

CALUMET HIGH SCHOOL
STUDENT/PARENT
HANDBOOK



**PUBLIC SCHOOLS OF CALUMET, LAURIUM AND
KEWEENAW**

2019-2020

Table of Contents

CALUMET HIGH SCHOOL MISSION STATEMENT	4
BOARD OF EDUCATION	5
ADMINISTRATION	5
STAFF	6
BELL SCHEDULES	8
STUDENT RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS	9
Student Rights	9
Student Responsibilities	9
Student Expectations	9
Appearance and Dress	9
Care of Property	10
Closed Campus	11
Drug-Free Workplace	11
Electronic Devices	11
Eye Protective Devices	11
Harassment	11
Locker Use	12
Locker Locations	12
Weapons	12
GUIDELINES AND PROCEDURES	13
ACADEMICS	13
Assessment	13
COURSE OFFERINGS	14
Dual Enrollment	15
Grades	15
High School Graduation Requirements and Scheduling	16
Final Exams	16
Honor Roll	17
One to one computing device	17
Personal Curriculum	17
Progress Reports	17
Promotion and Placement	17
ATTENDANCE	18
Attendance Procedure	18
Excused Absences	18
Excused Absence Recovery	19
Exempt Absences	19
Tardies	19

Absence Appeals Procedure	19
Unexcused Absences	20
Unexcused Absences in Study Hall	20
The Mechanics of the Attendance Policy	20
CLOSINGS AND DELAYS	20
COMMUNICATION	20
Announcements and Bulletins	20
Family Access	21
Schoology Parent Access	21
DIRECTORY INFORMATION	21
DISCIPLINE	22
DRIVER EDUCATION	22
DRIVING TO SCHOOL	22
EARLY COLLEGE PROGRAM	23
EVACUATIONS, LOCKDOWNS, AND TORNADO DRILLS	24
GUIDANCE COUNSELING	24
HOMEBOUND INSTRUCTION	24
INDIVIDUALS WITH DISABILITIES	24
LIBRARY	25
LIMITED ENGLISH PROFICIENCY	25
LOCKERS	25
LUNCH	25
NONDISCRIMINATION POLICY	25
Title VI	25
Title IX	26
Grievance and/or Complaint Procedure	26
PARENT INVOLVEMENT	27
PARENT VISITS	27
RECORDS	28
STUDENT ACTIVITIES	28
After-School Activities	28
Athletics	28
Attendance following Sporting Events	29
Participation	29
Respect for Officials	29
Organizations	29
Student Senate	29
STUDENT HARASSMENT	29
STUDENT HEALTH	30
Accidents	30
Health and Medical Limitations	30
Immunizations	30
Injury and Illness	31

Medications	31
School Nurse	31
Concussion Awareness	31
STUDY HALL	31
SUSPECTED CHILD ABUSE OR NEGLECT	32
TECHNOLOGY	32
G Suite for Education account	32
Acceptable Use Policy	32
TRANSPORTATION	35
Responsibility of Parents Regarding Bussing	36
TRAUMA INFORMED SCHOOL AND THERAPY DOG	36
VISITORS	36
WELLNESS	37
WORK PERMITS	40

CALUMET HIGH SCHOOL MISSION STATEMENT

The mission of the Calumet High School is to educate all students in a supportive, challenging and disciplined environment to become lifelong learners whose performance is a credit to themselves and society.

Calumet High School Seal



The Crown: Calumet High School was founded at a time when this area led the world in copper production. “King Copper” was the term in common usage in the area at that time. Despite the drastically reduced position of Calumet among world copper producers, the name has remained and as our athletic teams have developed they, too, have become *Copper Kings*.

Truth and Light: These are two qualities represent our school. Light refers to the intellectual enlightenment that develops through hard work and dedication and truth represents the basis on which we function.

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

The first class graduated from Calumet High School in 1884.

