

Horizons Alternative High School Student Handbook



Another Choice, Another Chance To Learn, Earn Credit, and Graduate!

**HORIZONS ALTERNATIVE HIGH SCHOOL
SCHOOL INFORMATION**

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BOARD OF EDUCATION

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Melanie Parker Secretary
Daniel ZubienaTreasurer
Theresa Jacques..... Trustee
Philip Halonen Trustee
James Vertin Trustee

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Trevor SalataChief Financial Officer
Elsa Green Executive Administrative Assistant
Amy Maki Payroll/Benefits Specialist

CALUMET HIGH SCHOOL OFFICE

Jennifer PetersPrincipal
Patrick Dwyer Assistant Principal
Lizzie Maki Administrative Assistant

HORIZONS ALTERNATIVE HIGH SCHOOL STAFF

Darren Kinnunen Principal
Linda Tervo Administrative Assistant
Debbie Frantti Custodian

HORIZONS ALTERNATIVE HIGH SCHOOL FACULTY

Meg North Math/Science Teacher
Lucas Theisen English Language Arts Teacher
Troy Jarvi Social Studies Teacher
Alan Johnson Math/Phy Ed Teacher
Sarah Dandeleit Special Education Teacher
Kaarina Johnson Credit Recovery Mentor

DAILY SCHEDULE

8:50-9:10	Breakfast
9:13-9:38	Mentor
9:41-10:31	1st Hour
10:31-10:41	Break
10:44-11:34	2nd Hour
11:37-12:27	3rd Hour
12:27-12:57	Lunch
1:00-1:50	4th Hour
1:53-2:43	5th Hour
2:43-2:53	Break
2:56-3:46	6th Hour

FRIDAY SCHEDULE

8:50-9:10	Breakfast
9:13-9:38	Mentor
9:41-10:31	1st Hour
10:31-10:41	Break
10:44-11:34	2nd Hour
11:37-12:27	3rd Hour
12:27-12:57	Lunch
1:00-1:25	Mentor
1:25-3:46	CHOICES

HORIZONS ALTERNATIVE HIGH SCHOOL MISSION STATEMENT

It is the mission of Horizons Alternative High School to actively provide a students-first, safe, family oriented learning environment. Our priority is to promote character, self esteem, and motivation to foster effectiveness and success in academics and society.

HORIZONS ALTERNATIVE HIGH SCHOOL PROGRAM OVERVIEW AND FOUNDATIONAL PHILOSOPHY

Horizons Alternative School opened its doors to students on September 6th, 2005. The creation of this school is the result of a group of dedicated educators who became concerned about the number of students in the Calumet-Laurium-Keweenaw Schools who were either struggling or who had given up and simply left school. It became clear that some kind of program needed to be set up to help address the unique needs of this population of students at risk of failure. Horizons Alternative High School is the result of the dedication, sacrifice, hard work and research of this visionary group of educators.

The faculty, staff, and students function much as a family does; the atmosphere in our program is oriented toward fostering acceptance, a sense of belonging, and responsibility for ourselves and others. It is in this caring environment that students in grades 9-12 are invited to take advantage of the opportunity for a second chance to learn, earn credit, and graduate.

Among educational alternatives, Horizons is classified as a Type I school. As such, we are a school of choice. Students choose to apply for admission, and are assessed via personal interview based in part on the following criteria: Desire to make a positive change in his/her life and be in school to learn, earn credit, and graduate, enthusiasm, and perceived school/student fit (Is this the best educational placement for this student? Will this student work toward his or her own success, making the most of this opportunity?). Positive references from current students and other educators can help.

Our graduation requirements are the same as Calumet High School and upon completion of the credits required for graduation, students receive a Calumet High School diploma.

As a Type I school we are committed to helping all students who walk through our door learn to the best of their abilities. It is our goal to provide high quality education and preparation for the world beyond high school delivered through alternative methods. To achieve this goal our curriculum, teaching style, and assessment is individualized, flexible, customized and personalized to accommodate the variety of strengths and learning styles that our students bring to school with them. Yet, while catering to the individual needs of the whole student, we place emphasis on providing a challenging, solid education held together by core academics, such as writing, reading, math, science, and social studies – and enhanced with courses and

activities designed to round out and offer enriching and practical life experiences to our students.

