

**Public Schools of  
Calumet, Laurium  
and Keweenaw**

**Washington Middle  
School**

**Family  
Handbook**

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# ***WASHINGTON MIDDLE SCHOOL MISSION STATEMENT***

*Washington Middle School is an integral part of the educational community that provides opportunities for all students to succeed academically and participate responsibly in an ever-changing society.*

## WASHINGTON MIDDLE SCHOOL STAFF

Michael Steber	Principal
Karmen Markham	School Social Worker
Nora Dee	Administrative Assn't
Amy Machiela	Language Arts
Carl Arko	Math
John Asiala	Science
Frank Bonacorsi	Social Studies
Julie Goldsworthy	Computer Technology
Kassandra Huhta	Educational Resources
Ryan Watt	Band
Josh Frantti	PE
Corey Soumis	Robotic
Kristin Svoke	Language Arts
Margie Gronlund	Math
Darrell Hendrickson	Science
John Larson	Social Studies
Deb Mues	Art
Matt Laho	Computer Technology
Joni Carlson	Health
Steve Parks	PE
Liz Leach	READ 180
Cathy Rowe	Teacher Paraprofessional
Dayra Boberg	Teacher Paraprofessional
Connie Powell	Teacher Paraprofessional
Amy Pellizzaro	Language Arts
Sydney Sndyer	Math /Algebra
Clay Cotey	Science
Cindy Twardzik	Social Studies
Trista Soumis	Educational Resources
Eric Rundman	Metals
Rob Bohlsen	Woods

## **WASHINGTON MIDDLE SCHOOL GUIDELINES AND PROCEDURES**

The following pages contain necessary guidelines and procedures for the smooth running of our school. It is impossible to encompass all situations and all rules that might govern such situations but, hopefully, enough information has been provided to give everyone a clear understanding of what is expected. We hope that through the use of common sense and by applying the spirit of this information to situations as they arise, we will be able to work together to make our school the VERY BEST!

### **ACADEMICS**

#### ***Courses of Study***

**GRADE 6:** Language Arts, Math, Science, Social Studies, Computers, Band (elective), Art, Physical Education, Robotics, PE/Health and Success

**GRADE 7:** Language Arts, Math, Science, Social Studies, Computer Technology, Band (elective), Success, Music Appreciation, Health, Physical Education and Woodshop

**GRADE 8:** Language Arts, Math, Science, Social Studies (American History), Band (elective), Art, Physical Education, Metal Shop, Coding and Health

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

#### ***Curriculum***

The curriculum followed at Washington Middle School is aligned with the grade level content expectations (**GLCEs**) of the State of Michigan. Curriculum guides for the core subject areas are available for review at any time.

#### ***Educational Development Plan (EDP)***

The Educational Development Plan (EDP) is a secondary/postsecondary planning tool that directs the educational plan and career planning activities schedule for the final six years of a student's K-12 learning career. EDPs also identify a course of study (the credits that will be taken) intended to provide the skills and competencies needed to be successful in the next steps after high school. EDPs are "living" documents that are updated as students age and their interests and abilities become more obvious and focused. It is recommended that the EDP be updated at least annually in conjunction with other planning activities designed to support student achievement.

#### ***Grades/Report Cards***

Report cards are issued at the end of each nine-week marking period. Grades earned range from 'A' (Superior) to 'F' (Failing). An 'I' (Incomplete) is given for work not completed. If a student fails to turn in this work in the time specified by the teacher, the grade automatically becomes an 'E'. Interim Reports may be sent home to parents anytime between marking periods. These reports indicate progress to date. Acknowledgment of this report by a note, phone call or visit is appreciated.

### ***Honor Roll***

***Eligibility:*** 4.000 GPA – “A”s in all subjects or 3.0003.999 GPA = A-B Average

All grades in the nine-week classes will be counted toward the Honor Roll. Teachers have established criteria for students to attain an “A” or “B” in the class. The criteria should be achievable by all students. For example, a student in a P.E. class may not have the athletic ability but may still attain an 'A' by attending class on time, being prepared, dressing for class, showering after class, being a team player, and giving 100% effort.

