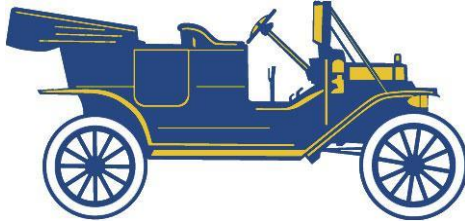


Kingsford High School Flivvers



Dedicated to Excellence

431 Hamilton Avenue

Kingsford, MI 49802

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Web Site: <https://www.kingsford.org/1/home>

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OUR MISSION

The mission of Breitung Township Schools, in cooperation with families and our community, is to provide a quality educational experience to assist all students in developing the knowledge, skills, and attitudes necessary to become successful citizens.

BREITUNG TOWNSHIP SCHOOLS BELIEF STATEMENTS

1. All students can learn.
2. All students have the right to a meaningful educational experience.
3. Each student has dignity and worth.
4. Achievement is a result of high expectations with realistic goals.
5. The entire community shares the responsibility of educating its citizens.

WELCOME STUDENTS

Welcome to Kingsford High School. We extend this welcome on behalf of the faculty, staff and administration. We are looking forward to assisting you in fulfilling your educational goals.

Kingsford High School offers a complete and comprehensive program of academic and co-curricular activities. Year after year our student body demonstrates a commitment to uphold the high standards that have been set by previous graduates. We encourage you to become involved and to prepare yourselves academically and socially in order to take an active role in our society. Teachers, secretaries, support staff and administrators stand ready to assist you and guide you throughout the year.

This planner is printed to provide you with information on school rules and regulations and to inform you of your responsibilities. It is important that all students and parents/guardians read, understand and abide by the information in this planner.

We look forward to a great year and are excited that you will be a part of it.

Mr. David Lindbeck
Principal

KINGSFORD HIGH SCHOOL

Telephone: (906) 779-2670

Fax: (906) 774-2883

Mr. David Lindbeck	Principal
Mr. Alan J. Unger	Assistant Principal
Mr. Chris Hartman	Athletic Director
Mrs. Terrie Rugg	Executive Secretary ~ High School Office
Mrs. Michelle Kleikamp	Executive Secretary ~ Counseling Office
Mrs. Jamie Lockhart	Secretary ~ Counseling Office
Mrs. Lisa Harry	Counselor
Mrs. Kendalynn Sutton	Counselor
Mrs. Jamie Lockhart	Scholarship Coordinator
Mrs. Laura Olsen	Athletic/Community School Secretary
Mrs. Chris Tramontin	Director of Food Services
Mr. Rick Johnson	Director of Maintenance and Grounds
Mrs. Carrie Meeuwssen	School Nurse

SUPERINTENDENT'S OFFICE

Telephone: (906) 779-2650

Mr. David W. Holmes	Superintendent
Mrs. Richelle Barker	Director of Finance
Mrs. Carrie Swanson	Secretary to Superintendent

The Board of Education regular meetings are on the second Monday each month at 7:00 p.m. in the Superintendent's Office

DISTRICT COMPLIANCE OFFICERS

Telephone: (906) 779-2650

Mr. David W. Holmes	Superintendent
Mrs. Richelle Barker	Director of Finance

KINGSFORD HIGH SCHOOL STUDENT HANDBOOK

ACADEMIC LETTER CRITERIA

The academic letter/bar criteria are as follows:

1. The student may receive an award for receiving all A's (i.e. A's equal to or greater than A-'s) during three (3) consecutive semesters, for receiving a B- or better for five (5) consecutive semesters, or for receiving a B- or better for any six (6) semesters.
2. Transfer students may receive academic awards after they have completed two (2) semesters at Kingsford High School provided that their combined record at Kingsford High School and their previous School meets the criteria as specified in number one (1) above.
3. The award is a six (6) inch block chenille letter similar to the athletic letter, but including an embroidered scroll upon which **ACADEMIC** is printed in block letters.
4. A student may receive the above awards only once. If the criteria for receiving the award are met more than once, service bars will be awarded on subsequent occasions.

ACCEPTABLE USE POLICY – INTERNET AND NETWORK RESOURCES

Parents and students will be required to sign a written agreement to abide by the terms and conditions of the Acceptable Use Policy before students are permitted access to the technology resources of the District. By signing the form, they agree to the terms of the Internet Safety Policy, Acceptable Use Policy (AUP) and Bring Your Own Device Policy (BYOD). Even if the student does not currently own a wireless device, they must sign the document in order to be allowed access to the internet. Any violation of these policies could result in suspension or expulsion.