PROGRAM STRUCTURE

Our typical day includes six, fifty-minute class periods. Yet we provide flexibility by giving students class schedules and attendance options to fit their individual and personal needs. In addition to attending classes at Horizons, students are encouraged to attend courses through Career and Technical Education (CTE) at the Copper Country Intermediate School District, as well as participating in service learning projects. Students are encouraged to attend every day as their grades will depend on their attendance and participation in the classroom. Attendance and behavior policies were formulated to help peers stay on track and help themselves and to experience the natural consequence of academic failure and perhaps removal from the school if they choose not to adhere to the policies. Core academics and elective courses are held Monday through Thursday. Friday, students earn additional elective credit toward graduation by attending and participating in our mentor program called CHOICES. The Friday offerings are credit (CR)/no credit (NC) and students who are present, but do not participate do not accumulate points toward credit. Fridays are considered mandatory for attendance and play a major part in students' success at Horizons.

MENTORING PROGRAM: CHOICES

Connecting - to our world, environment, and each other

Health - physical, mental, emotional, and nutritional

Ongoing learning - students learning to be life-long learners

Insight - mission and vision statements, goal setting, career, learning style

Career - college and career exploration, job shadow, interview skills

Experiential learning - hiking, biking, kayaking, gardening, basketball, cooking

Sustainability - living, growing, harvesting

COURSE DESCRIPTION

Choices is a multi-faceted course based on research around the effectiveness of small learning communities and in alignment with the unique philosophy of the purpose of alternative education. Part of our mission at Horizons is to, "promote character, self-esteem, and motivation to foster success in academics and society."

Students are assigned a mentor each year loosely aligned with grade level. Curriculum in this course is designed to build life skills, academic skills and adaptability through a combination of classroom and experiential instruction.

There are three components to the core grade for this class: Focus, Mentor Sessions, and Friday Activities. The points possible are points you earn through attending class, positive participation in all sessions and completion of assignments and activities. Students receive

elective credit and a letter grade based on their overall point average. Attendance is extremely important to receiving credit. All students attending Horizons are enrolled in Choices each year they attend.

Program Goals:

- Monitor and track academic performance
- Address and enhance academic, social, and personal identification for improvement.
- Participate in service learning experiences/projects
- Participate in experiential learning experiences/projects
- Address and enhance skills specific to grade levels
- Supplement the general curriculum with experiences necessary for student growth and preparedness for post-secondary life.
- Analyze, research, and prepare for post-secondary opportunities.
- Participate in elective experiences that round out the educational experience.
- Assist lower grade level transition to our unique high school culture.

Mentee Benefits:

- Gains from the mentor's expertise
- Receives critical feedback in key areas, such as communication, interpersonal relationships, technical abilities, academic performance and skills, leadership skills, social skills, and effective habits
- Develops a sharper focus on what is needed to grow personally and academically within the school
- Learns specific, transferable skills and knowledge that are relevant to personal goals
- Networks with other students
- Gains knowledge about the school's culture and unspoken rules that can be critical for success; as a result, adapts more quickly to the school's culture
- Has a friendly ear with which to share frustrations as well as successes.
- Gains knowledge about post-secondary options.
- Gains knowledge and experience through service learning projects and experiential learning activities

Activities: May include but are not limited to:

- State Testing prep
- Skill-building activities designed to improve skills in core subjects: math, science, english, social studies.
- Outdoor Education
- Hiking, biking, kayaking, health presentations, technology class,
- Traditional PE activities, art classes, Keweenaw explorations, and other experiential learning activities
- Culminating Projects (seniors)
- Mission Statement Posters
- Team Building Activities - Online course support
- Course Progress Report Review

- Academic Time & Support
- Service Learning Projects
- Culinary Arts

A Special Note about Fridays:

Although Fridays diverge from the traditional schedule and coursework that is offered Monday through Thursday, attendance is still required. Attendance and participation in Friday mentor group sessions and afternoon activities makes up two-thirds of the student’s grade in Choices.

Students get the opportunity to take enriching courses and electives that will earn them additional credit toward graduation. Friday is also the day that students meet with their mentors and participate in post-secondary explorations, service learning projects, field trips, and many other activities.