### ***MSTEP Tests***

During the spring the State of Michigan requires that *MSTEP* tests are administered to all sixth, seventh and eighth graders. These tests emphasize the integration of skills and knowledge in the subject areas of Reading, writing, math, science and social studies.

### **ATTENDANCE**

The Washington Middle School is a full-time school and all students are expected to be in attendance daily. The attendance record becomes part of the student’s permanent record and is often of great interest to potential employers. The following policy applies to all students, regardless of age. There are three basic types of absences:

#### ***Excused Absences***

Excused absences are those approved by a parent or guardian, such as for an illness. For an absence to be excused, the parent/guardian must be in contact with the WMS office on the day of the absence or send in a written note to the office within two school days of the absence. It is the student’s responsibility to request make-up work from the teacher and to complete the work in a timely fashion.

#### ***Unexcused Absences***

The following situations constitute an unexcused absence:

- Arriving more than ten minutes late to class without a valid excuse
- Leaving the building during the school day without permission from the office
- Failure to report to class even while remaining in the building

Students who are less than ten minutes late to any class without a valid pass will be considered tardy. Five tardies in a class per marking period will equal one unexcused absence. Unexcused absences will result in disciplinary action such as detention or in-school suspension.

#### ***Truancy***

Truancy is defined as an unexcused absence from school for a full or any part of the school day when enrolled students are expected to be in attendance. This policy complies with state law and the Michigan School Code. If a case of truancy is identified, the Principal or his/her designee will notify parents in writing. Parents may be requested to report to school with the child before the student is readmitted to classes. The student and Principal or his/her designee shall meet following the truancy. In-school suspension will occur for cases of truancy. If truancy incidents continue to occur, procedures will be followed in accordance with state law and county ordinances.

**\*\*\*If you should need to pick your child up during school hours, we ask that you send a note to school with your child. The note serves as a pass to get out of class and to sign out at the office. If your child does not have a note, the parent will need to come to the office and sign the student out of the school.**

\*\*\*\*

\* **Note:** In-school and out-of-school suspensions are not regarded as absences.

## **COMMUNICATION**

### ***Conferences***

Parent/Teacher conferences are scheduled in fall and spring. These conferences provide an opportunity to discuss a child's educational needs and to identify, in detail, the most appropriate strategies for meeting those needs. Conferences also may be requested by parents or teachers at any time of the year as the need arises.

***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 that the office has accurate mailing addresses.

### ***Emergency School Closings***

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.) "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 WMPL 920 AM, WCCY 102.3 FM, WOLF 97.7 FM, and WMPL 93.5 FM. All emergency school closings also will be announced on WLUC-TV channel 6 and posted on the district web site at <http://www.clkschools.org>.

### ***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 school office or visit: <http://www.clkschools.org/> and click on Family Access.

### ***Student Council***

The Student Council provides student activities, serves as a training experience for both leaders and followers, promotes common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps to solve problems that may arise. Members of the Student Council have direct access to the school administrators.

### ***Telephone Use***

Students are asked to refrain from personal use of classroom telephones. In case of an emergency, students will be permitted to use the telephone located in the main office. Medical and dental appointments, along with personal messages regarding babysitting, transportation, etc., should be handled before or after school hours so that use of the phone in the office during the school day is kept to a minimum.

### ***Visitors to the Building***

Visitors, especially 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, they should call for an appointment prior to coming to the school in order to schedule a mutually convenient time. Students wishing to bring a guest to school may apply to the Principal for a visitor's pass prior to the day of the planned visit. VISITORS ARE PERMITTED AT THE MIDDLE SCHOOL ONLY WITH AN OFFICIAL SCHOOL PASS.

### **DISCIPLINE: ACTIONS AND CONSEQUENCES**

Two basic principles govern all discipline at Washington Middle School:

- Conduct that is disruptive to the educational environment is prohibited
- Conduct that infringes on the rights of others is prohibited

### ***Alcohol, Tobacco and Other Drug Abuse (ATODA)***

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. 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 referral to law enforcement. 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. Pep pills, marijuana, LSD, inhalants and/or other stimulants are not only illegal, but may result in permanent physical and psychological damage.