ADVANCED PLACEMENT CLASSES

The following are official Advanced Placement courses at Kingsford High School: AP Calculus, AP Computer Science A, AP Literature & Composition, AP Chemistry, AP U.S. History and AP Computer Principles.

AP courses are college level courses offered on campus at Kingsford High School. Courses which are designated as "AP" on a student's

transcript will follow the guidelines listed below:

1. Students will be required to take both Semester 1 and Semester 2 final exams.
2. Students are encouraged to take the AP Exam at the end of the school year, with payment being made prior to exam ordering in February. Taking the AP exam **does** exempt a student from the school 2nd semester final exam and it affords them the opportunity to gain college credit for work done at the high school level.**
3. Acquiring a Weighted Grading Scale: A 5.0 grading scale will be applied to semester grades in AP courses provided **all** of the following occur:
 - A. The student achieves a “C” or higher for their semester grade.
 - B. The student completes the full year course.
 - C. The student takes 1st semester and 2nd semester finals or AP exam.

**Students who qualify for free or reduced lunch may qualify for fee reductions from the College Board for AP Exams. Cost per exam is approximately \$95.

AMERICANS WITH DISABILITIES ACT-SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure 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.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in a school setting should contact the Superintendent at 779-2650.

ANTI-BULLYING

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more

individuals intentionally subject another person (the “target” of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to, the following types of conduct:

- Verbal:* name-calling, teasing, threatening, taunting, and gossiping.
- Emotional:* shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
- Physical:* any sort of aggressive physical contact which may include punching, poking, shoving, kicking, choking, pulling hair, beating, biting, and tickling.

Note: bullying of a sexual nature will be addressed through the district’s policy and procedure for sexual harassment.

Prevention

1. The district shall provide to school employees, students, and parents written information about the identification, prevention, and correction of bullying.
2. The district shall provide to all school employees training about the nature and seriousness of bullying, as well as prevention and intervention strategies.
3. The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes, and skills necessary to discourage bullying; standards of acceptable behavior; and ways in which students can be actively involved in creating a safe school environment.
4. The district shall encourage communication between teachers/administrators and parents shall be encouraged to promote the strong partnerships necessary to most effectively prevent and intervene with bully/target problems.
5. The district shall conduct periodic assessments regarding the

types and prevalence of bullying shall be made at each school in order to gauge program effectiveness and needs.

6. Recognizing the importance of positive role modeling, district staff shall not engage in bullying conduct while involved in school related duties.

Intervention

1. Allegations of bullying shall be promptly investigated by school administration. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to reprimand, suspension, change of schedule or placement, expulsion, denial of participation or privileges, and detention.
3. Individualized interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempts to “get even” with the target and/or the person who reports the bullying conduct.

ARTICLES (PROHIBITED)

Hats and sunglasses are not to be worn in the building. Roller blades and skateboards are not permitted to be used at school. If prohibited items are being used at school, these items will be taken. These items will be taken by the classroom teacher and/or administrator and will be brought to the office. Items which are judged to be out of place in the school setting will be confiscated and returned only at the parent’s request. Backpacks, handbags and purses will be permitted in the hallways before and after school. However, backpacks, handbags or purses are not permitted in classrooms including gym, cafeteria, and auditorium. Backpacks should be stored in lockers during the day.

ASSEMBLY CONDUCT

Periodically throughout the school year, assembly programs are scheduled for the student body. Some assemblies are held in the

auditorium and others in the gymnasium. Courtesy dictates that the audience be respectful of the performers and the effort and practice that the presentations represent. Assemblies held in the auditorium are generally those that do not allow for student participation. Polite applause and respectful attention is expected at these assemblies. Respect for school property dictates that feet not be placed on seats. The assemblies held in the gym require courteous attention and polite behavior also. However, on occasion, gym assemblies will be of a more casual nature and lighter substance than those held in the auditorium.

ATTENDANCE POLICY AND PROCEDURES

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life.

While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent/guardian and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to the present and future endeavors of the student in the workplace.

Absence from school is the greatest single cause of poor achievement in school. If a student is not regular in attendance, his/her performance lags, he/she soon loses interest, and then tends to fall further behind in his/her work. Successful students are seldom absent or tardy.