Attendance and participation points on Fridays are the main source of points for determining whether a student receives or does not receive credit for the Choices class. Students earn points for participation and attendance based on showing up for all Friday classes on time and for active and positive participation in all activities.

A study room is provided during most Friday afternoons for students who need to complete coursework in any core classes, per teacher recommendation. Once this work is finished, the student may participate as usual for the remainder of the day.

ACADEMIC CATCH UP AND HELPING OPPORTUNITIES

“Midterm Friday” and “Last Friday” is academic time which is mandatory for all students missing or failing any course work. Students have until 3:46 PM to complete all course work for a chance to earn credit in their core academic courses. Students that have completed and passed all required coursework earn this day off. Students will have a “Voucher for Time Off” form signed by all of his/her teachers as proof to parents/guardians that they do not need to attend the last day of the marking period.

Mid-Term Fridays are afternoon only sessions that occur on the 4th or 5th Friday of each 9-week marking period, dependent upon calendar considerations.

Last Fridays are full day sessions that occur on the last Friday, or the last day of a marking period, dependent upon calendar considerations.

GRADUATION CREDIT REQUIREMENTS

Subject	Credit
English	40 (4)
Social Studies	30 (3)
Mathematics	40 (4)
Science	30 (3)
Personal Finance	05 (.5)
Computers	05 (.5)

Health	05 (.5)
Phys. Ed.	05 (.5)
Visual, Applied, & Perf. Arts	10 (1)
Culminating Project	01 (.1)
Electives	45 (4.5)
Senior Project	1 (.10)

Combination of electives and required credits must equal 216

Credits toward graduation are earned by attending classes Monday through Friday and meeting the following criteria. In order to earn credit, students must:

- Complete 100% of requirements for each course.
- Achieve 70% or higher on all course requirements.
- Use time wisely – work in class when time is given, or lose participation points, which can affect a student’s grade.
- Maintain 87% attendance (6 excused/unexcused absences) or better in all classes to avoid failing or being dropped.
- Online credit recovery courses the minimum passing grade is also a C- or 70%.
- Complete an entire 9 week marking period or quarter. 2.5 credits can be earned for each class per 9 week quarter. There are four quarters in the school year.

STUDENT EXPECTATIONS

We expect you to appreciate the opportunity for another chance at learning, earning credit and graduating at Horizons High School. This is truly a special opportunity and adversarial treatment of other students and staff will not be tolerated.

We expect you to treat yourself and others with dignity and respect. This school is designed specifically for students who have struggled to succeed or to fit in other settings and respecting the individuality of others is crucial for the success of all students.

We respect your right to be treated respectfully and to be appreciated for your individuality and we expect you to express your opinions in a respectful manner so as not to offend, hurt or slander others.

We expect you to strive to do your best in your courses to learn, earn credit, and graduate. First and foremost, that is why you are here.

Be respectful of the school environment and facilities.

Support and/or be involved in student groups, school events, and other curricular or extracurricular activities. This is a small school and without your involvement, we simply won't have much of a program .

Much of what we do is underscored by our desire to help you be successful on many levels both now and in your post-high school life. We expect you to recognize this and to use your school experiences to prepare yourself for life beyond high school.

We expect you to arrive at school and class on time and prepared. Habits formed during high school will follow you to your post-secondary life. Punctuality and preparedness are two very important habits.

Make yourself aware of ALL rules and policies that we have here. They have been established with your best personal and academic interests in mind. Ignorance of the rules will not exempt you from the consequences of your actions.

Remember that your success or failure rests mainly with you and that we will do everything we can to help you be successful, but the main work necessary to your success will have to be done by you. There just isn't any way around this fact.

Take responsibility for yourself.

CLASSROOM NORMS

The following outlines the expectations of every Horizons student while in the classroom. These norms have been developed to help students clearly understand what is expected of them while in class, and to provide an appropriate, distraction free learning environment. Student's unwillingness to meet these expectations will result in consequences per each teacher's classroom management plan. Chronic disrespect for any teacher's clear expectations will result in actions to help the student get on track and be more successful adhering to the norms we follow at Horizons. Please note: These norms support each teacher's classroom management plan.