#### ***Tobacco Violations\****

Possession

One day in-school suspension and mandatory tobacco education class

Use

One day out-of-school suspension and mandatory tobacco education class

Repeat Offenses

Additional consequences as necessary

\*Tobacco violation for athletes: same as above plus athletic code suspensions

### ***Dangerous Weapons or Threats of Violence***

State law requires that a student be expelled from school **permanently** if he/she brings a dangerous weapon onto or has in his/her possession on school property or at a schoolrelated activity. A dangerous weapon includes a firearm, dagger, dirk, stiletto, knife with a blade over 3” inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student shall also be subject to the same disciplinary action.

The Board of Education believes that students, staff members and visitors are entitled to function in a safe school environment; therefore, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge will subject the student to disciplinary action.

### ***Bully Free Schools Program***

The goal of the program is to enhance a positive school climate that promotes healthy relationships. Bullies receive consistently enforced consequences. Targets receive support to deal with the issues associated

with bullying. The program includes education for bystanders to assist them in reporting bullying. The following rubric will be used in addressing consequences for bullying behavior:

***Rubric for Addressing Consequences  
for Bullying***

Behavior	First Offense	Second Offense	Third Offense
<p><b><u>Teasing:</u></b> Name-calling, insulting or other Behavior that would hurt other's feelings or make them feel bad about themselves.</p>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Peer mediation optional</li> </ol>	<ol style="list-style-type: none"> <li>1. One inside lunch recess</li> <li>2. Student calls parents</li> <li>3. Peer mediation optional</li> </ol>	<ol style="list-style-type: none"> <li>1. One in-school suspension</li> <li>2. Student calls parents</li> <li>3. Peer mediation optional <i>after consequences</i></li> </ol>
<p><b><u>Mild Physical Contact:</u></b> Hitting, pushing, slapping, grabbing, blocking, etc.</p>	<ol style="list-style-type: none"> <li>1. One inside recess</li> <li>2. Student calls parents</li> <li>3. Peer mediation optional <i>after consequences</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Two inside lunch recesses</li> <li>2. Student calls parents</li> <li>3. Peer mediation optional <i>after consequences</i></li> </ol>	<ol style="list-style-type: none"> <li>1. One in-school suspension</li> <li>2. Student calls parents</li> <li>3. Peer mediation optional <i>after consequences</i></li> </ol>
<p><b><u>More Severe Physical Contact:</u></b> Punching, kicking, and similar Behavior that may injure others.</p>	<ol style="list-style-type: none"> <li>1. One day suspension</li> <li>2. Student calls parents</li> </ol>	<ol style="list-style-type: none"> <li>1. Three days out-of-school suspension</li> <li>2. Student calls parents</li> <li>3. Required parent conference</li> </ol>	<ol style="list-style-type: none"> <li>1. Five days out-of-school suspension</li> <li>2. Student calls parents</li> <li>3. Required parent conference</li> </ol>
<p><b><u>Harassment:</u></b> Racial, ethnic, sexual or other forms of severe harassment – refer to school's harassment policy.</p>	<p>Consequences may be greater at this stage based upon what the student has done and relevant Board policy.</p>	<p>Consequences may be greater at this stage based upon what the student has done and relevant Board policy.</p>	<p>Consequences may be greater at this stage based upon what the student has done and relevant Board policy.</p>

***Debarment***

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

***Detention***

Students may be assigned detention for undesirable patterns of attendance, tardiness, conduct or other disciplinary problems. Students who are assigned to serve a detention are to report to the room designated at the time given and for the number of days assigned. Students will be reminded of their detentions whenever possible. If a student misses detention, an in-school suspension may be issued. Each student is to bring sufficient materials and books for study and is to cooperate with the detention supervisor. Detention will be completed during the student's lunch time.



## ***Suspension***

Under certain conditions, a student can be denied the privilege of attending classes if it is found to be in the best interest of that student or the other students in the school.

