

The Public Schools of Calumet Laurium Keweenaw

CLK Elementary School Family Handbook



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906-337-0311 Option 1; Option 2
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www.clkschools.org**

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Welcome to another year of education at CLK Elementary where our children are educated in a safe and orderly environment, where lifelong essential learning skills are taught and mastered and where initiative is encouraged and achievement is recognized.

Public Schools of Calumet-Laurium-Keweenaw Mission

The mission of the Calumet, Laurium & Keweenaw School District is to educate young people in a safe and orderly environment where lifelong essential learning skills are taught and mastered, initiative is encouraged and achievement recognized.

CLK Elementary Motto

“Learning Today for a Better Tomorrow”

Board of Education

Phyllis M. Locatelli, President
Jason Wickstrom, Vice President
Melanie J. Parker, Secretary
Daniel J. Zubiena, Treasurer
Maria L. Campioni, Trustee
Philip Halonen, Trustee
James Vertin, Trustee

The Board of Education meets regularly on the second Tuesday of each month at 5:30 p.m. in the Board Room of the Superintendent’s office.

Administration

906-337-0311

Christopher Davidson, Superintendent of Schools	ext. # 1217
Matthew Hampton, CLK Elementary Principal	ext. # 4141
Julie Giachino, CLK Elementary Assistant Principal	ext. # 4142
Dan LaVergne & Jerry LaBelle, Building & Grounds	ext. # 1116
Carol Janckila, Food Service Director	ext. # 1171
Lamers Bus Transportation	523-5424
ext. 1111	

CLK ELEMENTARY SCHOOL STAFF

STAFF	Assignment	STAFF	Assignment
Anttila, Julie	3	Mues, Debra	Art
Baranowski, Tristan	5	Nicely, Jessica	Child Care Director
Bastian, Mary	3	Ojala, Michael	Phy Ed
Butler, Deborah	4	Olli, Melissa	K
Darnell, Joan	2	Olsson, Cathy	5
Davidson, Jennifer	5	Parks, Steve	Phy Ed
Eckloff, Jody	2	Parks, Terra	K
Eskola, Rebecca	Special Education	Pelli, Jamie	Paraprofessional
Galbraith, Kara	Admin. Assistant	Peterson, Brooke	1
Giachino, Julie	Assistant Principal	Radke, Alexander	AmeriCorps Member
Hainault, Heather	4	Riutta, Matthew	Music
Hagan, Madeleine	2	Rule, Laurie	Special Education
Hakala, Amy	5	Schneiderhan, Melissa	4
Halonen, Paul	3	Smit, Julia	Playground Supervisor
Hampton, Matthew	Principal	Stahl, Dan	Paraprofessional
Jackovich, Harley Jo	Playground Supervisor	Stahl, Erin	Librarian
Johnson, Erin	K	Stevens, Sarah	K
Kingstrom, Mary	Paraprofessional	Sullivan, Carey	School Nurse
Kinnunen, Darren	Social Worker	Thompson, Marta	Special Education
Koivisto, Lynne	1	Torola, Jennifer	1
Koppana, Sally	Admin. Assistant	Touriniemi, Julianne	Paraprofessional
Koski, Heidi	2	Trapp, Mandy	Jr. Kings
Krans, Jack	Custodian	Wanhala, Kristin	Title I Coordinator/Teacher
Laho, Nora	Technology Coach	Wetton, Kathy	4
Lahti, Christina	2	Woods, Danielle	Paraprofessional
Lancour, Stacy	3	Ymker, Lauren	1
Lund, Janelle	Paraprofessional	Ylitalo, Mari	Paraprofessional
Mercado-Llamas, Lucia	Paraprofessional		

*** Staff can be reached by calling 337-0311 (option 1; option 2). Calls are not made to classrooms during instruction. Please leave a message and we'll be happy to return your call. You may also email at any time. The CLK Staff directory may be located on our elementary website. <https://www.clkschools.org/elementary-staff.php>**

A Little About Your School...

The CLK Elementary School your child attends evolved during the 1997-98 school year when two former elementary schools along with the fifth grade classes, located at that time in the Washington Middle School, were brought together. The Keweenaw Elementary School, located in Mohawk, was constructed in 1967 and housed nine K-8 classrooms. The M.M. Morrison Elementary School, built in 1919, housed eighteen K-4 classrooms. These two schools, along with the fifth grades, were brought together in the newly constructed CLK Elementary School on August 15, 1997. The new building was officially dedicated to the public on October 26, 1997. Nine classrooms and two activity areas were added to the north end of the building in 2011. The new sections were opened for the start of the 2012-2013 school year. The elementary gymnasium started construction during the 2019-2020 school year and is planning to be available for the 2020-2021 school year.

We continually seek ways to improve the educational environment for our community!



Enrollment ABCs...Welcome to our School

New students at CLK Elementary are asked to register immediately. Those arriving in the summer should register as soon as possible to assure appropriate placement. Parents must present a state-certified birth certificate, immunization verification and proof of residency in order to enroll their child.

Children are *eligible for kindergarten* if they reach their fifth birthday on or before September 1 of the current school year.

An age waiver is available if a student turns 5 between September 1 and December 1. Please call the office for information. Students turning 5 between June 1 and December 1 may be interested in our young 5's program called "Junior Kings."

In order to ENROLL at CLK, each child must have at least one dose of:

DTP	(Diphtheria, Tetanus, Pertussis)
OPV/IPV	(Oral or injectable Polio)
MMR	(Measles, Mumps, Rubella)
Varicella	(Chicken Pox)
HepB	(Hepatitis B)

Additionally, in order to ATTEND school the following doses are required:

- 4 doses of DTP (the 4th dose must be given after 4th birthday)
- 3 doses of OPV or IPV (the 3rd dose must be given after 3rd birthday)
- 2 doses of MMR
- 2 doses of Varicella
- 3 doses of HepB

All Kindergarten students must also provide proof of vision screening before attending school.

The school district is required to exclude students who do not comply with the state's immunization laws.

Parents objecting to mandatory immunizations must sign an Immunization Waiver at the Health Department and provide the waiver to the school.

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 in the elementary office 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 and parent-teacher conferences and to receive report cards, newsletters, etc. Please be sure to request such information at the beginning of the school year and verify your mailing addresses.

If a student *moves out of the district*, all fines or payments must be paid before any withdrawal record is complete.