Objectives:

The policy and procedures regarding student attendance are designed to accomplish three (3) primary objectives:

1. To instill in each student the sense of responsibility necessary for success in high school.
2. To identify and attempt to remedy situations where student absence is having an adverse effect on the student's progress in school.
3. To maintain an accurate record of attendance for each student

which becomes part of the student's permanent school record that is requested by employers and other schools.

Attendance Policy General Procedures:

The following procedures are based on the assumption that a maximum of four (4) absences per nine week marking period are more than adequate to cover the legitimate needs of the majority of students. This limit is not to be considered a grant to be absent in any case where absence is avoidable, and every effort should be made to schedule doctor, dentist and agency appointments after school.

Specific Attendance Policy Guidelines and Procedures are as follows:

1. All parents/guardians will contact the school to excuse the student's absence. This also applies to students 18 years of age and older.
2. **If the parent/guardian does not contact the school to excuse the student's absence, the absence will be unexcused and they will receive a zero in each of their classes for the day they were absent.**
3. The maximum number of days (excused or unexcused) that a student can miss in a class and still receive a passing grade is four (4) days per nine week marking period.
4. Any absences beyond four (4) days per marking period will result in the student receiving a failing grade in that class.
5. If a student is under sixteen (16) years of age and has continued poor attendance, the student and parent/guardian may be referred to the Dickinson County Truant Officer. A county wide truancy ordinance has been adopted for Dickinson County. This ordinance enforces the parent responsibility to insure regular school attendance for his/her child.
6. **Whenever a student leaves the building during the normal course of the school day, he/she must first sign out in the Principal's Office. NO STUDENT WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT PARENT/GUARDIAN PERMISSION. Failure to sign out when leaving the building may result in disciplinary action.**
7. Attendance is taken during each class period.
8. Class work missed during an excused absence must be made up according to the teacher's requirement.

9. No student shall be charged with an absence if he/she is unable to attend school because of bus transportation being suspended due to adverse weather conditions or other bus problems beyond control. However, class work must still be made up.
10. **A student may participate in an extracurricular activity, (meeting, practice, or competition) after school or during the evening, only if the student has been in school for at least four (4) class periods.**
 - A. If the activity is on a Saturday or other non-school day, the student must have attended or have an approved absence for the last day prior to the activity.
 - B. Any athlete/extracurricular participant who is suspended from school will not practice or participate in any event that day.
 - C. There are times in the conduct of our inter-scholastic program that our student athletes/extracurricular participants may have to miss class time. If this is the case, the student is responsible to contact the teacher or teachers involved and make up all the work. These students are expected to turn in assignments and take scheduled quizzes/tests the next day.
 - D. All participants involved with athletics/extracurricular activities should be in school the day following the activity unless excused for medical or dental appointments, or the student has been injured and cannot attend classes. In case of injury the coach/advisor should be informed of the injury.
11. When unusual circumstances exist concerning absences or tardies not covered by the policies, parents are expected to contact the school. Also the administration reserves the right to use its discretion as needed in all situations regarding attendance.
12. Parents are discouraged from having their children excused from school for vacations or trips. However, a policy (pre-arranged absences) exists for this purpose and the form can be obtained from the high school office. This pre-arranged absence form must be completed prior to when the student will be absent. Pre-arranged absences for non-medical reasons may be denied if a student has accumulated more than four (4) absences. If a student chooses to miss anyway, their absences will count as excused, not non-chargeable, if verified.
13. Only 5 days of Pre-Planned Absences (non-chargeable) will be permitted during the school year. This provision of the KHS attendance policy is meant to be used for college visits, family

vacations, armed forces physicals and medical appointments & procedures that take the student out of the area.

14. School related activities that take a student out of school will be considered non-chargeable.

Appealing Loss of Credit

A student and/or his/her parents may appeal a loss of credit. The initial appeal must be made to the Administration within three (3) school days of notification of the loss of credit. The Administration will consider the appeal at a designated meeting time and date. At the appeal hearing, the student may be accompanied by a parent/guardian.

If the student or parent is not satisfied with the decision at the first step of the appeal process, he/she may appeal to the Superintendent of the school within three (3) school days of the initial appeal decision. If the student is not satisfied with the decision of the Superintendent, he/she may appeal to the Board of Education at a regular meeting. Arrangements may be made through the Superintendent to have the appeal placed on a Board meeting agenda. The hearing with the Board will be public unless a private hearing is requested in writing. If there is no appeal made or the student and parents do not show at the appeal hearing, the loss of credit will stand.