School Song

(Tune: Notre Dame Victory March)

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

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

Rah Rah Rah (repeat)

BOARD OF EDUCATION

Phyllis M. Locatelli.....President
Dr. Michael W. Luoma.....Vice President
Melanie J. Parker.....Secretary
Daniel J. Zubierna.....Treasurer
James L. Vertin.....Trustee
Jason P. Wickstrom.....Trustee
Larry C. Kristapovich.....Trustee

ADMINISTRATION

Phone: 337-0311

Christopher M. Davidson	Superintendent	Ext.1218
Jennifer A. Peters	High School Principal	Ext. 2201
Sean D. Jacques	HS AP/Athletic Director	Ext. 2202
Dan LaVergne	Bldg & Maint. Supervisor	Ext. 1116
Jerry LaBelle		
Carol Janckila	Food Service Director	Ext.1171

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Woods, Chris	Mathematics	cwoods@clkschools.org	2335

BELL SCHEDULES

Regular Schedule

Warning Bell	8:00
1 st Period	8:05 – 8:59
2 nd Period	9:04 – 9:58
3 rd Period	10:03 – 10:57
Lunch 4B	10:57 – 11:28
4 th Period A	11:02 – 11:57
4 th Period B	11:33 – 12:28
Lunch 4A	11:57 – 12:28
5 th Period	12:33 – 1:28
6 th Period	1:33 – 2:28
7 th Period	2:33 – 3:28

Delayed Start Schedule

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

Early Release Schedule

Warning Bell	8:00
1 st Period	8:05 – 8:46
2 nd Period	8:51 – 9:32
3 rd Period	9:37 – 10:18
5th Period	10:23 – 11:04
4B Lunch	11:04 – 11:35
4A Period	11:09 – 11:50
4B Period	11:40 – 12:21
4A Lunch	11:50 – 12:21
6 th Period	12:26 – 1:08
7 th Period	1:13 – 1:55
Professional Development	2:00 – 3:28

Half Day Schedule

Warning Bell	8:00
First Period/Fifth Period	8:05 - 8:56
Second Period/Sixth Period	9:01 - 9:50
Third Period/Seventh Period	9:55 – 10:45
Fourth Period A	10:50 - 11:25
Lunch B	10:45 - 11:15
Fourth Period B	11:20 - 12:00
Lunch A	11:25-12:00
Dismissal	12:00

STUDENT RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS

Student Rights

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

Student Responsibilities

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

Student Expectations

Appearance and Dress

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

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

- Undergarments should not be showing. Clothing should not be sheer enough to reveal undergarments
- Clothing needs to cover entire shoulder; tank tops and narrow strapped shirts are not acceptable school clothing. No bare backs or bare midriffs are allowed. Low cut shirts are not acceptable.
- Gang colors, insignia, symbols, bandanas, etc. are not permitted
- Wallet chains, pocket chains and jewelry with spikes are inappropriate and should be left at home
- Hats, sunglasses and jackets are not to be worn inside school buildings
- Shoes must be worn at all times. Shoes with wheels on runners are not allowed
- Skirts and shorts must be at least fingertip length and should be appropriate for school
- Clothing which is ripped or has holes is not acceptable school clothing
- Clothing that promotes any product or service not permitted to minors by law (drugs, alcohol, tobacco, sex, weapons, etc.) or is obscene, libelous, indecent or vulgar is not permitted

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

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

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

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

Care of Property

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

Closed Campus

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

Drug-Free Workplace

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

Electronic Devices

Cell phones, cameras, personal radios, CD/DVD players, MP3 players, iPods, televisions and electronic games are disruptive to the educational environment. If any of these items are used during instructional time they will be confiscated. Additional offenses will result in confiscation, disciplinary action against the possessor and parent/guardian notification to retrieve the item. School issued student devices are allowed within this policy as long as they are used for their intended purpose within the rules set forth in any agreement or pledge document

Eye Protective Devices

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

Harassment

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

invade another person's privacy and not to make derogatory or sexual comments or innuendoes to anyone at any time.

