or alcohol or tobacco by students, employees or others is prohibited on all premises where school district programs or related activities are conducted or located. Possession, use or distribution of any controlled substance or look-alike drugs by students during the school hours or in connection with school sponsored activities is strictly forbidden. This includes effects of such substances taken at other times or in connection with school-sponsored activities. Pep pills, marijuana, LSD, inhalants and/or other stimulants are not only illegal, but may result in permanent physical and psychological damage. Any student found to be a possessor, consumer or distributor of any controlled substance or look-alike drug is subject to disciplinary action, suspension, expulsion and/or referral to law enforcement.

## Electronic Devices

Cell phones, cameras, personal radios, CD/DVD players, MP3 players, iPods, televisions and electronic games are disruptive to the educational environment. If any of these items are used without permission during instructional time they will be confiscated. Additional offenses will result in confiscation, disciplinary action against the possessor and parent/guardian notification to retrieve the item. School issued student devices are allowed within this policy as long as they are used for their intended purpose within the rules set forth in any agreement or pledge document

## Eye Protective Devices

State law requires that all K-12 districts provide adequate eye protective devices. The CLK Board of Education, therefore, requires that all students enrolled in courses where danger to the eye exists shall be in compliance with these regulations.

## Harassment

All employees and students in the CLK School District have a right to work and learn in an environment free of harassment of any kind; verbal, physical, or sexual in nature. Every effort is made at Calumet High School to ensure this opportunity exists. Students are also taught to not make unkind or harassing remarks to others in terms of any other categories protected by the Civil Rights Act; race, color, creed, disability, religion, gender, ancestry, national origin, place of residence, or social/economic background. Sexual harassment violates Title VII of the Civil Rights Act of 1964 and applies to students in the elementary school as well as adults. Sexual harassment has been interpreted by the courts to include unwelcome sexual advances, requests for sexual favors and other verbal or physical sexual conduct. Our students are taught not to invade another person's privacy and not to make derogatory or sexual comments or innuendoes to anyone at any time.

## Locker Use

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

## Locker Locations

1–162	Basement
163–227	3rd Floor East (North Wall)
228–353	3rd Floor West (North and South Wall)
360–410	3rd Floor East (North and South Wall)
430–523	2nd Floor Cloak Room behind Assembly North
537–639	2nd Floor East Hall
640–749	2nd Floor Cloak Room behind Assembly South
800–881	1st Floor Hall

In order to assure that the locker system functions smoothly from the start, the following policies will govern their use:

- Only one student will be assigned to a locker.
- Once assigned, a student will keep that locker & will not switch with another student.
- The practice of giving a locker combination to another student is discouraged. The school will not accept responsibility for items taken from lockers.
- It is expected that all items such as coats, hats, gloves, boots, books, papers, and the like will be kept in the locker when not in use.
- Under no circumstances may a student go to a locker during class time except in cases of illness or when the student is leaving school. Teachers may give special permission as needed.
- It is expected that lockers will be treated with respect and that no damage will be done to them. Any damage to a locker should be reported to the office immediately.
- Students who exchange lockers without permission, double with another student, jam the mechanism so that it will not work or otherwise abuse the privilege of a locker are subject to penalties which could include fines.
- No items shall be kept in lockers that would endanger the health, safety or welfare of individuals or be in violation of the law.
- The Principal of each school building or his/her designee shall have the authority to conduct a search of any student locker whenever there is reason to believe that the use of said locker may be in violation of a school rule, policy or of any other law or when deemed necessary to do so for the safety or well-being of the student body.

## One-to-one computing device

Each student at CHS is issued a one-to-one computing device. It is the students responsibility to bring this device to school each day and to use it in an appropriate educational manner only. It is the students responsibility to take care of the device and return the device, case, and charging cord to the school at the end of each school year in the condition that it was received. The District will provide the opportunity to purchase insurance for the device only. An insurance form will be sent home with information on purchasing this insurance. Any damage to the device, case, or charging cord not covered by insurance is the responsibility of the student/family.

## Weapons

The District prohibits students, staff and visitors from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or a District vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any unlawful act taking place on school grounds or buses not only makes the student subject to legal penalties but also will result in suspension or expulsion from school.

# COMMUNICATION

Our district website is [www.clkschools.org](http://www.clkschools.org). Check it for up-to-date calendars, announcements, and other information. Email is the primary means of communication with our parents and students. Please make sure your email address is correct in Skyward. To make changes, please contact the office. If you do not receive email and would prefer a different means of communication, please contact the office.

## Announcements and Bulletins

Each morning, general information for the day, specific instructions from the office, all club meeting notices, athletic and social events are announced over the P.A. system or school television. Pupils must have notices approved by their advisor and in the office on the day prior to reading the notice.