- Use the entire class period (no shutting down 5 minutes early)
- Cell Phones
 - Only in sight in the classroom with teacher approval
 - May be used during break and lunch times
- MP3/Music Players
 - Teacher discretion as to who can function with/without music
- Chromebooks
 - Check in immediately following 6th period class
 - If a Chromebook is not working correctly students must not let it impede their course progress.
 - Abusers subject to school discipline policy

- Procedures for students returning from absence
 - Students are responsible for checking Skyward and Google Classroom to find what they missed
 - If students are unsure about what they missed after checking Skyward and GC then they must check with their teacher before or after class

- Language
 - Students will use language that fosters a positive learning environment
 - Students repeatedly using inappropriate language without making an effort to correct will be subject to school discipline policy

- Distractions
 - Teachers will do everything they can to provide a distraction free learning environment
 - Students are also responsible for reducing and eliminating distractions so they can focus on their education

PROGRAM POLICIES

Horizons High School is part of the Calumet-Laurium-Keweenaw Public School District and as such, we adhere to the district policies as directed by our district Board of Education. We also follow all State of Michigan laws and policies.

Grading Policy Scale:

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
0-69%	E

Absences:

Horizons Alternative School is a full-time, public school and as such, we follow both the State of Michigan and the CLK district attendance policies. Students who attend school every day are more successful in terms of earning grades and will get more out of the classroom experience. Students at Horizons are expected to take advantage of this opportunity for a second chance at a high school education by being here on time, every day.

Attendance records are a part of a student's permanent record and are often of great interest to employers. Our policies apply to all students who attend Horizons.

There are three basic types of absences: Excused, Unexcused, and Exempt.

1. **Excused** Absences are those approved by the student's parent or guardian. If a student is living independently, special arrangements need to be made with the principal. Illness is a good example of an excused absence. Written notes from the parent or guardian, or a phone call to the school are both permitted to excuse a student's absence. Please notify the school any time your child is going to be absent. We care about your children, our students, and get very concerned when a student is absent and we don't know why. Please be sure to excuse your child either by phone or in writing within 48 hours or two days of the absence.

2. **Unexcused** Absences. The following situations constitute unexcused absences: Absences NOT approved by a parent or guardian are unexcused. If a student leaves the building during the school day without - permission from the principal. In addition, students who leave the - building or skip any class during the school day may be asked to leave for the rest of the day, for a full day of unexcused absences. Transportation home will be the responsibility of the student and his or her family.

3. **Exempt** absences. The following situations constitute exempt absences: When you are not in class because you are participating in a school activity. Medical procedures with written verification from a physician. Funerals, with proper notification from a parent or guardian. 14 Other extenuating circumstances may be deemed as exempt with approval from the principal.

PARENTS/GUARDIANS ARE REQUESTED TO CALL THE SCHOOL OR SEND WRITTEN NOTE LETTING US KNOW OF EXCUSED ABSENCES

The office phone number is (906) 337- 4611 and there is an answering machine available 24 hours a day to take your call outside of school hours or if the office staff is busy taking care of students. Car problems, being stuck in the snow and power outages are not excusable reasons for tardiness, as a bus is available and driving oneself is considered an option.

After four absences in any class within a nine-week period, the student will be given a warning by the principal, school secretary, the student's mentor, or teacher. After six absences, the student may be placed on an attendance contract. Breaking the contract by further absences may result in an E for the course and finishing the marking period on an online course to

recover the loss credit. As of the sixth absence, excused or unexcused, the student is seriously jeopardizing his/her ability to earn credit in any class.

Students with extremely poor attendance may be subject to removal from the alternative program. If a student is withdrawn from the program for absences, he or she must schedule a meeting with the principal and his/her parent prior to returning. Tardies over 10 minutes will result in an unexcused absence for that class period. However, students are still required to attend class, even if they are quite late, to avoid getting further behind in class. 4 Excused/Unexcused Absences (per term) = warning call, letter, or parent meeting depending on circumstances 6 Excused/Unexcused Absences (per term) = Attendance contract

The first violation of this attendance contract may result in the student losing credit in the course and being placed in online coursework to start recovering the lost credit. If a student is in violation of this absence policy more than once in the same school year, he/she may be subject to removal from the program as their attendance indicates their lack of dedication to the program and most of all commitment to their education.