Attendance Nuts and Bolts...We Need You Here

Please contact the school before 9 a.m. if it is necessary for your child to miss school. You can call the office at 337-0311 option 1; option 2 and leave a message, email Sally at koppanas@clkschools.org, email your child's teacher, or send in a note if you know of the absence ahead of time. We want to be assured that your child is safe. If the office does not receive a call or a note, the absence will be considered unexcused and a phone call may be made from the office. Students should *attend school* each and every day in order to receive full advantage of our educational programs. When students are in elementary school, consistent school attendance is a parental responsibility. If your child is ill please keep him/her home to avoid spreading the illness. Unless students are excused, school personnel will bring excessive absences or tardiness to the parent's attention. Reasons for the absences will be considered. If the situation does not improve, involvement of the truancy officer or protective services may be necessary. The State of Michigan considers 10 days a year as excessive. Please remember that attendance directly impacts student learning.

Excessive Attendance Procedures

- ❖ When the total of absences reaches 5 in any marking period, or a total of 10 for the year, parents/guardians will be contacted by phone, email, or note sent home.
- ❖ When the total of absences reaches 12 for the school year, a letter, signed by the principal, will be sent to the parents.
- ❖ When the total of absences reaches 15 for the school year, a letter, signed by the principal, will be sent to the parents. The parents may be requested to attend a meeting that will include the principal or assistant principal, counselor and classroom teacher. At this meeting a plan will be written to attempt to improve the child's attendance patterns. The letter will inform the parents that the case may be referred to the Copper Country Intermediate School District Truancy Officer.
- ❖ When the total number of absences reaches 20 for the school year, serious consideration must be given as to whether the child may be promoted to the next grade and the Truancy Officer may begin legal proceedings.

Supervision is provided on the playground and cafeteria for early arriving buses. Breakfast is served in the cafeteria between 7:30-8:30 a.m. Students not riding the bus should arrive after 8:15 a.m. Students enter the building at 8:30 a.m. and are expected to begin instruction as soon as possible. Students arriving after 8:30 a.m. are considered tardy. Students missing more than one hour of instruction in either the morning or afternoon will be considered absent unless extenuating circumstances are approved by a Principal. **Instruction ends no sooner than 3:15. Teachers will prepare for dismissal and students riding the bus will be supervised and loaded by 3:22. Buses will leave the building between 3:22 p.m. and 3:30 p.m.**

In order to create the opportunity for School Improvement and further the educational development for all students we schedule **Early Release Days** for our CLK Elementary students. Dismissal is at **1:52 p.m. every Wednesday** of each month starting Wednesday, September 16, 2020. Buses will transport students following dismissal.

You may call the office to have homework collected when your child is absent. Please make this call before 11:00 a.m. Collected homework will be sent to the elementary office by 3:25 p.m. If the absence is to be extended and known in advance, arrangements should be made with the teacher at least one week before departure. When a student is absent due to illness s/he will have

the same number of days to make up the missed work as are equal to the number of days absent. Please keep in mind that a significant amount of instruction is impossible to make up at home.

If a student becomes ***ill during the school day***, the parents/guardians or emergency contact will be notified. Please be sure that the school has an emergency number to call in such cases and update the elementary office when this emergency number changes.

We encourage our parents/guardians to schedule necessary ***appointments*** for their child(ren) outside the regular school day. When this is not possible, the student must present a note from the parents/guardians giving permission to leave. The student should report back to school after the appointment if school is still in session.

Students brought to or taken from the school building during the day must be ***signed in and/or out in the elementary office***. It is our record of your child's whereabouts. Please do not omit this most important step. It is for your child's safety.

When a ***family vacation*** must be scheduled during the school year, the parents should discuss the matter with the classroom teacher to make necessary arrangements. Teachers will determine what assignments can be completed during the trip. Please remember that homework cannot replicate the normal school day. When your child is absent, they will miss important learning events.

On-Going Programs and Special Events...What's the Plan

Breakfast is available for all students in the district at a minimal cost or free, based on your lunch application status. Breakfast is available from the time the first bus arrives until the last bus departs each morning. Breakfast is also served on delayed start days.

Students eat lunch in the Commons area each day. A ***School Lunch*** is available daily. All families are encouraged to complete school lunch forms to determine eligibility for free or reduced lunch at the beginning of each school year. The information provided will remain confidential. Students who do not purchase school lunch may bring a bag lunch. Milk may be purchased for students bringing a bag lunch to school.

Students have ***outdoor recess*** on the playground each day during lunchtime. Additionally, each grade level also has the opportunity for outdoor recess in the morning or in the afternoon. The safety of our students is our primary concern. Safety rules focusing on proper outdoor play are posted, reviewed and discussed with all students numerous times throughout the year. Generally, if students are well enough to be in school, they are well enough to get some fresh air if appropriately dressed. Supervision is unavailable inside when outdoor recess is being held. Please refrain from sending notes requesting your child to stay inside during recess unless absolutely necessary.

Indoor recess will occur whenever the combined temperature/wind chill factor is below **zero** degrees. During indoor recess students are to remain in their classrooms, activity areas, or elementary gym. At times, approved videos are shown. The options of reading and/or playing games, etc. are always available.

Three **classroom parties** per year are approved for our students. Celebrations include Halloween, Christmas and Valentine's Day festivities. Attendance is not required if your family does not celebrate these holidays.

To encourage a sense of community throughout the year, students and staff participate in **Special Dress Days**. Students are encouraged to assist in selecting the themes. Examples may include Pajama Day, Hat Day, Copper King Gray/Blue Day, etc. We encourage everyone to participate, but no one should feel obligated to purchase additional articles for such days.

Field trips are scheduled when the location or activity provides a unique correlation with an instructional unit of study. Only students whose parent/guardian signed the Permission to Participate form at initial registration will be permitted to participate in such activities.

An **extended day** program is available to families. Kings Club is a licensed after school care program operated by BHK. Information for enrollment is located in the office, or you may call the Kings Club office at 337-0311 extension 4290.

Transportation To and From...Getting From Here to There

The safety of all students in the CLK School District is primary. Students typically must ride the school bus to which they are assigned. If parents need to have their child picked up or returned to an address other than their own on a regular basis, a monthly calendar must be submitted to the office. In case of an emergency when parents or guardians are not going to be home, a note must be sent requesting that a child accompany a friend to a different drop-off or ride on a different bus. Please include the name and address of the friend and bus number on your note and have your child bring it to the elementary office for a bus pass. Using our bus system for playdates or parties cannot be accommodated.

Student riders must follow the **bus rules** established by the Board of Education for the safety of all concerned. The bus driver has the authority to recommend an immediate suspension in instances of significant misconduct. Significant misconduct includes insubordination, hurting or endangering fellow passengers or their property or vandalism to the bus. Failure to obey bus safety rules may result in the loss of transportation privileges for one or more days and/or suspension from school.