Special notices are posted on the bulletin boards outside the office, in the library, guidance office or on special poster signs. All posters must be advertising school-sponsored events and must have prior approval by the administration.

Custodial parents are encouraged to inform school officials of any concerns or situations related to their child(ren). Release of a child to a non-custodial parent can be prohibited only when an official court document is on file stating the child may not be released to the non-custodial parent. Unless otherwise stated in official documents, non-custodial parents have the right to attend IEPs, parent-teacher conferences, to receive report cards, newsletters, etc. Please be sure to request such information and to confirm that the office has accurate mailing addresses.

## Family Access

Family Access is a student information program that uses computer technology to communicate with families. All student data is secure with a login and password required to use the program. Family Access provides real-time access to your student's grades, attendance, assignments, and more! This program allows students, parents, teachers, counselors, and administrators to work together to improve student achievement. For more information contact the high school office or visit: <http://www.clkschools.org/> and click on Family Access.

## Schoology Parent Access

Schoology is a Learning Management System (LMS) that uses computer technology to provide teachers the ability to disseminate course content to students and make it available to them on demand. Parent Access is a feature of Schoology that allows parents to access their student(s) course and group information. Parent Access provides real-time access to student course work, course lesson plans, teacher contact information, and all-important course and group information that is provided by our teachers in the LMS. This is not a place to monitor student grades and attendance, Skyward Family Access is still the best platform for that. This program allows students, parents, teachers, counselors, and administrators to work together even more to improve student achievement. For more information contact the high school office.

# DIRECTORY INFORMATION/FERPA

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows school districts "directory information" without written consent unless a parent/guardian has advised the school to keep that information private. The primary purpose of directory information is to allow us to include information in certain publications. Examples are:



- honor roll or other recognition lists
- awards night programs
- newsletters
- area news

Throughout the school year, CLK may release directory information regarding students including the following:

- name
- address
- gender
- grade level
- birth date and place
- parents/guardian names and addresses
- academic awards, degrees, honors
- information related to school-sponsored activities, organizations and athletics
- program listings

Additionally, pictures taken of students may be placed in any CLK publication, display or presentation. This includes but is not limited to videos, computers or articles placed in newspapers.

Any parent/guardian or eligible student (18 years of age) may prohibit the release of any or all of the above information by submitting a written objection to the CLK District within 30 days of the date of this notice.

## DISCIPLINE

It is the school's responsibility to provide a safe and orderly learning environment. History has shown that there are certain actions that are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the schools' staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, result in the disclosure of names and allegations.

## Terms Pertaining to Student Discipline

### Absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work.

### Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### Bullying and Cyberbullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. When out-of-school behavior causes a problem in school, appropriate consequences will be applied.

Use of the Education Technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
4. posting misleading or fake photographs of students on websites.

## Cell phones/electronic equipment

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions provided that the cell phone or other ECD/ESD is not a disruption to the learning environment. Students are prohibited from using cellular phones and ECD/ESD's at all times during testing, in classrooms unless permitted by the teacher, in restrooms and in locker rooms. The unauthorized use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited. Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD. School issued student computing devices are allowed within this policy as long as they are used for their intended purpose within the rules set forth in any agreement or pledge document. The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD/ESD brought onto its property.

## Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence; gang related acts; illegal possession of a controlled substance, analogue or other intoxicants; trespassing property crimes including but not limited to theft and vandalism, occurring in the school as well as in the community.

## Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension and/or expulsion.

## Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.

## Disobedience/insubordination

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers. If given a direction by a staff member, the student needs to comply.assessment

## Disruption of the educational process

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## Drug use/possession

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, use, attempted sale or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is illegal, is prohibited and will result in suspension or expulsion from school and referral to law enforcement. Sale also includes the sale of over-the-counter medication to another student. A student’s use or sale of a performance-enhancing substance also is a violation that will affect the student’s athletic eligibility and extracurricular participation in addition to suspension or expulsion.

## Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## Extortion

Extortion is the use of threats, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## Electronic Smoking Device

Pursuant to Board Policy, the District prohibits the use or possession of all electronic smoking devices. Electronic smoking device means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, e-cigarettes, e-cigars, e-pipes, vape pens, or e-hooks, in District buildings, on District property, on District busses or vehicles, and at any District-sponsored event on or off-campus. Any student who uses or possesses an electronic smoking device, as defined by Board Policy on school property or at school sponsored events will be subject to discipline.

## False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Cheating encompasses a variety of dishonest behaviors which all merit an academic and disciplinary action. All instances of cheating will result in a zero on the assignment, test, quiz, project, or measurement tool.

