

CALUMET HIGH SCHOOL

STUDENT/ PARENT

HANDBOOK



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

2008-2009

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BOARD OF EDUCATION

- Karen M. Johnson.....President
- Wanda L. Frimodig.....Vice President
- Phyllis M. Locatelli.....Secretary
- Robert E. Loukus.....Treasurer
- Robert P. Erkkila.....Trustee
- Matthew J. Vertin.....Trustee
- Larry C. Kristapovich.....Trustee

ADMINISTRATION

906-337-0311

| | | |
|------------------|---|-------------|
| Darryl A. Pierce | Superintendent | Ext # 1218 |
| George Twardzik | High School Principal | Ext # 2201 |
| Sean Jacques | HS Asst. Principal/Athletic Director | Ext # 2202 |
| Michael W. Hale | Transportation / Bldg & Maint. Supervisor | Ext. # 1116 |
| Carol A. Pietila | Food Service Director | Ext. # 1171 |

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 first class graduated from Calumet High School in 1884.

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.

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)

High School Staff

| <i>Name</i> | <i>Extension</i> | <i>Department</i> |
|-------------------------------|------------------|--|
| <i>Aalto, Gary</i> | <i>2106</i> | <i>English</i> |
| <i>Baranowski, Catherine</i> | <i>2209</i> | <i>Attendance Paraprofessional</i> |
| <i>Barna, Jaclyn</i> | <i>2346</i> | <i>Social Studies</i> |
| <i>Bonenfant, Mark</i> | <i>2002</i> | <i>CAD/MS Drafting; Power Mechanics</i> |
| <i>Carlson, Joni</i> | <i>3111</i> | <i>Health</i> |
| <i>Cheal, Esther</i> | <i>1207</i> | <i>Art</i> |
| <i>Corrigan, Melissa</i> | <i>5212</i> | <i>Special Education</i> |
| <i>Cox-Adolphs, Janice</i> | <i>2341</i> | <i>English; German</i> |
| <i>Croze, John</i> | <i>2113</i> | <i>Mathematics; Physics</i> |
| <i>Dahl, Darlene</i> | <i>3114</i> | <i>School Social Worker</i> |
| <i>Dandeleit, Sarah</i> | <i>2230/2226</i> | <i>Special Education; Education Support</i> |
| <i>Fouts, Suzanne</i> | <i>2230/2226</i> | <i>Paraprofessional</i> |
| <i>Glenn, Daniel</i> | <i>2222</i> | <i>Social Studies</i> |
| <i>Green, Elsa</i> | <i>2203</i> | <i>Administrative Assistant to Principal</i> |
| <i>Green, William</i> | <i>5201</i> | <i>Wood Shop</i> |
| <i>Hannula, Bruce</i> | <i>2227</i> | <i>Mathematics</i> |
| <i>Heflin, Joseph</i> | <i>5214</i> | <i>Science</i> |
| <i>Heinz, Heather</i> | <i>2340</i> | <i>Novanet</i> |
| <i>Hill, Donald</i> | <i>2334</i> | <i>Mathematics</i> |
| <i>Kinonen, Joyce</i> | <i>2225</i> | <i>Counselor's Office Paraprofessional</i> |
| <i>La Cross, Karen</i> | <i>5235</i> | <i>English</i> |
| <i>Lancour, Steven</i> | <i>2226/2230</i> | <i>Special Education; Education Support</i> |
| <i>Miller, Cindy</i> | <i>2342</i> | <i>Spanish</i> |
| <i>Oyler, Debra</i> | <i>1113</i> | <i>Librarian</i> |
| <i>Parsons, John</i> | <i>2229</i> | <i>English</i> |
| <i>Peters, Jennifer</i> | <i>2005</i> | <i>Science</i> |
| <i>Phillips, SFC Franklin</i> | <i>2333</i> | <i>RO; JROTC</i> |
| <i>Roland, Michael</i> | <i>2004</i> | <i>Computer Technology</i> |
| <i>Rosemurgy, Susan</i> | <i>1207</i> | <i>Art</i> |
| <i>Rundman, Eric</i> | <i>2006</i> | <i>Metals</i> |
| <i>Simila, Barbara</i> | <i>2228</i> | <i>English</i> |
| <i>Soumis, Corey</i> | <i>5207</i> | <i>Science</i> |
| <i>Steber, Sarah</i> | <i>4150</i> | <i>School Nurse</i> |
| <i>Stubenrauch, Linda</i> | <i>2204</i> | <i>Administrative Assistant to Assistant Principal/Athletic Director</i> |
| <i>Sulisz, Paul</i> | <i>2224</i> | <i>Counselor</i> |
| <i>Taivalkoski, Bette Rae</i> | <i>2226/2230</i> | <i>Paraprofessional</i> |
| <i>Tervo, Anita</i> | <i>2226/2230</i> | <i>Paraprofessional</i> |
| <i>Twardzik, Lisa</i> | <i>5236</i> | <i>Business</i> |
| <i>Veenstra, Scott</i> | <i>1172</i> | <i>Band</i> |
| <i>Voelker, Abe</i> | <i>2223</i> | <i>Social Studies</i> |
| <i>Willis, Keith</i> | <i>3110</i> | <i>Physical Education</i> |
| <i>Woods, Chris</i> | <i>2345</i> | <i>Mathematics</i> |
| | | |
| | | |