Students accepting **transportation privileges** shall abide by the following:

- ❖ Obey orders from the bus driver.
- ❖ Be 5 minutes early at designated bus stops to allow for minor schedule changes. Drivers cannot wait for students who are late.
- ❖ Stay off the roadway at all times while waiting for the bus.
- ❖ ALWAYS cross in front of the bus, not in back of the bus. It's the law.
- ❖ Wait until the bus comes to a stop before attempting to enter or leave the bus. The driver will signal.
- ❖ Keep your hands and head inside the bus at all times.
- ❖ Driver has the right to assign seats.
- ❖ Help keep the bus clean. Eating and/or drinking are not permitted on the bus. No materials are to be thrown from the bus windows.

While students may converse with one another in a quiet way, no disruptive playing, fighting or loud or profane language will be permitted. 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 will 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. Parents who have concerns or questions about bus transportation should contact Lamers Transportation at transportation@clkschools.org or by calling 523-5424 ext. 1111.

Students who are *transported to and from school in private vehicles* must use the West parking lot entrance (closest door to the elementary gymnasium) for drop-off and pick-up. If it is necessary for the driver to drop-off or pick-up their child, the vehicle may not be parked along the curb and the driver must park their vehicle. The driver will then need to check in with the elementary attendance office or a staff member on the side walk and wait on the sidewalk closest to the main elementary doors for their child. If you choose to have your child meet you in your car, they are considered “walkers.” You may wait inside your vehicle along the side of the mine building toward the back of the playground. Please do not use the alley. Please communicate with your child’s teacher and/or the elementary office if your child is a “walker.”

Students in fourth and fifth grade who do not ride the bus are permitted to ride their *bicycles* to and from school. Students riding bicycles are strongly urged to wear helmets. Bicycles must be parked and locked in the bicycle racks on the side of the building nearest the elementary parking lot.

There is no *supervision* provided inside or outside the building prior to the arrival of the first bus. Students who walk to school should not arrive earlier than fifteen minutes before the entrance bell. Students are to leave the building and school property at the end of the day when the dismissal bell rings unless they are in a planned after school activity.

Students may not leave school property alone during the school day. Students will not be sent home during the school day for illness, discipline, or any other reason without being attended by a parent or other authorized adult. Any parent who comes to school to remove his/her child for any reason must sign the child out in the elementary attendance office prior to leaving.

Learning and Support...Success is our Most Important Product

Students are encouraged to recognize the importance of their time here at school and to make good use of their learning time. Limited time is spent on activities that distract or take away from instructional time. Even though we include fun and relaxed time in our program of studies, we are always conscious of time on task in our classrooms.

The *curriculum* followed at CLK Elementary is aligned with the Michigan State Standards. Curriculum guides for the core subject areas are available on our website.

CLK Elementary School provides many intervention services for students who may be experiencing difficulties in the classroom whether academic, social, or behavioral. *The Student Assistance Team (SAT)* is composed of staff members who gather relevant information about an identified student. The team meets to discuss students who are referred by their classroom teacher. Suggestions and strategies are shared with the classroom teacher to help the student. Parents are informed and asked to assist in collecting information concerning a child’s needs when the child is going to be discussed by the Student Assistance Team.

What is Title I? Title I is a federally-funded program established by the Elementary and Secondary Education Act of 1965 and reauthorized by the No Child Left Behind Act of 2001. The object of this program is to accelerate the achievement of students by providing supplemental academic support.

Who is Eligible for Title I? Students are identified for Title I services based on state and district assessment scores and other identified criteria. The services offered are in addition to universal support provided to all students. Eligible students may receive support during the school day, before or after school or in summer school. The services provided may include:

- ❖ One-on-one tutorial support
- ❖ Small group instruction
- ❖ Classroom intervention
- ❖ Take-home instructional resources

How will I know if my child is receiving Title I services? Each Title I school has an intervention team that coordinates the supplemental services provided to identify students. Intervention staff works closely with classroom teachers to identify eligible students and to determine the most effective supplemental services.

CLK Elementary is a Title I School-wide school which means all students can benefit from services. If your child is receiving additional academic support, you will be informed by the classroom teacher.

If you have additional questions about your child's participation in the Title I program, please contact the building principal.

How can I support my child's learning? Title I programs encourage families to be involved in their child's education. Research shows that academic achievement improves significantly when parents are involved in school and at home. Families are invited to be involved in the following ways:

- ❖ Attend parent/teacher/child conferences and review the Family Compact
- ❖ Assist your child with schoolwork and learning activities at home
- ❖ Participate in school and district Title I parent events
- ❖ Join your school's Title I program planning team
- ❖ Volunteer in your child's school or during school events
- ❖ Engage your child in conversations about what he/she is learning
- ❖ Communicate with your child's teacher and school staff when you have questions or concerns

We believe educational growth reflects academic learning in school and the influence of effective parenting at home. Parents and school staff working together can share information, insights, ideas, and brainstorm interventions, to ensure a successful and rewarding school experience.

School Parental Involvement Plan

In addition to the district parent involvement policy, each Title I building must jointly develop with and distribute to parents of participating children a written parent involvement plan. The plan must be updated periodically to meet the changing needs of parents and the school, and be in a format and language readily understood by parents and district personnel. If the building

already has a plan for involving all parents, that plan may be revised to meet the federal requirements.

Strategies for Involvement

CLK Elementary WILL:

- ❖ hold an annual meeting to inform parents of their school's participation in Title I, explain Title I requirements, and explain parents' right to be involved
- ❖ offer a number of meetings at various times and, if necessary, use Title I funds to provide transportation, child care, or home visits as these services relate to Title I parental involvement
- ❖ involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the school parental involvement plan and the development of the school-wide plan
- ❖ provide parents of participating children timely information about Title I programs, an interpretation of the school's annual performance report, an explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- ❖ if requested by parents, regular meetings to formulate suggestions and to participate, when appropriate, in decisions relating to the education of their children
- ❖ provide timely responses to the suggestions made by parents that have been offered in the meetings and include comments from parents of participating children who find any aspect of the school-wide plan unsatisfactory when it is submitted to the school district

Shared Responsibilities for High Student Academic Achievement

As a component of the school-level Title I parental involvement plan, each school participating in Title I must jointly develop with parents of participating children a school-parent compact. The compact will outline how parents, the entire school staff, and students will share the responsibility for improving student achievement and describe how the school and parents will build and develop a partnership to help children achieve.