All doctor and other medical appointments are excused but are chargeable and count towards the student's limit of four (4) absences per marking period.

Note: The four absences do not carry over from marking period to marking period. (i.e. if you are only absent one day during the 1st marking period - you do not have seven days to be absent during the 2nd marking period.

The student who is making up time because he/she has exceeded the maximum number of days may do so on an hour for hour basis in Saturday School. **No make-up time for the days exceeding the limit will be allowed after the end of each marking period.**

An unexcused absence will result in a zero for that day plus a zero on any quizzes or tests given that day plus assigned 5 hours of Saturday School.

BULLETIN BOARDS, POWERSCHOOL DAILY BULLETIN, KHS WEBPAGE, HALLWAY TV MESSAGE BOARD, KHS FACEBOOK

Announcement areas should be checked by students regularly for information on upcoming events such as testing dates, scholarships, financial aids, school calendar, etc. All posters and special announcements connected with school groups and organizations are to be checked and approved by the office. The placing of these posters are restricted to designated areas only.

CAFETERIA CONDUCT

Students are expected to proceed to lunch in an orderly manner. Running, cutting in line, and failure to properly dispose of lunch trays or litter will result in disciplinary action. Students must use their student ID card number for breakfast and lunch.

CANINE SEARCHES

In an effort to keep schools and district premises free of illegal drugs, alcohol, and dangerous weapons, school authorities may use specially trained, non-aggressive dogs to detect the presence of said items on school property and in vehicles parked on school premises. Such inspections by school authorities and trained dogs may be announced or unannounced and conducted at any time.

If a dog detects any of the above mentioned items, a search will be conducted in the student's presence. If an item is found, the student will be subject to discipline as outlined in the Student Discipline Code of Conduct.

Dog detection procedures will be focused on but not limited to student lockers, backpacks, coats/jackets, and vehicles. Backpacks and coats/jackets will not be worn by the students during the detection procedure.

CAREER CRUISING Online Career Management System

Kingsford High School utilizes this online portal for 4 year high school course planning as well as for EDP (Educational Development Plan) creation. This tool has proven to be extremely useful in both exposing and educating students about possible career options post high school. By using some of the diagnostic tests included in the program, students can also be directed to various career pathways or specific professions based on likes, dislikes, and perceived skills. For each career option, resources are embedded into the system to take

them to the college degree they may need (if applicable) to qualify for the profession, which school across the United States offer that degree, the estimated cost and entrance requirements for those schools, and other employment/wage earning information where available. For more information or to retrieve a lost ID and Password, contact the Counseling Office.

CHEATING/PLAGIARISM

Students found cheating on an assignment, exam, test, or quiz will receive an “F” for the grade on that assignment and may result in disciplinary action. The teacher will notify the parent or guardian and will report the incident to the principal/assistant principal. A second violation will result in the student being removed from the class and a grade of “F” given for the semester.

Students who plagiarize will be subject to their teacher’s “plagiarism policy”.

CLUBS, ORGANIZATIONS AND EXTRA CURRICULARS

The following clubs and organizations are active and invite your participation:

- | | | |
|--|-------------------------------|----------------------|
| 1. Association of Student Artists | 9. Environmental Science Club | 18. SADD |
| 2. Basketball | 10. Football | 19. Soccer |
| 3. Baseball - Boys | 11. Golf | 20. Softball - Girls |
| 4. Bowling | 12. High School Quiz Bowl | 21. Spanish Club |
| 5. Business Professionals Of America (BPA) | 13. Hockey | 22. Student Council |
| 6. Cheerleading | 14. Jazz Band | 23. Swimming |
| 7. Cross Country | 15. Key Club | 24. Tennis |
| 8. Drama/Theater | 16. National Honor Society | 25. Track |
| | 17. Rockets for Schools | 26. Volleyball-Girls |
| | | 27. Wrestling |

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

In the case of non-casual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONFIDENTIALITY

It is the policy of the Board of Education that when the District receives in trust from a public agency confidential information identified to be confidential (whether such information is confidential by Michigan Compiled Laws Annotated, Common Law, Privilege, Case Law or Federal Law), the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

COUNSELING PROGRAM

The tests you took as Elementary & Middle School students and comments of your teachers come to Kingsford High School to form a basis for counseling. In Kingsford High School we have a counselor who is directly concerned with your well-being. The counselor is more than willing to help you solve your problems. The records we have in the office pertain only to school and outside conditions which may have an effect on your school life.