Class Periods

| | |
|--------------------------------|----------------------|
| 1st Period | 8:00 – 9:00 |
| 2nd Period | 9:05 – 10:00 |
| 3rd Period | 10:05 – 11:00 |
| Lunch 4B | 11:00 – 11:31 |
| 4th Period A | 11:05 – 12:00 |
| 4th Period B | 11:36 – 12:31 |
| Lunch 4A | 12:00 – 12:31 |
| 5th Period | 12:36 – 1:30 |
| 6th Period | 1:35 – 2:29 |
| 7th Period | 2:34 – 3:28 |

Delayed Start Schedule

| | |
|--------------------------------|----------------------|
| 1st Period | 10:05 – 10:31 |
| 2nd Period | 10:36 – 11:02 |
| 3rd Period A | 11:07 – 12:01 |
| Lunch A | 12:01 – 12:31 |
| 3rd Period B | 11:37 – 12:31 |
| Lunch B | 11:02 – 11:32 |
| 4th Period | 12:36 – 1:15 |
| 5th Period | 1:20 – 1:59 |
| 6th Period | 2:04 – 2:43 |
| 7th Period | 2:48 – 3:28 |

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

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

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

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

Directory Information

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

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

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

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

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

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

Discipline

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

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

Terms Pertaining to Student Discipline

- ***Absence or tardiness:*** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work
- ***Aiding or abetting violation of school rules:*** If a student assists another student in violating any school rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior
- ***Criminal Acts:*** Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence; gang related acts; illegal possession of a controlled substance, analogue or other intoxicants; trespassing property crimes including but not limited to theft and vandalism, occurring in the school as well as in the community
- ***Damaging property:*** Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension and/or expulsion.
- ***Displays of affection:*** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.
- ***Disobedience/insubordination:*** School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers. If given a direction by a staff member, the student needs to comply
- ***Disruption of the educational process:*** Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
- ***Drug use/possession:*** The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, use, attempted sale or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is illegal, is prohibited and will result in suspension or expulsion from school and referral to law enforcement. Sale also includes the sale of over-the-counter medication to another student. A student's use or sale of a

performance-enhancing substance also is a violation that will affect the student's athletic eligibility and extracurricular participation in addition to suspension or expulsion. The Western Upper Peninsula Substance Abuse Services Coordinating Agency is under contract to provide ATODA services to area school districts. The District recognizes this service and will refer students for assessment when it is appropriate to do so.

- **Electronic equipment/ camera cell phones/cell phones:** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, electronic toys, pagers, laser pens, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and face disciplinary action. Cell phones are to be turned off and kept out of sight during school hours.
- **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- **Extortion:** Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- **False alarms, false reports, and bomb threats:** A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- **Falsification of school work, identification, forgery:** Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Cheating encompasses a variety of dishonest behaviors which all merit an academic and disciplinary action. All instances of cheating will result in a zero given on the assignment, test, quiz, project, or measurement tool.
- **Fires:** Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.
- **Gambling:** Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
- **Harassment/Hazing/Bullying:** Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital

status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above

- **Hazing:** The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- **Bullying:** The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. When out-of-school behavior causes a problem in school, appropriate consequences will be applied.
- **Knowledge of dangerous weapons or threats of violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
- **Physically assaulting a staff member/student/person associated with the District:** Physical assault at school against a student, employee, volunteer, or contractor that may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.
- **Possession of a firearm, arson, and criminal sexual conduct:** In compliance with state law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- **Profanity:** Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