FRESH AIR BREAKS

We have scheduled two fresh air breaks into our school day, one in the morning and one in the afternoon. This gives teachers and students time to interact in a non-classroom setting. A trade off for the privilege of scheduled breaks is that Horizons is a closed campus. Both breakfast and lunch are provided and students are not to leave the campus during the school day without special permission. Students who leave the campus without permission may lose break privileges and/or earn a strike, depending on the circumstances. Trash thrown on ground in the break areas and around the school - 1st offense will be a warning, 2nd, 3rd, etc, is a clean-up of the common grounds and/or strike for disrespect of school grounds. Fresh air breaks are a privilege, not a right, and therefore break areas must be treated with respect. Students are responsible for ensuring that areas used during break times are taken care of.

DISCIPLINE POLICY AND PROCEDURES

Suspension Procedure:

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

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

If a suspension is determined school administration will notify the parents of the suspension, the reasons for it, and the steps necessary for the satisfactory return of the student to the school

setting. If the parents or guardians are dissatisfied, they may appeal to the Superintendent or his/her designee to review the decision. Students suspended from school will have a letter mailed home to parents explaining the reason for the suspension.

Expulsion Procedure:

The following procedural guidelines will govern the expulsion process. School administration will consider in all cases except firearms these 7 factors:

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

If an expulsion is determined:

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

Due Process Procedural Rules and Regulations:

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school

district resources in cooperation with the student and his/her parent or guardian. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she, or his/her parent or guardian, indicates the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to examine the facts which may lead to disciplinary action, or to review the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness.

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.

Refer to the last page of handbook to find Terms Pertaining to Student Discipline

Fighting

Both the staff and most students work hard to create a safe, comfortable learning atmosphere at Horizons. We believe that ALL students have the right to feel safe and welcome here. We take student/staff safety very seriously. Cliques and special "popular" groups are not encouraged. To that end, anyone who bullies other students or who starts or participates in a fight or other emotional or physical harm or threat to another member of our school will be subject to appropriate disciplinary action as outlined in the previous section. Severe or repeated actions described above may result in the dismissal from Horizons for the remainder of the marking period or permanently. Re-entry will only be allowed following a successful hearing that will require the presence of the student, his or her parents/guardians, the principal and appropriate faculty and staff as the situation warrants.

Drugs/Alcohol/Miscellaneous Illicit Substances

Horizons Alternative High School is here to provide a place where students can learn, earn credit and graduate. Students coming to school under the influence of any illicit substance are not here to learn and will be asked to leave. Parents will be notified and law enforcement may be notified.

If a student is suspected of being under the influence of any illicit substance or of alcohol, he or she will be asked to leave the building for at least the rest of the day and may be dropped for

the remainder of the marking period. Parents and possibly law enforcement will be called. The responsibility for proving sobriety or lack of substance use or abuse falls entirely on the student. Re-entry into Horizons prior to the end of the marking period will depend upon solid proof.

Lockers and privacy: It is important to note that The Board of Education, at its August 12, 1980 meeting, authorized school officials to enter student lockers at any time and without prior notification to the student, when there is reasonable suspicion.

Alcohol, Tobacco and Other Drug Uses (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.

Miscellaneous

Stealing of any kind will not be tolerated and could result in a possible withdrawal; student will be placed on the bottom of the waiting list.

Vandalism may also result in possible withdrawal. Students are expected to adopt a mature attitude about their school and its grounds and all contents and to realize that the building, grounds, furniture, books, computers, supplies, etc. are here for their benefit and the benefit of their friends and peers. Students who do not treat these things with respect are demonstrating their disdain for the school and for themselves, their peers, and the staff and will be withdrawn from the program. Reinstatement will be determined via a meeting including the student, his or her parent/guardian, the principal, and any pertinent staff members.

Bathroom breaks will be allowed as approved by your teacher.

Cell phone usage is permitted during breaks, between classes and at lunch. We discourage outside calls coming into students' cell phones during class time. Usage of the cell phone during class time may cause the student to have his or her phone confiscated for the remainder of the day and result in strikes. If cell phone usage continues to interfere with a student's ability to learn, earn credit, and graduate, the student may lose all cell phone privileges during the school day.