### ***Types of Suspension***

- In all cases of suspension school administration will take into consideration the 7 factors:
  - Student's age
  - Student's disciplinary history
  - Seriousness of offense
  - Whether student has disability
  - Whether violation threatened health/safety
  - Whether to use restorative practices
  - Whether lesser intervention is appropriate
  
- Students serving an inschool suspension will remain in school but will be isolated from the student body for the entire day. Students will complete all work assigned.
- Out-of-School Suspension

A student may be suspended from the building by an administrator or his/her designee for the remainder of the school day, from attendance or participation in school district sponsored activities, or for an extended period of time.

### ***Out-Of-School 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 designee to review the decision. Students suspended from school will have a letter mailed home to parents explaining the reason for the suspension.

### ***Expulsion Procedure***

The following procedural guidelines will govern the expulsion process:

- School administration will consider in all cases except firearms these 7 factors:
  - Student's age
  - Student's disciplinary history
  - Seriousness of offense
  - Whether student has disability
  - Whether violation threatened health/safety
  - Whether to use restorative practices
  - Whether lesser intervention is appropriate
  
- 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**

### ***Crisis Team***

The CLK School District has both District and Building Crisis Teams to assist and support students, parents, staff and the community when a crisis occurs. Staff members serving on this committee have received special training in this area. Contact your building Principal if you have questions.

### ***School Social Worker Program***

The School Social Worker Program is a school based, early detection and intervention program for students in grades 6-8. The school social worker is a trained, qualified professional who meets state requirements to practice social work specifically in the school setting. He/she provides direct services to students who experience academic, behavioral and social difficulties. The social worker supports teachers by offering options for addressing students' needs and by participating in team meetings. He/she also works with families and communities to coordinate services to the student and family. Referrals can be made by calling 337-0311 ext. 3114.

***Tutors:*** Tutoring is available to all Middle School students, and arrangements can be made for before school, after school or lunchtime sessions. When needed, tutoring also can take place in the home.

## **TRAUMA INFORMED SCHOOL AND DISTRICT THERAPY DOG**

CLK Schools is a Trauma-Informed School. Trauma and stress play a significant part in a child's education. CLK schools continue to work with local, state, and national programs to be aware of the trauma a child may encounter and how to help a child manage their stress.

Research has proven therapy dogs provide students with social and emotional support. CLK Schools has implemented the use of a therapy dog within all schools of the district. All efforts have been made to have a hypoallergenic breed of dog.

## **STUDENT ACTIVITIES**

### ***Athletics***

It is the philosophy of the WMS interscholastic athletic program to provide a competitive, nurturing platform for student athletes to participate in and to develop fundamentals and teach the basic concepts of the sport. The program also fosters the development of teamwork, team roles and instills good sportsmanship in the minds of young athletes.

The WMS athletic program offers athletes the opportunity to participate in, learn, and understand sports in a positive and competitive environment based upon mutual respect rather than with a win-at-all costs attitude. We believe that participation in athletics develops a sense of character and hard work. We do not believe in making “cuts.” However, if the number of students who try out is overabundant, some students may be asked to be members of a rotating travel team. This rotating travel team will practice every day with the team, will go to every game with the team, but will dress for games on a rotational basis according to numbers. WMS believes that all team members should participate in each and every game for a “reasonable” amount of time, with the time to be decided by the coach. Also, all Middle School contests will consist of extended periods so as many participants can play when possible.

It is our goal to develop student athletes who recognize the importance of academics first and athletics second, and to learn the basic fundamentals of sports and the importance of teamwork, team roles and dedication.

### ***Attendance following Sporting Events***

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

### ***Eligibility***

Any student who has not met the previous semester academic requirements set by the M.H.S.A.A. and the CLK Board of Education shall not participate in or try out for a sport until such requirements are met. All athletic rules set by the M.H.S.A.A. and the CLK Board of Education are enforced from the first day of fall practice until the end of the school year. No student enrolled in grades seven and eight shall compete in any athletic activity during any quarter if s/he has not earned a passing grade earned credit in at least four academic classes of work during the previous quarter. 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).