The CLK Elementary school-parent compact:

- ❖ describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment
- ❖ describes how parents will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and TV viewing
- ❖ describes volunteering in their child's classroom; participating, as appropriate, in decisions relating to the education of their child; and positive use of extracurricular time
- ❖ describes opportunities for parents and teachers to communicate on an ongoing basis including, at a minimum
 1. parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed in relation to their child's achievement
 2. frequent reports to parents on the progress of their child
 3. reasonable access to staff and opportunities to volunteer, participate and observe in their child's classroom

Expanding Opportunities for Involvement

To ensure effective involvement of parents and to support a partnership with the Title I school, parents, and the community to improve student academic achievement, CLK Elementary **WILL:**

- ❖ provide assistance to participating parents with such topics as
 1. understanding Michigan Standards, the Michigan Student Test of Educational Progress (MSTEP) assessment and local assessments
 2. understanding how to monitor a child's progress
 3. knowing how to work with teachers to improve the performance of their child
- ❖ provide parents the training and materials necessary to improve their child's achievement, such as literacy training and using technology appropriately
- ❖ educate, with parental assistance, all school personnel in valuing parent contributions, communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school
- ❖ coordinate and integrate the Title I parent involvement program and activities with other existing parent involvement programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Practical Parenting Partnerships, Public Preschool Programs
- ❖ ensure that information related to school and parent programs, meetings and other activities is sent to the parents of Title I children in a format and language they can understand
- ❖ to the extent appropriate and feasible, provide parent resource centers and opportunities for parents to learn about child development and child rearing issues
- ❖ provide other reasonable support for Title I parental involvement activities as requested by parents

Additionally, CLK Elementary **may**:

- ❖ pay reasonable and necessary expenses, including transportation and childcare costs, to enable parents to participate in school-related meetings and trainings
- ❖ train parents to enhance the involvement of other parents
- ❖ provide necessary literacy training if all other available sources of funding have been exhausted
- ❖ arrange school meetings at a variety of times or other locations to maximize parental involvement and participation
- ❖ adopt and implement model parent involvement approaches
- ❖ establish a district-wide parent advisory council to advise on all Title I parent involvement matters
- ❖ develop appropriate roles for community organizations and businesses in parent involvement activities.

Title I Parents'/Guardians' "Right-To-Know" In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6), Parents' Right to Know, this is a notification from the Public Schools of CLK to every parent of a student in a Title I school that you have the right to request and to receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your child's classroom teachers shall include the following:

- ❖ If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught
- ❖ If the teacher is teaching under emergency or temporary status in which Michigan qualifications and licensing criteria are waived
- ❖ The teacher's baccalaureate degree major, graduate certification and the field of discipline
- ❖ Whether the student is provided services by paraprofessionals and, if so, their qualifications

If, at any time, your child has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified of this information by your child's school principal.

All teachers at CLK Elementary are Highly Qualified according to federal guidelines. If you have any questions or concerns, please feel free to contact your child's school principal.

The State of Michigan requires that *summative assessments* are administered to all third, fourth and fifth graders. These tests emphasize the integration of skills and knowledge in the subject areas of Reading, Writing, Math, Science and Social Studies.

Textbooks are provided to all students. Basic school supplies also are provided free of charge. During the year students may supplement these supplies with personally purchased items. Teachers are required to keep an on-going record showing the title of each book assigned, date distributed, and date returned. Unreasonable damage to textbooks, library books, math materials or other school equipment will result in fines or replacement costs.

Students in grades JK-5 participate in two *physical education* periods per week. Students are expected to wear tennis shoes and clothing that permits freedom of movement during this class. A separate pair of shoes should be worn for physical education classes to avoid taking excess dirt onto the gym floor. These shoes should have soles that do not leave black marks on the floor. Information concerning a child who has a medical condition that prevents him/her from fully participating in physical education on a regular basis should be documented by a physician, noted on the emergency and information card and brought to the principal's attention. Temporary conditions that prevent partial or full participation in physical education activities should be described in a note from a physician to the office of the principal. This note should include a description of the condition, the activities that need to be avoided and the length of time exclusion from activities should occur.

The Discovery Center Home School Partnership is a program of The Public Schools of Calumet, Laurium & Keweenaw and is available to all students residing within Copper Country Intermediate School District. All classes in the partnership, the traditional school, K12 and Upper Peninsula Virtual Academy are available to all students enrolled with The Public Schools of Calumet, Laurium & Keweenaw.

Homework given at CLK Elementary has a specific purpose related to classroom instruction and learning objectives. It is used as a learning tool that assists students to apply, enrich and extend their knowledge. All students in grades K-5 will have occasional projects to work on at home. Regardless of whether other assignments are given, all students are encouraged to read a minimum of 10-15 minutes each day, practice writing skills and review basic math facts appropriate for their grade level.

Homework Guidelines

- Grade JK:** Special projects
- Grade K:** Read-At-Home Program
- Grade 1:** Read-At-Home Program and math practice (to reinforce weekly concept: 15 minutes)
- Grade 2:** Read-At-Home Program (once or twice a week), weekly spelling list, math practice (to reinforce weekly concept: 15 minutes)

- Grade 3:** Read-At-Home Program, homework assignments, any class work not completed in school, preparation for special presentations and/or tests
- Grade 4:** Read-At-Home Program, math practice, Friday folder review including study guides, etc. and math practice
- Grade 5:** Read-At-Home Program, class work not completed in school (about 15 minutes), special assignments, home projects (e.g. home water consumption, states visited), math practice

At the end of each nine weeks, the students in grades JK-5 receive a ***Student Progress Report***. Teachers will communicate areas of concern with parents or guardians. ***Parent-Teacher conferences*** are scheduled in fall and spring. These conferences provide an opportunity to discuss a child's educational needs and to identify, in detail, the most appropriate strategies for meeting those needs. Conferences also may be requested by parents or teachers at any time of the year as the need arises. ***Promotion*** (or retention) to the next grade level is determined by the principal and appropriate staff in close communication with the parent/guardian.

Communication is the Key... We're all in this Together

We love ***volunteers*** and encourage all the help we can get! There are numerous opportunities for parents or other relatives to volunteer time and talent during the school year. You do not have to wait to be asked for your help. If you are interested in volunteering, contact your child's teacher or call the elementary office. Your commitment to our school is truly appreciated. By law, volunteers are subject to a background check.

Friday Folders/Envelopes are sent home weekly. They contain student's work, newsletters, flyers from other agencies/organizations and other items of interest. Parents are asked to review the information in the envelope, sign the front of the envelope and return it to school with the student on the next school day.

Students in grades K-5 participate in the ***Read-At-Home Program***. Your child's teacher will provide more specific directions.

The Conglomerate is a school newsletter published at least monthly. It is intended to inform parents about on-going activities, special events, program options, school procedures and additional news items. This newsletter is posted on our website, Schoology, and emailed through family access. Each teacher also communicates with the parents/guardians in his/her classroom through newsletters, emails, telephone calls, notes, etc.

Any ***parental concerns*** should first be brought to the child's classroom teacher. If the concern cannot be resolved, the parent/guardian should then discuss the concerns with the building principal (or his/her designee). To arrive at a final resolution or understanding, the principal may feel a meeting with all persons involved is appropriate. If so, a meeting will be scheduled. Each situation will be treated individually and independently of any other circumstances.