Passing classes and earning credits for graduation is the primary focus for students attending Horizons. Students who fail more than half of their classes in any single marking period will either be placed on probation or dropped for the entire following quarter, depending upon the situation and outcome of parent meeting. If a student is continually failing classes at Horizons, then all parties must consider that this may not be the best placement for the student.

TRANSPORTATION

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

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

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

Responsibility of Parents Regarding Bussing

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

ACCEPTABLE USE POLICY FOR NETWORK AND INTERNET ACCESS

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

Prohibited Uses

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

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

limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

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

12. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized 3 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 4 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 the 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.

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

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

Terms of Use

Public Schools of CLK reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for

violations of this policy. Additionally, all handbook regulations apply to the use of the Public Schools of CLK network, Internet, and electronic resources. All property rights to a work product using District technology are assigned to the District. If a student or staff changes their membership in the campus 6 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.

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.

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 extracurricular programs offered by the District. Parents should contact the building administrator and/or school social worker to inquire about evaluation procedures and programs.

PERSONAL CURRICULUM

The PC is a process to modify specific content expectations based on the individual learning needs of a student. It is designed to serve any student at both ends of the continuum; a student that needs to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum. The MMC is the constant, the instructional approach or learning environment is the

variable, and all students including alternative and at-risk students are entitled to have the opportunity to succeed with the MMC. The PC must align with the high school content expectations and remove all barriers that may limit a student's opportunity to take a challenging curriculum. The use of a personal curriculum (PC) modification is allowed by state statute for only three reasons:

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

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

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 barcode. The system operates on a "Family Balance" method of accounting so parents need only one bill for all of their children in the school district. Statements for balances due will be sent home periodically. If balances become over \$10.00 in arrears, the student will not be allowed to charge extra items to the account.

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:

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

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 17 is in keeping with respect for the individual, is of a nature that does not make a person feel uncomfortable and is conducive to creating a stable learning environment.

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

SUSPECTED CHILD ABUSE OR NEGLECT

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

TITLE IX

Title VI of the Civil Rights Act of 1964 is a national law that protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The Office for Civil Rights (OCR) in the U. S. Department of Health and Human Services (DHHS) enforces Title VI as well as other civil rights laws. Title IX Title IX of the Educational Amendments of 1972 of the United States Congress specifically states: No person in the United States shall on the basis of sex, be excused from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance (there are some exceptions). The CLK School District, as attested by school board action, intends to comply fully with Title IX under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress.

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

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

Inquiries should be made to Chris Davidson, the local Title IX Coordinator, 337-0311 ext. 3102. Inquiries concerning the non-discrimination policy may also be directed to the 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 Chris Davidson, the Local Civil Rights Coordinator at the following address:

Public Schools of Calumet, Laurium & Keweenaw
Calumet, MI 49913
(906) 337-0311 ext. 3102

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 19 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.

STUDENT HEALTH

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by

a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

Accidents

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

Health and Medical Limitations

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

Immunizations

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

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

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

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

Injury and Illness

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

Medications

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

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

School Nurse

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

Concussion Awareness

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

STUDENT WELLNESS

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

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

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

A. Nutrition:

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

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

B. Physical Education:

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

C. Other school-based activities:

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

D. Nutrition Promotion,:

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

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

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

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

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

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

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

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

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

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

The Wellness Committee shall be responsible for:

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

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

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

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

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

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

42 U.S.C. 1771

7 C.F.R. Parts 210 and 220

ELECTRONIC SMOKING DEVICE

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

TRAUMA INFORMED SCHOOL & THERAPY DOG

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

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.