## Fires

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.

## Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## Harassment/Hazing/Bullying

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

## Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## Other Safety concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian and traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any mechanical means of travel within buildings and on grounds is prohibited.

## Physically assault tobacco

Physical assault at school against a student, employee, volunteer, or contractor that may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

## Possession of a firearm, arson, and criminal sexual conduct

In compliance with state law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

## Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## Theft

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

## Tobacco use

Smoking and other tobacco uses are a danger to a student's health and the health of others. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes or other "smoking" paraphernalia or tobacco products on one's person is also prohibited. The school prohibits the sale, distribution, use, or possession of any form of tobacco or look-alike tobacco products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

## Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes the use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

## Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.

## Verbal threats

Verbal threats against a student, employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal threat.

Verbal threats is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Violation of this rule could result in suspension or expulsion.

## Violating classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## Weapon possession

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, box cutters, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

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

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

## DISCIPLINE ACTIONS/CONSEQUENCES

### Debarment

A debarment occurs when a student is removed from a class by the Principal upon recommendation of a teacher. Technically speaking, this is not a suspension but an action resulting in a student being "barred" from class attendance. The circumstances are subject to review by the principal. Repeated incidents of the debarment of a student from class may result in permanent removal and failure.

### Detention

Students are assigned detention by the office for undesirable patterns of attendance, tardiness, conduct or other disciplinary problems. Students assigned to detention are to report to the room designated on the notice at the time given and for the day(s) assigned. These sessions are held outside of normal school hours.

Each student is to have sufficient materials and books to study for the hour, and is to cooperate with the supervisor. If the student fails to report at the precise time and place to which he has been assigned, the student may be assigned to Saturday School Suspension or suspended until such time as a parent can accompany him/her to school for a conference with the Principal or Assistant Principal. The school district is not responsible for providing transportation to the student's residence following a detention. Students will be notified of the detention session 24 hours in advance so that transportation arrangements can be made.

## Saturday School Guidelines

- The building will open at 7:45 a.m. (Use the back entrance where the principal parks). No student will be admitted into Saturday School after 8:00 a.m.
- Students must bring school assignments, books and/or reading materials to cover the entire detention time. Students should bring study materials or a book to read. There are books to read available in the Saturday Schoolroom. Students will be allowed to go to their lockers to get study materials.
- If the student fails to use the time appropriately or misbehaves, the Saturday School teacher will dismiss the student and he/she will be required to serve on the following Saturday.
- Communicating with other students is prohibited; radios, walkmans, cell phones, computer games, card playing and/or sleep is prohibited.
- Transportation arrangements will be the responsibility of the students.
- In the case of inclement weather, students will be contacted by the school.
- Proper notification will be given to the student when Saturday School is assigned. If a student fails to serve an assigned Saturday School the student will face further disciplinary action. If the reason for not attending was of an emergency nature, the Saturday School may be rescheduled. Lack of transportation, oversleeping, working, athletic competition, and recreational activities are not legitimate excuses for missing Saturday School.

## Snap Suspension

(Teacher Initiated Suspension): A teacher may suspend a student from class, subject or activity for up to one (1) full school day when the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the counselor shall attend the conference. The principal also may attend.

## Suspension and Expulsion

Under certain conditions it can be in the best interest of a pupil or other pupils of a school for a pupil to be denied the privilege of attending school.

- Short Term Suspension: exclusion of a student from class or school premises for one class period to three days
- Suspension: exclusion of a student from school or school premises for 4 to 10 days
- Saturday School: A student may be assigned to Saturday School (8:00 a.m. to 12:00 p.m.) as an alternative to an out-of-school suspension
- Long Term Suspension: exclusion of a student from school or school premises for longer than 10 (ten) days. Long-term suspension may be a step prior to expulsion
- Expulsion: the permanent exclusion of a student from school or school premises.

Other forms of disciplinary action may be utilized by the administrator in dealing with an individual case.

## Suspension Procedure

In all cases of suspension school administration will take into consideration the 7 factors:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability

5. Whether the violation threatened health/safety
6. Whether to use restorative practices
7. Whether a lesser interventions is appropriate

If a suspension is determined, school administration will notify the parents of the suspension, the reasons for it, and the steps necessary for the satisfactory return of the student to the school setting. If the parents or guardians are dissatisfied, they may appeal to the Superintendent or his/her designee to review the decision. Students suspended from school will have a letter mailed home to parents explaining the reason for the suspension.