Every effort is made to keep disruptions in classroom to a minimum. ***Telephones*** in the classrooms are for staff and emergency use only. Students must ask permission before using telephones.

Family Access is a service we provide to keep you informed of your student's activities here at CLK Schools. The Family Access link on the school website makes student information available to parents. You can view student report cards, assignment grades, attendance and hot

lunch balances. Please stop by the office to fill out a Family Access form if you would like Family Access. Once your form is completed, you will receive a login and password to access your account on www.clkschools.org

Skylert is a communication system that will allow the district to send emergency and time-sensitive notifications via voice, email and text message. Once you are logged into Family Access you will need to click on the Skylert tab, which will then bring you to a page that you will be able to indicate how you would like to be contacted when a severe emergency or time-sensitive communication is sent.

Seesaw is a district wide learning management system used for communication. Information on how to access the system is sent home with students. Please contact your child's teacher or call the office if you need assistance creating or managing your Seesaw account.

Safety and Security ...Taking Care of Ourselves and Others

School personnel are required by state law to report any *actual or suspected cases of child abuse and/or neglect* to the appropriate authorities. CLK personnel make these reports to The Department of Human Services (DHS). Both the agency and the school are required by state law to make and process these reports with complete confidentiality.

The CLK Schools have a district **Crisis Team** that can be of help and support to students, parents, staff and community in times of crisis. Should an emergency or crisis occur in your family, please contact the principal's office to activate this team.

Considering the number of children and adults in our educational facilities, it has become necessary to establish uniform **safety procedures** involving both the school district and other community safety authorities to be used as guidelines in case of an emergency. Our building has a well-defined plan to cover both natural and man-made disasters. Safety plans are practiced periodically to ensure the safety of our students and staff including, fire, tornado, evacuation, and "lock-down" drills.

In **winter weather**, decisions will be made in the early morning hours (5:00 am) regarding if it is feasible for school closings and/or late starts. If school is going to close due to existing weather conditions or blocked roads, it will be announced on radio and television stations, emailed through Skyward Family Access, text message through the app "Remind," posted on our Elementary Facebook page, and posted on our website by 6:00 a.m. or shortly thereafter. Should it be necessary to close school early, an announcement will be made on radio stations WCCY 102.3 FM, WOLF 97.7 FM and WMPL 93.5 FM and the CLK school website: <http://www.clkschools.org/closing-a-delays>.

"Late Start" Schedule: In case of a late start due to the weather, the school schedule will begin 2 hours late, including bus schedules. Breakfast will be served. Classes will begin at 10:30 and the rest of the day will continue as usual.

In case of an emergency closing dismissal plans will revert to directions from parents given earlier in the year. An email will be sent in early September with a link to complete a form that will indicate any alternate dismissal plan in case of an unplanned early closure. We encourage you to share these plans with your children. The school will do everything possible to honor these preferences. However, please remember that, especially if a real emergency makes it

impossible to access phone lines, we may not be able to comply with phone requests. We strongly suggest that emergency procedures are not dependent upon phone or email communications and planned early through the form process.

The use of the *school elevator* is available to students with disabilities or those who may become injured. Students who require the use of the elevator must have permission from the elementary office.

Michigan law requires that we follow strict guidelines pertaining to students who take *medications at school*. We urge parents to administer medications at home if at all possible. If students must take medications at school, the law requires that appropriate district forms are completed by the parent/guardian and signed by a physician *before* any prescription medication is administered. Additionally, such medications must be brought to school by an adult in the original prescription container.



Over-the-counter medications (aspirin, Tylenol, cough syrups, etc.) in school must be handled the same as prescription medications unless a parent comes to school to personally give the medicine to his/her child. All medications are held in the Nurse's office and dispensed by staff according to the prescription and/or directions. When given by staff members other than the nurse, the dispensing is witnessed by one other adult and logged. Any questions related to medication should be directed to the elementary office, 337-0311 ext. 4140.

Students are asked to *dress appropriately* at all times. Clothing and/or accessories that may disrupt the educational environment are not permitted. As an indication of respect, hats are not permitted indoors. Clothing advocating drugs or alcohol, use of tobacco products or inappropriate behavior or language is not allowed. Footwear that is safe and does not harm floors must be worn at all times.

Students will not wear shirts with derogatory or inappropriate graphics, tank tops, spaghetti-strap tank tops, halters or bare midriff tops. The length of shorts or skirts must be approximately mid-thigh. If a student's attire is inappropriate, s/he will be given the option of changing the item of clothing, wearing the item inside out or requesting a family member to bring an acceptable item of clothing to school.

Students are expected to dress appropriately for outdoor play according to weather predictions. All clothing removed at school i.e. shoes, boots, coats, sweaters, sweatshirts, jackets, hats, gloves, mittens, etc. should be labeled with the child's name.

We are all Copper Kings

	Classroom	Hallway	Restroom	Playground	Lunchroom	Office	Bus
 Keep safe	-Walk -Quiet Feet -Hands and Feet to Yourself	-Walk -Stay on the right side -Single file line	-Hands to yourself -Use the restroom quickly and safely	-Things on the ground stay on the ground	-Quiet voice -Walk into the school -Walk to line up for lunch -Walk inside the lunchroom	-Quiet voice	-Quiet voice -Walk to and from the bus -Stay seated -Hands and feet to yourself and in the vehicle
 I'm responsible	-Work is complete -Pencil sharpened -Get materials ready -Ready to Learn	-Eyes forward -Hands and feet to yourself	-Throw trash away -Wash hands -Keep water and soap in the sink -Report problems to an adult	-Dress for the weather -Return equipment -Line up safely and quickly when the whistle blows	-Take only what you need -Clean up after yourself -Find your seat -Stay seated -Raise your hand	-Have a purpose	-Give bus driver any notes -Get off at your stop -Take all of your property with you
 Never give up	-Ask for help -Try again -Do your best	-Stay in line -Be patient	-Wait your turn	-Take turns -Play fair	-Wait patiently -Stay in your place	-Wait patiently	-Wait in line. -Be patient
 Good manners	-Clean up after yourself -Share -Be polite	-Quiet Voice -Be Polite -Walk around people	-Quiet Voice -Be Polite	-Kind words -Include everyone	-Chew with mouth closed -Say "Please" and "thank you"	-Always tell the truth -Use kind words	-Say "Good Morning" -Say "Thank You" -Share your seat
 Show respect	-Quiet Voices -Be Polite -Listen and follow directions	-Respect school and personal property	-Privacy -Flush	-Listen to adults -Show good sportsmanship	-Eat your own food -Hands and feet to yourself	-Listen to adults	-Listen and follow adult directions

Proper Conduct...Rights and Responsibilities

We are all responsible for safeguarding the *rights of students and staff* who are focusing on teaching and learning. Proper conduct in a school includes using self-control so as not to interrupt the educational process, showing and maintaining respect for adult authority and developing well-mannered habits and attitudes. The process of gaining self-discipline relies on the experience of taking responsibility for mistakes and learning from errors in judgment and poor choices. When mistakes or poor choices occur, consequences are related to the behavior, respectful of the individual's dignity and reasonable in terms of severity.