WHAT STUDENTS HAVE TO SAY ABOUT HORIZONS

"I like this school because it's easier for me to be more focused because there are fewer kids. The teachers are funnier and easier to get along with". -Jeff Redd (graduated 2008)

"I am glad to have this school because it's like a second chance at school. This school is good because it has given me an opportunity to succeed. Last year I was [at a different school] and I pretty much failed all of my classes. I didn't know what I was doing because of the insufficient help that I got". -Anonymous

"The thing I like best about this school is that the first day I came here I asked for help and got the help that I needed until I understood the problem and question that I had. Also, I have way better attendance because I am actually excited to come to school". -Anonymous

"Without this school I would have probably dropped out by now. The teachers and staff are here everyday for the students. Horizons High has definitely made some changes in my life". -Anonymous

"Before this year I hadn't made the honor roll since probably third grade. I never thought I'd get the awesome grades I have now, nor have ever felt smart enough or even thought about getting into a college. That has all changed; I am now a positive person in school and have a lot more confidence in myself". -Anonymous

"Horizons High means that I will graduate. If this school was not here I would have dropped out. Horizons give me the opportunity to catch up on credits and be successful. The relaxed schedule helps so the day isn't consisted of running around, trying to get to class. I'm grateful for this fresh start". -Sandra Oja (graduated 2007)

It feels great to be successful and have an A-B average. The schoolwork is more understandable for me here. The principal and teachers are nice and the school is located close to my home. Most of my friends come here and I enjoy coming here every day. -John Rajaniemi (graduated 2006)

"I really like this school. The teachers make it a better/happier atmosphere. The teachers at Horizons motivate me to change for the better. Without this school and its motivating staff I probably wouldn't make it and would amount to nothing. Teachers here go out of their way and we are lucky to have them". -Anonymous

"I have been trying harder because I know this is my second chance to pass and I probably won't have another chance if I screw up. My grades are better; we have a lot more freedom and help at Horizons". -Anonymous

"When I walk into school, I don't dread the day. I'm not worried about what others think of me, because I know that they aren't judging me. That we are all in the same boat and no one really holds grudges against you for what you may have done in the past. At other schools the students and some staff expect you to be someone you're not to try to fit in. Our teachers here actually make you feel wanted and let you know that you have good qualities in you".
-Anonymous

"I think that this school is alright. I'm up here, because I slacked off too much at [another school] and I need to graduate this year so I figured I would come up here and get extra help. So pretty much I like this school because they give you more time to work on assignments". -Anonymous

" I really feel like this school is a second chance for a lot of people. It is a totally different learning experience; I went from a 1.000 GPA at [another school] to a 4.000 GPA at Horizons".
--Anonymous

"I feel that having this school is an opportunity to have a second chance and when I am in school it is awesome to be able to get the help I need. I also like coming to a school where I don't get looked at like I am worthless. I get the props I need to want to come to school. And I like that everyone in school knows and gets along with everyone". -Derek Ellis (graduated 2008)

ALTERNATIVE EDUCATION RESOURCES

If you wish to further understand the educational and philosophical background upon which the program and its policies are based, a few places to start are listed below:

Adler, Alfred. *The Collected Clinical Works of Alfred Adler*. Ed. Henry T. Stein, Ph.D., Alfred Adler Institute of Northwestern Washington. 2005.

Adler Alfred. Alfred Adler Institute of San Francisco, California and Northwestern Washington.

<http://ourworld.compuserve.com/homepages/hstein/> World-wide web home page. Accessed 14 June, 2006.

Brain-based learning. Various training, books and articles.

Glasser, William A. Choice Theory, The Quality School, Choice Theory in the Classroom, and others.

Harris-Lofflin, Jon. "The Best Practices of Alternative Schools." And "Pseudo-Alternative Schools Checklist." Prepared for the National Dropout Prevention Center. 2003.

IALA. International Association for Learning Alternatives. World-wide web homepage: <http://www.learningalternatives.net/>

MAEO. Michigan Alternative Education Organization. World-wide web homepage: <http://www.maeo.org/MAEO/Home.html>

Purkey, William Watson. Inviting School Success: A Self-Concept Approach to Teaching, Learning, and Democratic Practice. 1995.

Schmoker, Mike. Results: The Key to Continuous School Improvement

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 9 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 given on the assignment, test, quiz, project, or measurement tool.
- Fires: Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.
- Gambling: Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

- Harassment: Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above
- Hazing: The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. 11 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 a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
- Theft: When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.
- Tobacco use: Smoking and other tobacco uses are a danger to a student's health and 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 guidelines. Violations of this rule could result in suspension or expulsion.
- Use of an object as a weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.
- 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 14 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