## Expulsion Procedure

The following procedural guidelines will govern the expulsion process:

School administration will consider in all cases except firearms these 7 factors:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability
5. Whether the violation threatened health/safety
6. Whether to use restorative practices
7. Whether a lesser interventions is appropriate

If an expulsion is determined:

- The Principal or his/her designee shall provide the Superintendent with written notice of charges against a student. In turn, this shall be supplied by the Superintendent to the student and his/her parent or guardian. Included within this notice shall be a statement of the time and place for the hearing, which shall be reasonable for the parties involved.
- The parent or guardian shall be present at the hearing.
- The student, parent or guardian may be represented by legal counsel.
- The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer testimony of other witnesses and other evidence.
- The student shall be allowed to observe all evidence offered against him. In addition, he/she shall be allowed to question any witness.
- The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
- The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
- The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

## Due Process Procedural Rules and Regulations

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she, or his/her parent or guardian, indicates the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to examine the facts which may lead to disciplinary action, or to review the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness.



# DRIVER EDUCATION

The Driver Education Program is offered during the summer only. The program is open to students who are at least 14 years eight months of age on the first day of class.

Driver education consists of two parts. All students will first receive a minimum of twenty-four (24) to a maximum of thirty (30) hours of classroom instruction enabling them to be eligible to take a written comprehensive examination; six (6) hours of driving training as well as six hours of driving observation. Both parts of the program must be completed before a green certificate will be issued to the student driver. After driving for a minimum of three (3) months and thirty (30) hours with a parent/legal guardian an additional six (6) hours of classroom work in defensive driving must then be completed. At the end of this session, a white driver certificate will be issued to the student. The driver education course offers the opportunities for encouraging habits of courtesy, responsibility, cooperation, and respect for the law. Any student who attends high school in the Calumet-Laurium-Keweenaw School District is eligible to attend. A nominal fee is charged to all students who enroll in the course.

# DRIVING TO SCHOOL

Students must register their vehicle prior to parking on school premises

1. All students must park in the designated student parking lot located behind the school
2. Parking in unauthorized locations will result in fines being assessed
3. Reckless or careless driving in or around the school premises is prohibited
4. Students are not permitted to sit in vehicles during the school day

Students in violation of the guidelines will be assessed fines for parking violations.

Any vehicle found to be in an unauthorized parking area will be ticketed with the appropriate fine indicated. The student will have ten days from the date of the violation to pay the fine. Students may pay fines in the assistant principal's office. Failure to pay fines will result in revocation of student driving privileges on the CLK campus.

## Parking Violation Fines

Unregistered vehicle	\$10.00
Parking in visitor parking	\$10.00
Parking in library patron parking	\$10.00
Parking in faculty/staff parking	\$10.00
Impeding/blocking traffic	\$10.00
Parking in handicapped parking	\$25.00
Replacement Parking Tag	\$5.00

Repeat offenders will have their vehicle towed and driving privileges will be revoked. Golf carts, dirt bikes, four wheelers, snowmobiles and any other motorized vehicle not licensed for use on public highways are not permitted.

# EARLY COLLEGE PROGRAM

The Public Schools of Calumet, Laurium & Keweenaw Schools and Gogebic Community College have joined their efforts to offer an early college program for students of the district. By taking a combination of high school classes and college courses, high school students have the opportunity to graduate from CLK's Early College after five years with both a high school diploma and an associate degree. The college credits earned in the program may also be transferable towards an undergraduate degree from a four-year college or university with most colleges or universities requiring a minimum grade of C for credits to transfer. Students who take college courses and are full time students, including 5<sup>th</sup> year students, will have no fees or tuition associated with the college courses taken.

The Michigan Department of Education requires all students in early/middle college programs to complete their requirements for high school graduation and at least one of the following; an associate degree, sixty (60) transferable college credits, or a MEMCA Technical Certificate.

For students who are unable to earn an associate degree or who earn fewer than sixty credits, a MEMCA Technical Certificate will be awarded along with the high school diploma once a student has completed:

- The state of Michigan High School Merit Curriculum
- A minimum of 15 college credit hours in a combination of 100-level general education and technical training courses with a cumulative GPA of 2.0 or higher.
- 100 hours of verified community service or a minimum of 40 hours of verified career exploration, internship, job shadowing, or clinical experience.

## Failure Policy

A school district **must charge** a student if the student does not successfully complete a course under the Postsecondary Enrollment Options Act (PA 160 of 1996). Students and parents should understand that following the last day of the official registration period of a semester, typically the end of the first week of class, the student and parent are responsible to repay all costs associated with the courses the student is enrolled in and does not successfully complete. This includes any courses a student drops after the official registration period or does not earn a passing grade in.