The goal of the **Bully Free Schools Program** is to enhance positive school climate that promotes healthy relationships. Bullies receive consistently enforced consequences. Targets receive support to deal with the issues associated with bullying. Bystanders receive education to assist them in resisting and reporting bullying behavior.

When **Negative Behaviors** occur, they are handled by staff with an immediate re-direction whenever possible.

- ❖ Repeated minor misbehaviors may result in missed recess and the student to reflect on their behavior.
- ❖ Multiple minor misbehaviors may result in a major referral to the office, contact by classroom teacher with parent/guardian and contact with the student by the principal
- ❖ If the student continues with misbehaving, the student may be assigned major consequences, contact with parent/guardian by principal, and a collaborative behavior plan may be necessary to develop with the help of the Copper Country Intermediate School District.

Major offenses such as threatening language, swearing directed toward another person, fighting, (punching, kicking), defiance, harassment/bullying (on-going behavior), leaving school property without permission, lying/cheating will be managed by a building principal on an individual basis.

Playground Expectations follow the “KINGS” motto: (K-Keep Safe, I-I’m Responsible, N-Never Give Up, G-Good Manners, S-Show Respect) specifically, all students are asked to

- follow KINGS expectations
- stay within playground boundaries (stay off mine collar)
- follow directions of any/all adults

MiBLSi (Michigan’s Integrated Behavior & Learning Support Initiative) CLK Elementary participates in MiBLSi. MiBLSi is a school improvement model consistent with Michigan’s School Improvement Framework developed from the scientific research based on applied Behavior Analysis. MiBLSi supports school-wide implementation of positive behavior supports and reading interventions. Staff uses this data driven, problem-solving process in helping all students to become better readers and to develop appropriate social skills.

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 CLK Elementary School to insure a harassment free environment 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.

It is the policy of the Board of Education and the practice of CLK Elementary School to maintain an *alcohol, tobacco and drug-free workplace* for students and employees. The unlawful manufacture, attempt to sell, distribution or possession of 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.

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 or at a school event not only makes the student subject to legal penalties, but also will result in suspension or expulsion from school.

The administration determines when a child's behavior merits *suspension* from attending classes within the school. Each situation is treated as an individual case. In all cases, parents are notified. In all cases of suspension district wide, school administration will take into consideration 7 factors. 1) Student's age 2) Student's disciplinary history 3) Seriousness of offense 4) Whether student has disability 5) Whether violation threatened health/safety 6) Whether to use restorative practices 7) Whether lesser intervention 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. Cases for expulsion are referred to the Superintendent and the same 7 factors are considered.

In-School Quiet room is an option for removal from classes. If a child is removed from class, they will be supervised in another location by a teacher for a predetermined amount of time which is communicated to parents as soon as possible. Students in this room will work on class assignments. They eat their lunch in this room and are accompanied to the bathroom by a supervisor.

A teacher may remove a student from a class, subject or activity when the student's behavior is so unruly, disruptive or abusive that it 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.

State law requires that a student be ***expelled from school permanently*** if he/she brings a dangerous weapon onto or has in his/her possession on school property or at a school related activity. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over 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. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student also shall be subject to the same disciplinary action. Students are required to report knowledge of dangerous weapons or threats of violence to a school staff member. Failure to report such knowledge will subject the student to severe disciplinary action.

The following procedural guidelines will govern the ***expulsion process***:

- ❖ 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.

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.

Important Odds and Ends

The Board of Education maintains *ownership of all desks and lockers* throughout the district and has authorized school officials to enter student desks and/or lockers at any time and without prior notification to the student. 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 in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. In order to assure that the locker system functions smoothly from the start, the following *locker procedures* 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.

Students may bring treats to *celebrate their birthdays* with their classmates. These treats are distributed to the class at a time determined appropriate by the classroom teacher. Should parents or other relatives elect to have flowers, balloons, or other items delivered to school for a child, those items will be held in the elementary office until the end of the day. To avoid creating a disruption to instruction, they will not be delivered to the classroom. Balloons may not be taken on the bus.

If you are holding *a party for your child* and do not choose to invite all of the children in his/her room, please be respectful of all students' feelings and do not distribute the invitations at school. If you are inviting the entire class or all the girls or all the boys, the invitations may be distributed in the classroom. If you wish to invite only a limited number of children, please mail or telephone your invitations.

We do not promote any product or business over any other in our community. However, we do not discourage families from collecting various *Box Tops for Education, Econo Foods Receipts, empty ink cartridges and Our Family labels* that, by collecting large quantities, qualify the school to receive funding from selected companies or programs. These items can be brought to the elementary office where they are collected and counted by volunteers.

During the month of May, grade level teachers meet to discuss and create *balanced classes for the following year*. Many factors are considered throughout this process. Teacher input is then shared with the building principal who has the responsibility for making the final classroom

assignments. Parents should contact the building principal **on or before May 1st in writing**, if they do not want their child to be in a particular classroom. A form is available in the office for this purpose. This information is confidential and will go directly to the Principal and will not be shared with staff. Requests for specific classroom teachers will not be honored.

Often parents wish to **donate items or money** to teachers or to the whole school to help with instructional programs and expenses. Please check with your child's classroom teacher or the office for ideas or suggestions. We appreciate your support.

Providing **books for our library** is an on-going need and one that offers a unique opportunity for families to commemorate special events, their children, teachers and others worthy of a special recognition. The librarian maintains selected books that are available for parents or children to select for a donation of \$12. When selected, a bookplate is placed in the cover of the book indicating for whom or for what occasion the book was donated. This program offers an excellent way to honor birthdays, anniversaries, births, family members or pets and other special occasions.

Every effort is made to avoid **classroom interruptions**. If your child forgets his/her lunch, homework or another item, please bring it to the office and we will get it to the child in a timely manner. If you need to send a message to your child, please call the office before 2:00 p.m. Messages are delivered to the child's classroom before the end of the school day.

Lost and Found items are located in the elementary commons (lunchroom). Students are responsible for the care of their own property as well as the school property assigned to them. Under no condition should money or any article of value be left anywhere in the building. The school will not assume the responsibility for stolen or lost articles. Unclaimed items are donated to charity.