- **Safety concerns:** Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian and traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any mechanical means of travel within buildings and on grounds is prohibited.
- **Student disorder/demonstration:** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
- **Theft:** When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.
- **Tobacco use:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes or other "smoking" paraphernalia or tobacco products on one's person is also prohibited. The school prohibits the sale, distribution, use, or possession of any form of tobacco or look-alike tobacco products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.
- **Trespassing:** Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
- **Unauthorized use of school or private property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
- **Use of an object as a weapon:** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.
- **Verbally threatening a staff member/student/person associated with the District:** Verbal assault against a student, employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Violation of this rule could result in suspension or expulsion.
- **Violation of individual school/classroom rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent

with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

- ***Weapon possession:*** A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, box cutters, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:
 - Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
 - Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
 - Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

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

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

Evacuations, Lock Downs and Tornado Drills

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

Homebound Instruction

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

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.

School Lunch Policy

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

School Records

All parents and guardians of students under 18 years of age and all students 18 years of age or over, have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request.

No records, files or data directly relating to a student shall be made available to anyone without the consent and notification of the student or parents of a student under 18, except to:

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

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.

Student Harassment

Harassing behavior or harassment because of race, color, national origin, religion, sex, handicap, height, weight, or age of students by other students or staff is unlawful under both Michigan and federal law and is contrary to the commitment of the Public Schools of Calumet, Laurium and Keweenaw to provide a stable learning environment. The CLK Schools will not tolerate any harassment of students. It is the practice of the CLK Schools that all contact among students, teachers and other employees of the school district is in keeping with respect for the individual, is of a nature that does not make a person feel uncomfortable and is conducive to creating a stable learning environment.

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

Suspected Child Abuse or Neglect

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

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 extra-curricular 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 the local Title IX Coordinator, 337-0311 ext. 1217. 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:

Public Schools of Calumet, Laurium & Keweenaw
57070 Mine St.
Calumet, MI 49913
(906) 337-0311 ext. 1217

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 to the informal complaint. 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 4: 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 5: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

Work Permits

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

CALUMET HIGH SCHOOL GUIDELINES AND PROCEDURES

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.

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 enrolling. 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

To graduate, a student must earn 21.5 academic credits
(1 credits = 1 full year class: .5 credits = 1 semester class)

5.5 credits = sophomore status
11.0 credits = junior status
16.5 credits = senior status
21.5 credits are required for graduate status

Students select their courses in spring. Requests for classes must be consistent with course 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.

Students in the Class of 2009 and 2010 will be required to complete a minimum of:

| | |
|-----------------------|---|
| English/Language Arts | 4 credits |
| Mathematics | 3 credits |
| Science | 3 credits |
| Social Studies | 3 credits including all of the following: |
| | American History 1 credit |
| | World Geography .5 credit |
| | Civics .5 credit |
| | Government .5 credit |
| | Economics .5 credit |
| Computers | .5 credit |
| Personal Finance | .5 credit |

Physical Education/Health 1 credit **or** .5 credit in Health AND three years of J.R.O.T.C., three years of Marching Band or three years of participation on a CHS athletic team

Total credits for graduation 21.5 credits

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

Students in the Class of 2011 and beyond will be required to complete a minimum of:

| | |
|------------------------------------|---|
| 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, Chemistry or Physics) |
| Social Studies | 3 credits (including U.S. History/Geography, World History/Geography, .5 Economics and .5 Civics) |
| Health /Physical Education | 1 credit or .5 credit in Health <u>AND</u> three years of J.R.O.T.C., three years of Marching Band or three years of participation in a CHS athletic team. |
| Visual, Performing or Applied Arts | 1 credit |
| Personal Finance | .5 credit |
| World Languages | 2 credits (beginning with the class of 2016) |
| Online Learning Experience | |

Total credits for graduation 21.5 credits

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-.

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.

Weighted Grades

Weighted grades encourage students to choose higher level challenging academic classes without the fear of negatively impacting their GPA. The courses which will have weighted grades at Calumet High School include AP Biology, AP Calculus, AP Chemistry, AP English Composition and AP English Literature.

The weighted grading scale for these courses is:

| | |
|------------|------------|
| A = 4.333 | C = 2.670 |
| A- = 4.150 | C- = 2.333 |
| B+ = 4.000 | D+ = 2.000 |
| B = 3.670 | D = 1.670 |
| B- = 3.333 | D- = 1.333 |
| C+ = 3.000 | E = 0.000 |

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 one point on the eleven point scale, unless s/he uses the recovery program as outlines 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 one point on an eleven point scale.