Locker Use

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

Locker Locations

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

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

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

Weapons

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

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

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

GUIDELINES 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.

During the course of the year there may be situations that arise that are not specifically covered in this handbook. In these cases, the administration will use its best judgment in carrying out the Board of Education policies, resolving conflicts and answering questions. These guidelines apply anytime a student is on school property or attending a school function. The administration and staff of the high school are committed to the principle of fair and equal treatment of all students within the school as well as uniform and equal enforcement of all school policies. In the event an individual feels we are not fulfilling our commitment, he/she is encouraged to communicate this view to the principal.

ACADEMICS

Assessment

Group tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom assessments will be used to determine student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by demonstrating mastery of the subject matter as determined by an assessment used in lieu of participating in the course.

COURSE OFFERINGS

English:

English 1 (9)
English 2 (10)
English 3 (11)
English 4 (12)

Mathematics:

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

Science:

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

Social Studies:

World Geography/History 1* (10)
Civics* (10)
American History/Geography (11)
World Geography/History 2* (12)
Economics* (12)
Local History* (10-12)

Physical Education/Health:

Health/Physical Education (9)
Health* (9-12)
Personal Fitness^ (10-12)
Adv. Physical Education^ (10-12)

World Language:

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

Army Junior ROTC:

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

Business and Finance:

Personal Finance* (11-12)
Accounting (9-12)
Advanced Accounting (10-12)
Business Development^ (9-12)
BST Work Study (12)

Applied Arts:

Intro to CAD* (9-12)
CAD 2* (9-12)
Precision Trades (10-12)
F.S.E Explorations* (9-12)
Intro Weld & Metal Fab* (9-10)
Welding & Metal Fab 2^ (9-12)
CTE Weld & Metal Fab (10-12)
Intro to Woods* (9-10)
Woodworking 2^ (9-12)
Carpentry^ (11-12)
Welding and Metal Arts* (9-12)

Other:

Careers^
Peer 2 Peer Mentoring^

Fine Arts:

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

Computer Science and Technology:

Computer Technology* (9-12)
AP Comp Sci. Principles (9-12)
Digital Publishing (9-12)

Early College- GCC: (All 11-12)

College Algebra – MTH 110*
Trigonometry – MTH 107*
Calculus – MTH 150*
Calculus – MTH 151*
English Comp 1 – ENG 101*
English Comp 2 – ENG 102*
Public Speaking – SPE 101*
Modern Literature – ENG 212*
American Economy – ECO 101*
General Psychology – PSY 101*

CCISD Career and Tech Ed: (All 11-12)

Automotive Technology
Health Careers
Nurse's Aide
Culinary Arts
Early Childhood
Construction Trades
Computer Networking & Cybersecurity

***SEMESTER LONG CLASS**

^SEMESTER OR FULL YEAR OPTION

Dual Enrollment

According to Section 21b of the State School Aid Act, a school district is responsible for paying the lesser amount of actual tuition fees or an amount based on a state approved formula for 11th and 12th grade students attending Michigan degree-granting, postsecondary institutions when certain conditions are met. Families are responsible for paying any remaining balance of tuition and fees associated with a student dual enrollment. These conditions include participation in all portions of the MME and enrollment in at least one high school course. Only certain courses are eligible under this program and must be a minimum of 3 credits to be counted. Grades earned outside of Calumet High School will count for credit towards graduation, but will not count on the student's grade point average. For further information concerning dual enrollment please contact the Counseling Office at CHS.

Grades

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

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

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

High School Graduation Requirements and Scheduling

Students select their courses in spring. Requests for classes must be consistent with graduation requirements unless student has prior written approval from the Principal for deviation from the requirements. All students are required to take four academic classes each semester.