A professional photographer takes **individual student pictures** in the fall. Parents are given the opportunity to purchase picture packages at reasonable prices.

In general, children are discouraged from bringing **toys from home to school**. Balls, jump ropes, or other outdoor play items to be used on the playground during recess may be brought from home if they do not create a problem on the playground, bus, or other school environment. Items must be clearly labeled with child's name. The school is not responsible for lost or damaged articles. Children should not bring toys for classroom use unless requested and approved by the classroom teacher. Electronic toys such as tablets, iPods, phones, etc. are not approved for indoor or outdoor use.

Trauma Informed School and District 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 proven 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.

Students are discouraged from **bringing valuables to school including phones**. Although lockers are provided, they are not locked. A student desk does not provide a secure location for

valuables. If it is necessary to bring money to school, it should be kept in the student's pocket or given to the teacher if it is for a school-related purchase.

We welcome *visitors to CLK Elementary School*. We require ALL visitors to sign in at the elementary office. We also request that:

- ❖ Classroom routines are not disrupted.
- ❖ Conversations with teachers take place outside instructional time.
- ❖ Siblings and other children not accompany visitors during the school day.
- ❖ Classroom observations take place in a manner that does not disturb the educational environment. Parents are asked to set up an appointment in the principal's office before a classroom observation can take place.

In order to avoid distractions and disruptions to classroom instruction, friends (or relatives) of our students who may be visiting the area may not attend classes with a CLK student.

PUBLIC SCHOOLS OF CALUMET, LAURIUM AND KEWEENAW DISTRICT POLICIES AND PROCEDURES

The primary function of the public schools is to provide all students an equal educational opportunity. All students should be provided full encouragement and support in selecting courses and activities on the basis of student interest, values and abilities. Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan.

Parents have the right to know how their child is progressing in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing them of suggestions or concerns that may help their child better accomplish his/her educational goals.

It is recognized that the school is an academic community composed of all students, teachers, administrators, parents and the community at large. The rules and regulations of the school are the laws of that community. All those enjoying the right of citizenship in the school community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of other members of that community. What follows is a delineation of the rights and corresponding responsibilities designed to instruct and protect all members of the educational community in the conduct of their daily activity within that community.

Public Schools of CLK Acceptable Use Policy for Electronic Resources iCLK Learning Initiative

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 CLK's 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 a way 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, neither expressed nor 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.

~iCLK: Innovate, Create, Learn, Know – A CLK School District Learning Initiative

Directory Information

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

The major components of the educational program at CLK are designed to prepare students to become responsible workers and citizens. While it does not appear as a subject, discipline underlies our entire educational structure. It is the training that develops character, orderliness and efficiency. It is the key to proper conduct and consideration for other people. It encourages individuals to develop within a framework of integrity, responsibility and accountability.

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.
- ❖ ***Cell Phones and Electronic Communication Devices:*** The unauthorized use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited.
- ❖ ***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.
- ❖ ***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. The Western Upper Peninsula Substance Abuse Services Coordinating Agency is under contract to provide alcohol, tobacco, and other drug abuse (ATODA) services to area school districts. The District recognizes this service and will refer students for assessment when it is appropriate to do so.
- ❖ ***Electronic equipment/ camera cell phones/cell phones:*** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV’s, electronic toys, pagers, laser pens, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited. If a student is found transmitting images or messages during testing, s/he will fail the exam and face disciplinary

action. Cell phones are to be turned off and kept out of sight during periods of instruction (school hours). The unauthorized use of audio or video recording capacity of any cell phone, electronic communication device or storage device is prohibited.

❖ **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 threat, 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.

❖ **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 given 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:** 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.

❖ **Bullying:** 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.

❖ **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.

❖ **Physically assaulting a staff member/student/person associated with the District:** 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.

❖ **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.

❖ **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 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 to 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 use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. 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.

❖ **Verbally threatening a staff member/student/person associated with the District:** Verbal assault 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 assault. Verbal assault 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.

❖ **Violation of individual school/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

Evacuations, Lock Downs 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.

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; 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 a building administrator to inquire about evaluation procedures and programs.

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 building administrator and/or school social worker to inquire about evaluation procedures and programs.

Lockers

The Board of Education maintains ownership of all lockers throughout the district and has authorized school officials to enter student lockers at any time and without prior notification to the student if there is reasonable suspicion that contraband may be present in the locker.

Lunch Policy

Our District's cafeteria meal plan is operated using a computerized cashiering and counting system whereby each student is identified by a unique bar code. 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.

School 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 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, 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.

Suspected Child Abuse or Neglect

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

Title IX and VI

Notice of Nondiscrimination Policy

It is the policy of the Public Schools of Calumet-Laurium-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:

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

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 extracurricular 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 Chris Davidson, the local Title IX Coordinator, 337-0311 ext. 4102. Inquiries concerning the nondiscrimination 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 Civil Rights Act of 1964, (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 Chris Davidson, the Local Civil Rights Coordinator at the following address:

Public Schools of Calumet, Laurium & Keweenaw
Calumet, MI 49913
(906) 337 0311 ext. 4102

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 complaint, 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.

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.

Wellness Policy

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. Moreover, 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. With regard to nutrition education, the District shall:

- ❖ 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. With regard to physical activity, the District shall:

1. 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.

2. Physical Activity

- ❖ 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 child's daily life.

C. With regard to other school-based activities the District shall:

- ❖ 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. With regard to nutrition promotion, the District shall:

- ❖ 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:

A. 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.

B. 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.

C. 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.

D. 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 fund raisers, 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, 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, is 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 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.

COVID-19 Information for CLK Elementary Parents

CLK Elementary Handbook Addendum
2020-2021

Dear CLK Elementary Families,

Below is a list of changes that we are making in the elementary school in preparation for the upcoming school year. Please keep these details in mind when making a final decision for your child's learning options.

Before School

- Parents are requested to begin the day with a health screening of their child(ren) for illness at home. They are requested to keep their child(ren) home if they are showing signs of illness. The home health screening guidance provided by the Western U.P. Health Department is below.
- Guidelines set by our local health department with regard to a student/staff or household member confirmed or symptomatic pending results or close contact will be followed.
 - Link: [COVID-19 RETURN TO SCHOOL TOOLKIT](#)

SCREENING GUIDANCE FROM THE WESTERN U.P. HEALTH DEPARTMENT

Keep this as a screening guide that should be conducted prior to the start of school each day.

When a Student Should Stay Home and/or Will Be Sent Home

Students should not go to school or any school activities or sports if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. The complete list OF symptoms are listed on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The CDC recommends a shorter list be used for screening students to unnecessary exclusions of students who do not have COVID-19.