### ***General Conduct***

- An athlete whose attitude or actions in school, out of school or while participating in athletics is detrimental to the philosophy of the CLK Athletic Program will be subject to disciplinary action.
- When an athlete is suspended for disciplinary reasons that require a board hearing for reinstatement, the athlete will automatically be suspended from sports until the matter is resolved.
- Athletes who receive an out-of-school suspension will not participate or practice in sports until they are reinstated.

### ***Respect to 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.

### ***Athletic Code Violations***

Use of tobacco products, alcohol, use or sale of controlled substances and filed criminal complaints will result in:

- 1st Offense – suspension from 10% of the season or a minimum of one game
- 2nd Offense – suspension from 25% of the season
- 3rd Offense suspension from all athletics for one calendar year from the date of the third offense
- Game suspensions will carry into the next sport season or the next year if the violation occurs in a spring sport. Violations continue to accumulate from year to year. (Example: if a violation occurs in 7th grade and another in 8th grade, it will be considered a second violation.) Violations are considered as a group (Example: use of tobacco is a first offense and if the athlete receives another violation for use of alcohol, it would be considered the second offense)
- If an athlete participating in a sport earns a suspension that ends prior to the end of that season, the athlete must continue to attend all practices in that sport
- Athletes who are suspended from athletic contests because of an athletic violation will not suit up for scheduled contest(s) and will not sit on the bench with the team

The Middle School Principal will meet with the student athlete, his/her parents/guardians, the Athletic Director and the appropriate Head Coach to inform them of the violation and consequences.

### ***Religion/School Activities***

The CLK Public Schools, in cooperation with the Local Council of Churches, have designated Wednesday evening of each week for the purpose of religion instruction. Agreements have been reached to make every attempt to arrange particular events to meet this schedule. However, situations in these organizations may sometimes make it impossible to comply with this agreement. It will be the responsibility of the school advisor or clergy to make contact in the event of a conflict, so that notifications can be made and scheduling issues resolved prior to the activity.

### ***School Activities***

Spelling Bee Tackle Football, Cheerleading, Student Council, Track, Drama Club, Instructional Volleyball, Quiz Bowl, Basketball, Music Lessons, Cross Country, Tutoring, Homecoming Float Building, Dances, Band

### ***School Colors***

Blue & Gray

### ***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 Gray 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)

### ***School Parties and Dances***

The Principal must approve all school parties including room parties during the day or evening or other outofschool activities involving school facilities and/or school personnel. The number of chaperones provided by the class or organization sponsoring the party shall be subject to approval by the Principal. School parties held in the evening will have an 11:00 p.m. time limit in most cases. Parties and dances/fun nights are held for Washington Middle School students only. The Student Council sets the dance requirements.

Students will not be permitted to attend for the following reasons:

- Suspension whether in or out-of-school on the day of the dance
- Whole day absent or half day with previous excuse

The principal may deny students the privilege of attending the dance based on academic failure. Students not permitted in the dance will not be allowed on school property while the dance is in progress. The regular school dress code will apply.

## **STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES**

### ***Computer and Internet Use***

The proper use of computers and the Internet are extremely important to a quality learning experience for all students. With that in mind, it is necessary to apply consequences to students who do not adhere to the agreement they sign to obtain network access. Use of the district-wide network, whether accessing the Internet or using e-mail must be appropriate and have educational value. Students who misuse this privilege may lose access to the network and will be subject to additional consequences.

### ***Appearance and Dress***

Recognizing that students and parents have a need and right to know what is considered appropriate by the school, the following guidelines shall be used:

- Students shall be allowed to dress in a manner that is reflective of their individual values and attitudes
- Dress that is detrimental to personal health, safety or that is detrimental to the educational environment is not allowed
- Clothing advocating drugs or alcohol, use of tobacco or inappropriate behavior is not allowed
- Shoes or sandals must be worn at all times
- Hats, bandanas or sweatbands are not to be worn during the school day
- Clothing and any accessories worn to intimidate other students or to denote a group that engages in intimidation are not permitted
- Clothing and/or footwear traditionally designed as undergarments or sleepwear shall not be worn

### ***Drug-Free Workplace***

It is the policy of the Board of Education and the practice of Washington Middle 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 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.

### ***Elevator Usage***

The use of the elevator is restricted to disabled or injured students. Please let the office know if you will need the elevator due to injury.