To graduate from Calumet High School students are required to take the following classes and earn a minimum of 21.5 credits:

1 credits = 1 full year class

0.5 credits = 1 semester class

English/Language Arts: 4 credits

Mathematics: 4 credits (Algebra I, Geometry, Algebra II and a math-related course during 4th year of high school)

Science: 3 credits (including Biology and Chemistry or Physics)

Social Studies: 3 credits (including U.S. History/Geography, World History/Geography, 0.5 Economics and 0.5 Civics)

Computers: 0.5 credits

Health /Physical Education: 1 credit or 0.5 credits in Health AND three years of JROTC or three years of Marching Band or three years of participation on a CHS athletic team

Visual, Performing or Applied Arts: 1 credit

Personal Finance: 0.5 credit

World Languages: 2 credits or 1 credit AND 1 additional VPAA

Online Learning Experience

Senior culminating project

All students are required to take the Michigan Merit Exam during their junior year.

Final Exams

All students are required to take final examinations in all classes at the end of each semester. A student who fails to take a final examination in a class is to receive a failing grade for the final examination as well as a failing grade for the course. Any student found cheating on a final examination will receive a failing grade for the examination as well as a failing grade for the course. Seniors who are in good standing and candidates for graduation are typically excused from second semester exams. Any teacher may require seniors to take the final examination for a particular course. Seniors not in good standing will be required to take the final examination.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is determined at the end of each marking period. The “A” Honor Roll includes only those students who have earned an “A” in each and every subject. No grade below an “A” is acceptable. (“A-“is not included). For the “B” Honor Roll, an average grade of B must be achieved with no grade less than a C-.

One to one computing device

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

Personal Curriculum

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

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

The personal curriculum (PC), requested by the parent, legal guardian, or emancipated student, allows the board of a school district or public school academy to award a high school diploma providing the student completes the PC, including as many of the content expectations of the MMC as practicable.

Progress Reports

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

Promotion and Placement

Each student is expected to move forward in a continuous pattern of achievement and growth that is in line with his/her own development. A high school student’s progress toward graduation and receiving a diploma is determined by completing required coursework and earning the

necessary credits. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office.

ATTENDANCE

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

Attendance Procedure

Parents are requested to call the school when their child will be absent. If a student is not in attendance and the school has not been contacted, the school will make an attempt to reach the parent/guardian. Please be certain that day and evening as well as emergency contact phone number(s) are available to the school. Parents have two school days to excuse their son/daughter's absence from school. They may call the CHS attendance line or send a note stating the precise days or periods of a day that the student was absent and the reason for the absence. The attendance office has a 24-hour phone service. The attendance office phone number is **337-6280**. This is a message line only. If you wish to speak to school personnel, please call 337-0311 ext. 2209.

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

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

Excused Absences

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

- Personal illness
- Illness of an immediate family member
- Funeral leave
- Medical or dental appointments
- Court proceedings
- Awaiting disposition of student discipline policy
- Out-of-school suspension
- Emergency child-care situations
- Religious holiday observance
- Post-secondary school visits

- Family vacation* (Families are encouraged to use school vacation time for travel; however, it is understood that there are circumstances when this is not possible)

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

Excused Absence Recovery

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

Exempt Absences

Exempt absences will be granted for school-related activities (such as sporting events, field trips, etc.). Exempt absences for school related activities are not counted as part of the five allowed excused absences. However, students must take the initiative to obtain assignments that will be given during the exempt absence and, to avoid having the assignment considered late, students must turn in due assignments on the regular class schedule.

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

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

Tardies

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

Absence Appeals Procedure

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

Unexcused Absences

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

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

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

Unexcused Absences in Study Hall

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

The Mechanics of the Attendance Policy

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

CLOSINGS AND DELAYS

Winter weather in the Copper Country may create hazardous driving conditions. On such days, a decision must be made during the early morning hours (5:00 a.m.) in relation to "if it is feasible to operate school on that particular day or to have a late start." If the schools in the Copper Country are going to close because of existing weather conditions or blocked roads, it will be announced on the radio at 6:00 a.m. or shortly thereafter and posted on the school website. This announcement will be made periodically throughout the morning. Should it become necessary to close school early, an announcement will be made on radio stations and posted on the school website. During winter storms or other emergencies, the same local radio stations are contacted with information regarding closing of school.