## Entrance Requirements

Students must be enrolled in an early/middle college program by their 11<sup>th</sup> grade year and must take at least one college level class, preferably English 101, before completing their 4<sup>th</sup> year of high school. Students will be required to meet the Gogebic Community College admittance requirements. Minimum test score requirements have been set by the Michigan Department of Education to enroll in college classes while in high school. To enter the English Language Arts or Social Studies courses students will need a 480 on the Critical Reading Section of the Evidence-Based Reading and Writing SAT test or a 460 on the Critical Reading Section of the Evidence-Based Reading and Writing PSAT9 or PSAT10 test. To enter the Mathematics courses students will need a 530 on the Mathematics SAT test or a 510 on the Mathematics PSAT9 or PSAT10 test. Students may retake the SAT on their own or take the Accuplacer test with GCC to qualify if they do not meet the minimum score requirements set by the State. Students not qualifying can take CHS courses to improve their skills and knowledge and retake the entrance tests in the future.

## Attendance Policy for Early College Classes

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports excessive absences to the Early College Coordinator throughout the semester. Absences exceeding 1/16<sup>th</sup> of total class hours for the semester will be considered excessive and be subjected to the same attendance policy as CHS classes including the 3% grade reduction.

Rules Governing Absences:

1. When a student has permission and is an official representative of Calumet High School, absences are listed as exempt and permission is granted for the student to make up studies within two weeks.
2. Absence and tardiness caused by factors beyond the student's control may be excused by the Principal and Early College Coordinator, with appeal available through the Calumet High School Appeal Form. The student may be permitted to make up studies within two weeks.
3. It is the personal responsibility of students who have been absent from classes to arrange make-up work with the instructor within three days after the absence has occurred. Students should endeavor to

arrange for this make-up work during the office hours of the instructor. All make-up work must be completed within two weeks after the students return to class.

4. Any student who registers late for a course may have already been absent from class meetings. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year.

## EVACUATIONS, LOCKDOWNS, AND TORNADO DRILLS

Drills will be held at regular intervals throughout the year as required by law and are an important safety precaution. It is essential that when the first signal is given for a drill, students obey the orders promptly. The teacher in each classroom will give the instructions. In the event of a tornado, students and staff will seek shelter in designated areas; students should take a sitting position with their heads down and hands over their head.

## GUIDANCE COUNSELING

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions the student may feel he would like to discuss with the counselor.

## HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The District will provide homebound instruction only for those confinements expected to last at least ten (10) days. Requests for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

## INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school principal to inquire about evaluation procedures and programs.

## LIBRARY

Students utilizing the library facilities during normal class time should report directly to the library before the start of class with their library pass. The library will notify teachers of students in attendance each period.

# LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the Counseling Department to inquire about evaluation procedures and programs.

# LUNCH

Our District's cafeteria meal plan is operated using a computerized cashiering and counting system whereby each student is identified by a unique barcode. The system operates on a "Family Balance" method of accounting so parents need only one bill for all of their children in the school district. Statements for balances due will be sent home periodically. If balances become over \$10.00 in arrears, the student will not be allowed to charge extra items to the account.

# NONDISCRIMINATION POLICY

It is the policy of the Public Schools of Calumet, Laurium and Keweenaw that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. Any questions concerning Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Christopher Davidson  
Title IX Coordinator  
Public Schools of Calumet, Laurium & Keweenaw  
Calumet, MI 49913  
(906) 337-0311 ext. 3102

## Title VI

Title VI of the Civil Rights Act of 1964 is a national law that protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The Office for Civil Rights (OCR) in the U. S. Department of Health and Human Services (DHHS) enforces Title VI as well as other civil rights laws.

## Title IX

Title IX of the Educational Amendments of 1972 of the United States Congress specifically states: No person in the United States shall on the basis of sex, be excused from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance (there are some exceptions). The CLK School District, as attested by school board action, intends to comply fully with Title IX under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress.

The Board of Education will seek to take whatever rules and policy steps may be necessary to eliminate discrimination on the basis of sex in all educational programs, curricular and extra-curricular activities and employment practices which come under regulations of Title IX.

All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services as permitted by law, and thus it will be a violation of policy for the

district, board, administration, teachers, or other staff members to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses of programs, counseling services, physical education and athletics, treatment on the basis of marital or physical status including pregnancy. Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities on school time, shall be provided to any non-school organization or individual which discriminates on the basis of sex.

Inquiries should be made to Christopher Davidson, the Local Title IX Coordinator, 337-0311 ext. 1218. Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. The local Title IX Coordinator on request will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure.

A copy of the Title IX of the Educational Amendments of 1972 and the Regulations on which this notice is based may be found in the Title IX Coordinator's Office.