### ***Evacuation, Lock-Downs, Fire 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.

### ***Eye Protective Devices***

Act 54 of the Public Acts of 1972 requires that all K12 districts provide adequate eye protective devices. The CLK Board of Education requires that all students enrolled in courses where danger to the eye exists shall be in compliance with these rules.

### ***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 Washington Middle School to ensure that these conditions exist.

Students also are taught to avoid making 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 middle school as well as to 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.

### ***Lockers***

The Board of Education maintains ownership of all lockers and desks throughout the district. School officials are authorized to enter student lockers at any time and without prior notification to the student. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept 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. 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.
- A student may go to a locker during class time in cases of illness or when the student is leaving school. Teachers also may give special permission to do so 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 or desk.

### ***Lost and Found and Care of Valuables***

The school does not assume responsibility for stolen or lost articles. Please do not bring valuables to school.

### ***Lunch Procedures***

All students in grades 6-8 will be required to stay on campus during the lunchtime and must eat their lunch in the cafeteria. While in the cafeteria, students should be orderly and should act appropriately. No food or drink shall be taken out of the cafeteria. After eating lunch, students go to the blacktop area behind the school or to the gym during inclement weather. Students are not to go between the buildings or on the roads. Throwing snowballs is not permitted.

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 owed become over \$10.00, the student will not be allowed to charge items to the account.

### ***Locker Room/Physical Education Procedures***

- All students having Physical Education are required to change into gym attire (shorts or sweatpants, T-shirts, and shoes that do not mark the floor).
- Students not participating in P.E. due to medical reasons must have a note from a physician. Unusual circumstances should be discussed with the physical education instructor and the Principal.
- Since hygiene is an important part of physical education, showers are required after class. Exceptions to this rule will be at the discretion of the instructor and/or Principal.
- Students are given locks for their P.E. lockers. Students are not to give the combination to anyone. Locks are to be closed when the locker is closed. Students losing a lock are assessed \$5.00 for replacement.

### ***School Property***

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

### ***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 activities
- 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 other students
- 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**



### ***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 5 years
- 4 doses of polio vaccine
- 2 doses MMR
- 3 doses of any appropriate Hepatitis B
- 2 doses of varicella (or documentation of history of disease)
- 1 dose of meningococcal vaccine (11-18 years old or new students)

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 or a waiver was signed at the Health Department.

### ***Injury and Illness***

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

### ***Medications***

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

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

Over the counter medications must be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. Before any prescription or non-prescription drugs are dispensed, the permission for medication form must be on file in the school office. Permission for medication forms is available from the office.

### **Title I**

What is Title 1?

Title 1 is a federally-funded program established by the Elementary and Secondary Education Act of 1965 and reauthorized by the No Child Left Behind Act of 2001.

The object of this program is to accelerate the achievement of students by providing supplemental academic support.

Who is Eligible?

Students are identified for Title 1 services based on state and district assessment scores and other identified criteria. The services offered are in addition to the core curriculum provided to all students. Eligible students may receive support during the school day, before or after school or in summer school. The services provided may include:

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

How will I know if my child is receiving Title 1 services?

Each Title 1 school has an intervention team that coordinates the supplemental services provided to identified students. Intervention staff works closely with classroom teachers to identify eligible students and to determine the most effective supplemental services.

If your child attends a Targeted Assistance Title 1 school and is eligible for services, you will receive a notice of the supplemental services being offered.

If your child attends a Title 1 School wide school and is receiving additional academic support, you will be informed by the classroom teacher at conferences.

If you have additional questions about your child's participation in the Title 1 program, please contact your school's principal or Mary Niebuhr, our federal and state programs specialist.

How can I support my child's learning?