At times we may have a delayed start of school. The radio station announcement will indicate there will be a delay to the start of school and it will be posted on the school website. The regular school day will be delayed by two hours whenever it is feasible and responsible. This delay will necessitate a number of changes and/or adjustments in the remainder of the school day and related programs. To provide for these, special procedures will impact food service, CTE and some in-house educational programs. **Students participating in CTE classes through the CCISD will not attend these programs on late start days.** They are to report to study hall for these class periods. In-house classes will be arranged so that all classes will meet but will be shortened. The school day will end at the usual time in the afternoon.

COMMUNICATION

Announcements and Bulletins

Each morning, general information for the day, specific instructions from the office, all club meeting notices, athletic and social events are announced over the P.A. system or school

television. Pupils must have notices approved by their advisor and in the office on the day prior to reading the notice.

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

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

Family Access

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

Schoology Parent Access

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

DIRECTORY INFORMATION

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 CHS Discipline Handbook contains all information related to discipline and can be found on the school website under family resources.

DRIVER EDUCATION

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

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

DRIVING TO SCHOOL

Students must register their vehicle prior to parking on school premises

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

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

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

Parking Violation Fines

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

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

EARLY COLLEGE PROGRAM

The Public Schools of Calumet, Laurium & Keweenaw Schools and Gogebic Community College have joined their efforts to offer an early college program for Calumet High School students. By taking a combination of high school classes and college courses, high school students have the opportunity to graduate from CLK's Early College High School after five years with both a high school diploma and an Associates Degree. The college credits earned in the program may also be transferable towards an undergraduate degree from a four-year college or university. Students who take college courses and are full time students at CHS, including 5th year students, will have no fees associated with the college courses taken.

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

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

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

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

Students must be enrolled in an early/middle college program by their 11th grade year and must take at least one college level class before completing their 4th year of high school. Students

will be required to meet the Gogebic Community College admittance requirements. Minimum test score requirements have been set by the Michigan Department of Education to enroll in college classes while in high school. To enter the English Language Arts or Social Studies courses students will need a 480 on the Critical Reading Section of the Evidence-Based Reading and Writing SAT test or a 460 on the Critical Reading Section of the Evidence-Based Reading and Writing PSAT9 or PSAT10 test. To enter the Mathematics courses students will need a 530 on the Mathematics SAT test or a 510 on the Mathematics PSAT9 or PSAT10 test. Students may retake the SAT on their own or take the Accuplacer test with GCC to qualify if they do not meet the minimum score requirements set by the State. Students not qualifying can take CHS courses to improve their skills and knowledge and retake the entrance tests in the future. Students may also enroll in the College Readiness course.

EVACUATIONS, LOCKDOWNS, AND TORNADO DRILLS

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

GUIDANCE COUNSELING

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

HOMEBOUND INSTRUCTION

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

INDIVIDUALS WITH DISABILITIES

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

LIBRARY

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

LIMITED ENGLISH PROFICIENCY

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

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

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

NONDISCRIMINATION POLICY

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

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

Title VI

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

Title IX

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

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

All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services as permitted by law, and thus it will be a violation of policy for the district, board, administration, teachers, or other staff members to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses of programs, counseling services, physical education and athletics, treatment on the basis of marital or physical status including pregnancy. Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities on school time, shall be provided to any non-school organization or individual which discriminates on the basis of sex.