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.

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.

Inclement Weather: Emergency School Closings: Late Starts

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. 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 WCCY 102.3 FM, WOLF 97.7 FM, and WMPL 93.5. 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. 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.

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.

School Telephone Regulations

Students are asked to refrain from any use of the school telephones for personal use. In case of emergency, students will be allowed, with permission, to use the telephone located in the Principal's Office. No student will be called from a class to answer the telephone unless it is a family emergency.

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.

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.

DISCIPLINE ACTIONS/CONSEQUENCES

Debarment: A debarment occurs when a student is removed from a class by the Principal upon recommendation of a teacher. Technically speaking, this is not a suspension but an action resulting in a student is being "barred" from class attendance. The circumstances are subject to review by the

principal. Repeated incidents of the debarment of a student from class may result in permanent removal and failure.

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

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

Saturday School Guidelines

- The building will open at 7:45 a.m. (Use the back entrance near the library). No student will be admitted into Saturday School after 8:00 a.m.
- Students must bring school assignments, books and/or reading materials to cover the entire detention time. Students will not be admitted without study materials. Students will be allowed to go to their lockers between 7:45 and 7:55 a.m.
- Additional coursework will be assigned if schoolwork is completed before noon.
- If the student fails to use the time appropriately or misbehaves, the Saturday School teacher will dismiss the student and he/she will be required to serve on the following Saturday.
- Communicating with other students is prohibited; radios, walkmans, cell phones, computer games, card playing and/or sleep is prohibited.
- Transportation arrangements will be the responsibility of the students.
- In the case of inclement weather students will be contacted by the school.
- Proper notification will be given to the student when Saturday School is assigned. If a student fails to serve an assigned Saturday School the student will face further disciplinary action. If the reason for not attending was of an emergency nature, the Saturday School may be rescheduled. Lack of transportation, oversleeping, working, athletic competition and recreational activities are not legitimate excused for missing Saturday School.

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

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

- Short Term Suspension: exclusion of a student from class or school premises for one class period to three days
- Suspension: exclusion of a student from school or school premises for 4 to 10 days

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

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

Suspension Procedure

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

Expulsion Procedure

The following procedural guidelines will govern the expulsion process:

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

Due Process Procedural Rules and Regulations

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

of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness.

LEARNING AND SUPPORT

Computer Technology and Networks

The CLK Schools computer network is a privilege provided to our students and staff. The network is available in every classroom and users have access to media center information, database items, electronic mail, Internet services, etc. The amount of a user's involvement with the system is based on ability, age and ethical conduct. Before any student can take advantage of the school's computer network and the Internet, s/he and his/her parents/guardians must sign an agreement which defines the conditions under which the student can participate. The user is ultimately responsible for his/her actions in accessing these resources. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action and/or referral to law enforcement authorities.

Guidance

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.

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.

Study Hall Regulations

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.

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 MHHAA 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
Forensics
German Club
High School Bowl
National Honor Society
Pep Club
Senior Class Play
Spanish Club
Students Against Destructive Decisions (SADD)
Student Senate

STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES

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 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, insignias, 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 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.

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.

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

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.

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

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 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. # 4150 or by email at ssteber@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.

TRANSPORTATION

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

- Obey orders of the bus driver.
- Be on time at designated bus stops. Drivers cannot wait for students who are late.
- Stay off the roadway at all times while waiting for the bus.
- Cross in front of the bus, not in back of the bus, when crossing highways.
- Wait until the bus comes to a stop before attempting to enter or leave the bus. No crowding of the entrance door is permitted.
- Keep your hands and head inside the bus at all times.
- Sit three to a seat when necessary.

- 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.
- Smoking and/or chewing are not allowed on the buses.
- 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

- Ascertain and ensure that children arrive at the bus stop on time in the morning
- Provide necessary protection for their children when going to and from bus stops
- Accept joint responsibility with school authorities for proper conduct of their children
- Make a reasonable effort to understand and cooperate with those responsible for pupil transportation
- 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
- 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)

Driver Education

The Driver Education Program is offered during the summer only. The class is open to students whose sixteenth birthday falls on or before September 30th of the following year.

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.

Student Driving Privileges

- Students must register their vehicle prior to parking on school premises
- All students must park in the designated student parking lot located behind the school
- Parking in unauthorized locations will result in fines being assessed
- Reckless or careless driving in or around the school premises is prohibited
- 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
- 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

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.