Title 1 programs encourage families to be involved in their child's education. Research shows that academic achievement improves significantly when parents are involved in school and at home. Families are invited to be involved in the following ways:

- Attend parent/teacher/child conferences
- Assist your child with schoolwork and learning activities at home
- Participate in school and district Title 1 parent events
- Join your school's Title 1 program planning team
- Volunteer in your child's school or during school events
- Engage your child in conversations about what he/she is learning
- Communicate with your child's teacher and school staff when you have questions or concerns

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6), Parents' Right to Know, this is a notification from the CLK School District to every parent of a student in a Title 1 school that you have the right to request and to receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your child's classroom teachers shall include the following:

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

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

If you have any questions or concerns, please feel free to contact your child's school principal or Mary Niebuhr, our federal and state programs specialist.

## **TRANSPORTATION**

### ***Bicycles***

Bicycles are to be parked in the racks across from the school. Students are encouraged to lock their bikes. The school is not responsible for stolen or damaged property.

### ***Bus Transportation***

Students typically must ride the school bus to which they are assigned. If a family wishes, on a regular basis, to have their child picked up or returned to an address other than their own, a note must be submitted to the office. In case of an emergency when parents or guardians are not going to be home, a note may be sent requesting that a child accompany a friend to a different drop-off or ride on a different bus. These notes must be presented to the office before the change will take place.

Student riders must follow the **bus rules** established by the Board of Education for the safety of all concerned. Cameras are installed on the buses to monitor behavior. 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. Failure to obey bus safety rules may result in the loss of transportation privileges for one or more days and/or suspension from school.

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 the 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 the 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 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 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.

### ***Bus Driver Authority***

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 insure that children arrive at the bus stop on time in the morning.
- Provide necessary protection for their children when going to and from the 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 (3370311 ext. 1116).

## **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.

### ***Alcohol, Tobacco and Other Drug Abuse (ATODA)***

Possession, use of 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. Any student found to be a possessor, consumer or distributor of any controlled substance or look alike drug is subject to legal penalties, but also will result in suspension or expulsion from school. Pep pills, Marijuana, LSD, inhalants and/or stimulants are not only illegal, but may result in permanent expulsion.

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

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

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

#### **Acceptable Use**

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

#### **Prohibited Uses**

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

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Public Schools of CLK and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district’s computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Public Schools of CLK Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such away that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Public Schools of CLK Technology Department.
12. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

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

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

## **Student Security**

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

## **Technology Privacy**

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

## **System Security**

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

## **Personal Devices**

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

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the local police.

4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device and accessories must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

### **Terms of Use**

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

### **Disclaimer**

Public Schools of CLK, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, Public Schools of CLK is not responsible for:

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

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

### **Directory Information**

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

- honor roll or other recognition lists
- awards night programs



- newsletters
- area news

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

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

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

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

### ***Discipline***

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

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

### **Terms Pertaining to Student Discipline**

- ***Absence or tardiness***: Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work
- ***Aiding or abetting violation of school rules***: If a student assists another student in violating any school rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior
- ***Criminal Acts***: Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school

- rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence; gang related acts; illegal possession of a controlled substance, analogue or other intoxicants; trespassing property crimes including but not limited to theft and vandalism, occurring in the school as well as in the community.
- **Damaging property:** Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension and/or expulsion.
  - **Displays of affection:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.
  - **Disobedience/insubordination:** School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers. If given a direction by a staff member, the student needs to comply.
  - **Disruption of the educational process:** Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
  - **Drug use/possession:** The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, use, attempted sale or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is illegal, is prohibited and will result in suspension or expulsion from school and referral to law enforcement. Sale also includes the sale of over-the-counter medication to another student. A student’s use or sale of a performance-enhancing substance also is a violation that will affect the student’s athletic eligibility and extracurricular participation in addition to suspension or expulsion. The Western Upper Peninsula Substance Abuse Services Coordinating Agency is under contract to provide alcohol, tobacco, and other drug abuse (ATODA) services to area school districts. The District recognizes this service and will refer students for assessment when it is appropriate to do so.
  - **Electronic equipment/ camera cell phones/cell phones:** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV’s, electronic toys, pagers, laser pens, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited. If a student is found transmitting images or messages during testing, s/he will fail the exam and face disciplinary action. Cell phones are to be turned off and kept out of sight during school hours. The unauthorized use of audio or video recording capacity of any cell phone, electronic communication device or storage device is prohibited
  - **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden

and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

- **Extortion:** Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- **False alarms, false reports, and bomb threats:** A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- **Falsification of school work, identification, forgery:** Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Cheating encompasses a variety of dishonest behaviors which all merit an academic and disciplinary action. All instances of cheating will result in a zero on the assignment, test, quiz, project, or measurement tool.
- **Fires:** Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.
- **Gambling:** Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
- **Harassment:** Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above
- **Hazing:** The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be

defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

- **Bullying:** The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. When out-of-school behavior causes a problem in school, appropriate consequences will be applied.
- **Knowledge of dangerous weapons or threats of violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
- **Physically assaulting a staff member/student/person associated with the District:** Physical assault at school against a student, employee, volunteer, or contractor that may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".
- **Possession of a firearm, arson, and criminal sexual conduct:** In compliance with state law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- **Profanity:** Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.
- **Safety concerns:** Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian and traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any mechanical means of travel within buildings and on grounds is prohibited.
- **Student disorder/demonstration:** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

- **Theft:** When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.
- **Tobacco use:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes or other "smoking" paraphernalia or tobacco products on one's person is also prohibited. The school prohibits the sale, distribution, use, or possession of any form of tobacco or look-alike tobacco products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.
- **Trespassing:** Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
- **Unauthorized use of school or private property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
- **Use of an object as a weapon:** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.
- **Verbally threatening a staff member/student/person associated with the District:** Verbal assault against a student, employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Violation of this rule could result in suspension or expulsion.
- **Violation of individual school/classroom rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
- **Weapon possession:** A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, box cutters, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and

possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

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

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

### ***Evacuations, Lock Downs and Tornado Drills***

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

### ***Homebound Instruction***

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

### ***Individuals with Disabilities***

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

by Federal (IDEA) and State law. Contact 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 building administrator and/or school social worker to inquire about evaluation procedures and programs.

### ***Lockers***

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

### ***Lunch Policy***

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

### ***Notice of Nondiscrimination Policy***

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

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

### ***School Records***

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

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

- The teachers and officials who have a legitimate educational interest in such information

- State and local officials or authorities to whom such information is specifically required to be reported or disclosed
- Accrediting organizations
- \_\_\_Parents of the dependent student

### ***Student Harassment***

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

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

### ***Suspected Child Abuse or Neglect***

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

### ***Title 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 extracurricular activities and employment practices which come under regulations of Title IX.

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



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

Inquiries should be made to the local Title IX Coordinator, 337-0311. Inquiries concerning the nondiscrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. The local Title IX Coordinator on request will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure. A copy of the Title IX of the Educational Amendments of 1972 and the Regulations on which this notice is based may be found in the Title IX Coordinator's Office.

### ***Grievance and/or Complaint Procedure***

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

*Section 1:* If any person believes that the Public Schools of Calumet, Laurium and Keweenaw or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the 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  
Calumet, MI 49913  
(906) 337-0311

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

- STEP 1: A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator. The Coordinator shall further investigate the matters of grievance and reply in writing to the complaint within five (5) business days.
- STEP 2: If the complainant wishes to appeal the decision of the Local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

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

## **Wellness**

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

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

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

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

With regard to nutrition education, the District shall:

Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.

Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.

Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

With regard to physical activity, the District shall:

#### Physical Education

A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.

Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

Planned instruction in physical education shall include cooperative as well as competitive games.

#### Physical Activity:

Physical activity should not be employed as a form of discipline or punishment.

Physical activity and movement may be integrated, when possible, across the curricula and throughout the school day.

The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

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

The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

The school shall provide attractive, clean environments in which the students eat.

Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

An organized wellness program shall be available to all staff.

The schools may use environmentally friendly practices, such as the use of locally grown foods and non disposable tableware and dishes.

The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

With regard to nutrition promotion, the District shall:

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:  
In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.

All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

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

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

The school food service program may involve students, parents, staff, school officials in the selection of competitive food items to be sold in the schools.

Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

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

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

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

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

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

The Wellness Committee shall be responsible for:

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

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

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

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall: include information in the student handbook; and post the policy on the District's website, including the Wellness Committee's assessment of the policy's implementation.

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

## ***Work Permits***

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