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

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

Grievance and/or Complaint Procedure

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

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

Christopher Davidson
Public Schools of Calumet, Laurium & Keweenaw
57070 Mine St.
Calumet, MI 49913
(906) 337-0311 ext. 1218

Section 2: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Local Civil Rights Coordinator, who shall in

turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

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

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

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

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

PARENT INVOLVEMENT

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

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

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

PARENT VISITS

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

RECORDS

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

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

STUDENT ACTIVITIES

After-School Activities

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

Athletics

To be eligible, a senior high school student must comply with the following MHSAA rules:

- The student must be enrolled in the high school not later than the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd Semester). Unless there is a specific exemption, a student must be enrolled in at least five (5) classes.
- The student must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Any student born before September 1 is ineligible for interscholastic athletics in Michigan.
- The student must have a statement on file for the current school year certifying that s/he has passed a physical examination and is physically able to compete in athletic practices and contests. The physical must be dated on or after April 15th of the previous school year the student must be enrolled in grades nine to twelve, inclusive, for not more than eight semesters. The seventh and eighth semesters must be consecutive.
- No student shall compete in any athletic contest who does not have at five (5) classes for the last semester in which s/he has been enrolled in grades nine to twelve any student who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one (1) full semester unless the student qualifies under one or more exceptions.
- No student may accept a symbolic or merchandise award, which has a value or cost in excess of \$15. Awards for athletic participation in the form of cash, merchandise certificates or any other type of negotiable documents are never allowed.

Additional rules pertaining to athletics are found in the CLK Athletic Handbook

Attendance following Sporting Events

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

Participation

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

Respect for Officials

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

Organizations

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

Student Senate

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

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

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

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.

STUDENT HEALTH

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

Accidents

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

Health and Medical Limitations

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

Immunizations

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

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

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

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

Injury and Illness

All injuries must be reported to the person in charge or to the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Medications

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

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

School Nurse

The school nurse is available to discuss health concerns and answer student/parent questions by phone at 906-337-0311 Ex. # 4157 or by email at nurse@clkschools.org. Duties of the nurse include follow up on immunizations and health concerns, individual counseling regarding health concerns, co-facilitating groups and teaching classes related to health. Please contact the school nurse if your child has a health condition that requires an emergency plan to be in place for his/her care and treatment. Examples of such conditions include: insulin dependent diabetes, seizure disorders, severe asthma, anaphylactic reactions to foods or insect stings, etc. The nurse is available on call for medical concerns/injuries such as asthma attacks, sprains, strains, etc. In the event of a serious emergency, 911 is called. Parents are always contacted in the event of an emergency.

Concussion Awareness

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

STUDY HALL

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

SUSPECTED CHILD ABUSE OR NEGLECT

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

TECHNOLOGY

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

G Suite for Education account

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

Acceptable Use Policy

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

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

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

Acceptable Use

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

Prohibited Uses

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

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Public Schools of CLK and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district’s computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Public Schools of CLK Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such away that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Public Schools of CLK Technology Department.
12. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit

or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

Compensation for Losses, Costs and/or Damages

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

Student Security

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/school/classroom “public” websites as long as the student’s name or other identifying information is not included and the parents have not indicated differently on the student’s directory information form. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All Public Schools of CLK schools are closed campuses. Public Schools of CLK retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a Public Schools of CLK staff member to publish a photograph or video of any school- related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. Public Schools of CLK staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

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

Personal Devices

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

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

Terms of Use

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

Disclaimer

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

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

TRANSPORTATION

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

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

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

Responsibility of Parents Regarding Bussing

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

TRAUMA INFORMED SCHOOL AND THERAPY DOG

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

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person

wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time. Student visitors are not allowed during the school day.

WELLNESS

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

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

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

A. Nutrition:

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

B. Physical Education:

A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State. Planned instruction in physical education shall promote participation in physical activity outside the regular school day. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically

gifted. Planned instruction in physical education shall include cooperative as well as competitive games. Physical activity should not be employed as a form of discipline or punishment. Physical activity and movement may be integrated, when possible, across the curricula and throughout the school day. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

C. Other school-based activities:

The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events. The school shall provide attractive, clean environments in which the students eat. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day. An organized wellness program shall be available to all staff. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

D. Nutrition Promotion,:

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

1. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
2. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA). The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
3. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
4. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the

USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

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

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

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

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

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

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

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

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

The Wellness Committee shall be responsible for:

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

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

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

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

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

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

7 C.F.R. Parts 210 and 220

WORK PERMITS

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