Grievance and/or Complaint Procedure

Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973:

Section 1: If any person believes that the Public Schools of Calumet, Laurium and Keweenaw or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Civil Rights Coordinator at the following address:

Christopher Davidson

Public Schools of Calumet, Laurium & Keweenaw

57070 Mine St.

Calumet, MI 49913

(906) 337-0311 ext. 1218

Section 2: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

STEP 1: A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator. The Coordinator shall further investigate the matters of grievance and reply in writing to the complaint within five (5) business days.

STEP 2: If the complainant wishes to appeal the decision of the Local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2: In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

STEP 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

## PARENT INVOLVEMENT

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

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes
- Providing a home environment that encourages learning and augments the learning experiences provided by the school.

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

## PARENT VISITS

Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and state the purpose of the visitation.

## RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over, have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request. No records, files or data directly relating to a student shall be made available to anyone without the consent and notification of the student or parents of a student under 18, except to:

- The teachers and officials who have a legitimate educational interest in such information
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed
- Accrediting organizations
- Parents of the dependent student

## STUDENT ACTIVITIES

### After-School Activities' Rules

All school rules and regulations shall apply to after-school activities. No student who has been absent from school during that day shall participate in any after-school activities.

### Athletics

To be eligible, a Calumet High School student must comply with the following MHSAA rules:

- The student must be enrolled in Calumet High School not later than the fourth Friday after Labor Day (1<sup>st</sup> semester) or the fourth Friday of February (2<sup>nd</sup> Semester). Unless there is a specific exemption, a student must be enrolled in at least five (5) classes.
- The student must be under nineteen (19) years of age, except that a student whose nineteenth (19<sup>th</sup>) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Any student born before September 1 is ineligible for interscholastic athletics in Michigan.
- The student must have a statement on file for the current school year certifying that s/he has passed a physical examination and is physically able to compete in athletic practices and contests. The physical must be dated on or after April 15<sup>th</sup> of the previous school year the student must be enrolled in

grades nine to twelve, inclusive, for not more than eight semesters. The seventh and eighth semesters must be consecutive.

- No student shall compete in any athletic contest who does not have at five (5) classes for the last semester in which s/he has been enrolled in grades nine to twelve. Any student who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one (1) full semester unless the student qualifies under one or more exceptions.
- No student may accept a symbolic or merchandise award, which has a value or cost in excess of \$15. Awards for athletic participation in the form of cash, merchandise certificates or any other type of negotiable documents are never allowed.

Additional rules pertaining to athletics are found in the CLK Athletic Handbook on the school website.

## Attendance following Sporting Events

All student athletes must attend school the entire day following an athletic event.

## Participation

All athletes must have the following on file in the Athletic Director's Office before they may participate in interscholastic athletics: physical card, signed athletic code agreements, insurance waiver and proof of insurance (stated on physical card).

## Respect for Officials

Officials must receive the highest respect from student athletes. Disrespect toward officials in any sport will not be tolerated whether verbal or physical. If a student athlete from CLK Schools abuses an official, the Athletic Director and the Principal may add further suspension to the penalty that is designated by the M.H.S.A.A. In severe cases, school officials also may permanently suspend the athlete from further participation.

## Organizations and Extracurriculars

- Business Professionals of America
- Drama Club
- First Robotics
- Forensics
- French Club
- High School Bowl
- National Honor Society
- Pep Club
- Senior Class Play
- Spanish Club
- Students Against Destructive Decisions (SADD)
- Student Senate
- Choir

## Student Senate

The Student Senate provides a means of communication between the student body and the administration in which students can assume much of the responsibility for organizing their high school activities. It is the place where questions and/or concerns arising from either students or administration can be openly discussed. Purposes of the Student Senate include:

- promoting and unifying the general activities of the school
- assisting in the internal administration of the school
- learning the value of working within a democracy

Officers of the Student Senate are elected in school-wide balloting. Each class elects representatives to the Senate during a school-wide election held in May or at the start of the next school year.

## STUDENT HARASSMENT

Harassing behavior or harassment because of race, color, national origin, religion, sex, handicap, height, weight, or age of students by other students or staff is unlawful under both Michigan and federal law and

is contrary to the commitment of the Public Schools of Calumet, Laurium and Keweenaw to provide a stable learning environment. The CLK Schools will not tolerate any harassment of students. It is the practice of the CLK Schools that all contact among students, teachers and other employees of the school district is in keeping with respect for the individual, is of a nature that does not make a person feel uncomfortable and is conducive to creating a stable learning environment.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This includes, but is not limited to, activities such as stalking, bullying, cyberbullying, name-calling, taunting, hazing, demeaning and other disruptive behaviors. All CLK students and staff are expected to conduct themselves with respect for the dignity of others. Reports of harassment will be investigated and anyone found to be in violation would be subject to disciplinary action. Any student who believes he or she has been or is the victim of harassment should immediately report the situation to the teacher, Assistant Principal or Principal or may report it directly to the Superintendent.