1. Symptom Screen: Students with any of the following symptoms should be excluded from school:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

2. Evaluation for COVID-19 Exposure Risks: To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel history

If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student will be instructed to call their health care provider, or if they do not have

a health care provider, to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19.

For Students that Have Symptoms of COVID-19 AND have NONE of the High Risk Exposures:

- Keep out of school until they have met the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)
 - Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
 - Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
 - Cough/Shortness of breath: improvement
 - Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
 - Severe headache: improvement

For Students that Have Symptoms of COVID-19 AND have ANY of the High Risk Exposures:

If the findings from the health care provider and testing find:

Child has symptoms of COVID-19 and tests positive for COVID-19 with a nasal/throat swab*:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms
- There is no need to get a “negative test” or a doctor’s note to clear the child or staff to return to school if they meet these criteria

*If they have symptoms, they must stay out of school until test results are available

Child has symptoms of COVID-19 and no testing for COVID-19 was done:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms.

Child has symptoms of COVID-19 and tests negative for COVID-19*:

- If they were exposed to COVID-19 within the past 14 days (i.e., a close contact to a case of COVID): They must complete their full 14-day quarantine.
- Otherwise, they may return based on the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)

*If they have symptoms, they must stay out of school until test results are available

Busing

- All students should use hand sanitizer and need to wear facial coverings while on the bus.
- The bus driver will be assigning seats to students on each bus route. All students are expected to remain in their assigned seat for the duration of each bus route.

Students at School

- Students that exhibit COVID-19 symptoms while at school will report to a quarantine room and parents will be called. The student will be escorted to the quarantine room which will be in the interconnect.
- Students should arrive at school between 8 a.m. and 8:15 a.m. The building will open to students on earlier busses. Students will be allowed in the building prior to that time and should wait in the elementary cafeteria where tables will be marked for social distancing by grade level cohorts. Please contact the elementary school office if you have any questions or concerns.

Breakfast

- Students will eat breakfast in the cafeteria if needed. After breakfast or if they do not eat breakfast, students will be placed into grade level cohorts as the following in the morning: Commons upstairs: 5th grade; Commons downstairs: 4th grade; Elementary Gymnasium: 2nd grade on one side and 3rd grade on the other with the curtain down and bleachers pulled out to allow for additional seating; Playground split in half for JK/Kindergarten on one side and First grade on the other. We will discuss a possible rotation of locations.

Lunch

- Grade Level Lunch: Classrooms will be assigned to a staggered dismissal to utilize sinks for proper hand washing and limit students in the hallway waiting to be served lunch. One grade level will eat in the cafeteria at one time. Students will sit in cohorts according to their classroom. Students will wash hands in their classroom and then eat lunch. Students will then be dismissed to recess after their 20 min lunch and 5 minute transition time. Students will then have a 20 minute recess. All teachers from each grade level will meet their class at the recess doors to walk them to their classroom. Students will wash hands either in the bathroom or classroom prior to beginning instruction. Junior Kings will be eating lunch in the Atelier room as a family style lunch. All tables will be labeled according to classroom and grade level cohorts.
- Masks are not required during lunch time.

Recess

- Recesses will be cohorted by grade level. Students will be assigned doors to exit and enter. Teachers will walk their students to and from recess.
- Masks are not required during recess time.

Classroom

- Class sizes should naturally be reduced due to students opting for virtual or other forms of instruction.

- Students will be spaced out in the classroom as much as possible. Classes will be held outside as much as possible/weather permitting.
- The use of shared materials will be limited. Students should be reminded to wash hands (preferred) or use hand sanitizer after using shared materials. Students will be assigned to have their own classroom materials that include (pencils, coloring supplies, glue stick, etc.).
- Hand sanitizer will be available throughout the building.
- EPA approved disinfectants will be used to sanitize frequently touched surfaces. A janitorial staff member will be cleaning frequently touched surfaces throughout the day.
- Classroom desks will be disinfected between classes and transitions.
- Students will be requested to help clean up materials as always and wash hands after they are done using them.

Seesaw

- Teachers will continue to use Seesaw to communicate with parents. Teachers will also be using Seesaw to supplement instruction within the classroom and to provide instruction if distance learning is needed.
- All students are expected to complete Seesaw activities from home when necessary and appropriate. If students need to be home for an extended period of time, Seesaw will give each student an opportunity to complete their assignments from home.

Field Trips

- Field trips are canceled. Walking field trips and presentations outside are allowed.

Hallways

- Students should maintain social distancing as much as possible. Shared spaces such as the hallways, cafeteria, and activity areas will be marked for social distancing and line spacing. Students will be cohorted by grade level and by class as much as possible.
- Signs reminding students to socially distance and wash hands will be added throughout the district.
- Hallways will be labeled as one way direction.
- Students will be spaced out as much as possible at lockers and when they need to dress into their outdoor clothing.
- Drinking fountains will be turned off, but the bottle fill stations will still be available.

School Dismissal

- Students will be asked to leave the building by 3:30p.m. unless they have a late bus to catch, or a member of Kings Club, or are participating in another after school program. In that case, students will wait in the cafeteria cohorted by bus spread out on both sides of the cafeteria. Students waiting to be picked up will be in the elementary library. Parents picking up their children will need to park their cars in the parking lot and approach the main elementary entrance to inform a staff member of who they are picking up. Staff will communicate when bus routes and parents are ready to pick up students.
- Kings Club currently will continue to be offered after school.
 - Information regarding Kings Club will be released as soon as possible. A start date of Kings Club has not been set as of August 20, 2020.

Face Coverings

- All staff and all students in grades preK-12 when on a school bus.
- All staff and all students in grades preK-12 when in door hallways and common areas.
- All staff when in classrooms.
- All students in grades 2-12 when in classrooms.
- All students in Junior Kings, K, and first grade will wear face coverings in hallways and common areas.
 - Junior Kings - first grade students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students.
- Face coverings for all students will not be required when eating, outside, or socially distanced.

Volunteers/Visitors/Parents

- Volunteers are restricted to entering the building at this time.
- All visitors and parents will need to check in with the elementary attendance office located at the main elementary doors.
 - Access to the building for visitors and parents will be on a case by case basis.
 - All visitors and parents entering the building will be required to wear a face covering.

Miscellaneous

- All birthday treats will need to be prepackaged. We will not be able to serve homemade treats.
- Any items needing to be dropped off, please drop them off with Sally Koppna in the elementary attendance office located at the main elementary doors.

Please contact the elementary office if you have any questions at 337-0311 option 1 or email Matthew Hampton or Julie Giachino. This is a working document and will be updated and posted on our website as needed.

Sincerely,

Matthew Hampton
CLK Elementary Principal
mhampton@clkschools.org

Julie Giachino
CLK Elementary Assistant Elementary Principal
jugiachino@clkschools.org