## STUDENT HEALTH

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

### Accidents

Every accident in the school building, on the school grounds, at practice sessions or at any activity or event sponsored by the school must be reported immediately to the person in charge and to the school office.

### Health and Medical Limitations

If a student cannot participate in a physical activity because of health or physical limitations a letter from a doctor must be submitted to the school office requesting a change in a student's program.

### Immunizations

The Western U.P. District Health Department provides vision and hearing screenings for students. Parents should notify the school if their child is not to be included in any of these evaluations. State law requires new entrants to the school district to have a certificate of immunization at the time of registration or not later than the first day of school.

The immunization record must contain the following to be considered complete:

- Complete series of DtaP/Td with one dose in the last 10 years
- 3 doses of polio vaccine
- 2 doses MMR
- 3 doses of any appropriate Hepatitis B
- 1 dose of varicella (chickenpox vaccine) or documentation of history of illness
- 1 dose of meningococcal

Students who fail to meet these requirements, as set by the Michigan Department of Public Health, will be excluded from school until parents provide proof that all required immunizations have been received.

### Injury and Illness

All injuries must be reported to the person in charge or to the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go



to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## Medications

The CLK Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, if the student would not be able to attend school if the medication or treatment was not made available during school hours or if the child is disabled and requires medication to benefit from his/her educational program.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. The school nurse, or designee, will administer medication from its original container labeled with the date, student's name and exact dosage of medicine to be dispensed. A written note from the parents must be sent to the school when medication is to be discontinued.

## School Nurse

The school nurse is available to discuss health concerns and answer student/parent questions by phone at 906-337-0311. Please contact the school nurse if your child has a health condition that requires an emergency plan to be in place for his/her care and treatment. Examples of such conditions include: insulin dependent diabetes, seizure disorders, severe asthma, anaphylactic reactions to foods or insect stings, etc. The nurse is available on call for medical concerns/injuries such as asthma attacks, sprains, strains, etc. In the event of a serious emergency, 911 is called. Parents are always contacted in the event of an emergency.

## Concussion Awareness

Pursuant to Michigan Law, all students must have a concussion awareness form on file in the student records office.

## STUDY HALL

Students are to have all study materials with them when they arrive in study hall. Passes for students to be in other locations during the study hall period must be presented to the study hall teacher at the beginning of the period. Upon dismissal the student must return their pass to the study hall teacher. Failure to follow proper procedure may result in the loss of privileges. No passes will be issued to students by the study hall teacher.

## SUSPECTED CHILD ABUSE OR NEGLECT

According to Act 98 of the Public Acts of 1964 as amended, the staff of the Calumet High School is required to report to the Department of Social Services any actual or suspected cases of child neglect or abuse.

## TECHNOLOGY

The Public Schools of Calumet, Laurium and Keweenaw provides internet access and G Suite for Education accounts to students to enable them to better communicate, share, and collaborate.

## G Suite for Education account

- Allows students to use Google products, including Google Docs, Google Slides, Google Drawings, and more
- Provides online file storage for students available anytime, anywhere
- Allows collaboration among students
- Provides students with the platform to build an electronic portfolio of their school learning experiences

## Acceptable Use Policy

All Public Schools of Calumet, Laurium and Keweenaw (CLK) students will be held responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. The Acceptable Use Policy outlines the policies and procedures under which CLK students will be held accountable.

All Public Schools of Calumet, Laurium and Keweenaw (CLK) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the Public Schools of CLK community, herein referred to as "users," will be held accountable.

The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

### Acceptable Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with Public Schools of CLKs educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

### Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Public Schools of CLK and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and

performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.

6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Public Schools of CLK Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. Wasting System Resources - Users shall not use the network in such away that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Public Schools of CLK Technology Department.

12. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

#### Compensation for Losses, Costs and/or Damages

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

#### Student Security

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

2. Staff may post student pictures on district/school/classroom "public" websites as long as the student's name or other identifying information is not included and the parents have not indicated differently on the student's directory information form. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

3. All Public Schools of CLK schools are closed campuses. Public Schools of CLK retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from a Public Schools of CLK staff member to publish a photograph or video of any school- related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

5. Public Schools of CLK staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

#### Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in

conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

#### System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the Public Schools of CLK Technology Department. Staff should change their passwords to all systems at least once every 90 days.

#### Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building Principal or Public Schools of CLK district administration. Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff.

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device and accessories must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

#### Terms of Use

Public Schools of CLK reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the Public Schools of CLK network, Internet, and electronic resources. All property rights to a work product using District technology are assigned to the District. If a student or staff changes their membership in the campus community their account will be reviewed by the network administrator and may be terminated.

#### Disclaimer

Public Schools of CLK, its employees and agents, make no warranties of any kind, either expressed or implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, Public Schools of CLK is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of Public Schools of CLK electronic resources.

# TRANSPORTATION

The safety of all students in the CLK School District is primary. Students accepting transportation privileges shall abide by the following rules:

1. Obey orders of the bus driver.
2. Be on time at designated bus stops. Drivers cannot wait for students who are late.
3. Stay off the roadway at all times while waiting for the bus.
4. Cross in front of the bus, not in back of the bus, when crossing highways.
5. Wait until the bus comes to a stop before attempting to enter or leave the bus. No crowding of the entrance door is permitted.
6. Keep your hands and head inside the bus at all times.
7. Sit three to a seat when necessary.
8. Help keep the bus sanitary and clean. Eating and/or drinking are not permitted on the bus. No materials are to be thrown from the bus windows.
9. Smoking and/or chewing are not allowed on the buses.
10. Warn driver of approaching danger if there is a reason to believe the driver is not aware of it.

While students may converse with one another in a quiet way, no fooling, playing, fighting or loud or profane language will be permitted. Also, no shouting at pedestrians or vehicles from the bus will be permitted. The driver must be alert and watchful, enabling him/her to hear warning signals and sirens. Parents can be held liable and be required to pay damages for any willful destruction of equipment. Parents will be notified when students disregard bus regulations and riding privileges may be suspended. The bus driver has the authority to recommend an immediate one-day suspension in instances of significant misconduct. Significant misconduct includes insubordination, hurting or endangering fellow passengers or their property or vandalism to the bus.

## Responsibility of Parents Regarding Bussing

1. Ascertain and ensure that children arrive at the bus stop on time in the morning
2. Provide necessary protection for their children when going to and from bus stops
3. Accept joint responsibility with school authorities for proper conduct of their children
4. Make a reasonable effort to understand and cooperate with those responsible for pupil transportation
5. Secure written permission from the Principal if your child is to ride a school bus on another route or if another student is to accompany him/her on the bus
6. Complete copies of the district transportation policy are available for review in the offices of the Superintendent or the Director of Transportation (337-0311 ext. 1116)

# TRAUMA INFORMED SCHOOL & THERAPY DOG

CLK Schools is a Trauma-Informed School. Trauma and stress play a significant part in a child's education. CLK schools continue to work with local, state, and national programs to be aware of the trauma a child may encounter and how to help a child manage their stress. Research has shown that therapy dogs provide students with social and emotional support. CLK Schools has implemented the use of a therapy dog within all schools of the district. All efforts have been made to have a hypoallergenic breed of dog.

# VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time. Student visitors are not allowed during the school day.

# WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Calumet-Laurium-Keweenaw School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students; furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

## A. Nutrition:

Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

## B. Physical Education:

A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State. Planned instruction in physical education shall promote participation in physical activity outside the regular school day. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted. Planned instruction in physical education shall include cooperative as well as competitive games. Physical activity should not be employed as a form of discipline or punishment. Physical activity and movement may be integrated, when possible, across the curricula and throughout the school day. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

## C. Other school-based activities:

The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events. The school shall provide attractive, clean environments in which the students eat. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day. An organized wellness program shall be available to all staff. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware

and dishes. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

#### D. Nutrition Promotion,:

Encourage students to increase their consumption of healthful foods during the school day; furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

1. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
2. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA). The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
3. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
4. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fundraisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.

The school food service program may involve students, parents, staff and school officials in the selection of competitive food items to be sold in the schools. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

All food service personnel shall receive pre-service training in food service operations.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's Wellness policy;
- C. Recommendation for the revision of the policy as necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including the status of compliance by individual schools and progress made in attaining the policy's goals.

The Superintendent is also responsible for informing the public, including parents, students and community members on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

Include information in the student handbook; and post the policy on the District's website, including the Wellness Committee's assessment of the policy's implementation.

42 U.S.C. 1751, Sec. 204  
42 U.S.C. 1771  
7 C.F.R. Parts 210 and 220

## WORK PERMITS

Persons under 18 years of age are required by law to have permits to work. Permits are available in the Superintendent's office. To obtain a permit, the student must present legal proof of age.