Obviously, many students have issues that are personal. You may feel free to discuss them with a counselor and not to have them become a part of your permanent records. The counselor is available during all periods of the school day. ***Feel free to make an appointment to see her during your lunch hour or before/after school.***

Confidentiality means that the privacy of information that you share with your counselor belongs to you. You may share information with others as you wish, but we understand that you have a right to privacy. We will guard that privacy as much as is permitted by the law, ethics, and school rules. We recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If you ask that information be shared with other non-school

professionals, you and your parents will be asked to sign a release form. We will send only information you request unless mandated by law or ethics.

You should know that there are exceptions where we are obligated to break confidentiality:

- **If you or someone you know is in danger of harm (i.e. Mandatory Reporting)**
- **If an illegal action has taken place**
- **If we are subpoenaed by the court system to testify**

Counselors occasionally consult with other school professionals, but in such cases only information necessary to achieving the goals of the conference will be shared. In addition, counselors keep informal notes regarding conferences, notes that are stored in a secure location and treated confidentially.

DANCES

1. Kingsford High School student dances will be for Kingsford High School students and their previously approved guests **ONLY**. **Middle School students are prohibited from attending KHS dances.**
2. A Kingsford High School student may sign up **ONE (1) approved guest on a list IN THE PRINCIPAL'S OFFICE** during the week prior to the dance and complete and return the guest pass application. Guests **WILL NOT be able to sign up at the entrance to the dance.**
3. The doors at the dance will be open for the first thirty **(30) minutes only.**
4. All tickets are sold in advance. No tickets are sold at the door.
5. Once a student leaves the building from the dance the student **CANNOT** re-enter under any circumstances.
6. A school dance is considered a school event and all school rules of conduct apply.
7. There must be a ***minimum*** of five (5) faculty chaperones plus an administrator at each dance.
8. Advertising for Kingsford High School dances shall be limited to the high School building only.
9. Dances will be finished by 11:00 p.m. Sponsoring clubs and organizations must consider this when contracting with companies that supply the music. Exceptions must be approved in the office.

10. Prom is for Juniors and Seniors only. The only exception would be if the underclassman is escorted by a Junior or Senior.

DANCE GUIDELINES

- All students and guests may be checked for illegal or controlled substances prior to entry to the dance.
- All guests attending KHS dances must be 20 years old or younger.
- No straddling legs.
- No grinding.
- No inappropriate touching.
- No “making out”.
- Students are not allowed to leave the dance and return.
- Dancing Guidelines - applies on and off the dance floor.

DANCE COURT PARTICIPATION ~ (Homecoming and Prom)

Students are ineligible from participation if there is a suspension from school or a violation of the KHS Athletic Code.

DUAL ENROLLMENT/CONCURRENT ENROLLMENT

Postsecondary Credit

Registration for these courses must be completed during the scheduling window. Students cannot add/enroll in these courses at any time after the scheduling window closes. 10th, 11th & 12th grade, by Application Only.

Dual Enrollment (DE)/Concurrent Enrollment (CE) is open for 10th-12th grade students who have qualifying test scores for both college readiness and college admission as well as any prerequisite courses at KHS.

Cost: Because the college course is taken as part of the students high school schedule, the district will pay a portion of the tuition for the course. This value varies each year (it is approximately \$500 per course per semester) and may not cover the total expense charged by the college. Materials/books are the responsibility of the student.

Credit: Students have an hour of their day assigned to work on their DE/CE course.

Scheduling: The course will show on the students schedule as one hour of their day, however, the course may not be scheduled at that time (i.e. online or night/weekend courses). This hour will serve as an

open hour not requiring attendance but should be designated as work/study time for their DE/CE course.

ELEVATOR

The elevator is to be used by only the students who have a medical disability and you must make arrangements to use the elevator through the high school office.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, please check our Facebook page, BTS Website, or WLUC-TV 6. Parents will be notified via email, phone call and text message through the Power School notification system and it will also be posted on the BTS Facebook page. Parents and students are responsible for knowing about emergency closings and delays.

ENROLLING IN THE SCHOOL

Students that are new to Breitung Township School District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: A birth certificate or similar document, custody papers from a court (if appropriate), proof of residency and proof of immunizations.

In some cases, temporary enrollment may be permitted. If this is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Counseling Office secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Adult students eighteen (18) years of age or older may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students carry the responsibilities of both the student and parent.

Students who reside in Dickinson or Iron Counties may attend Kingsford High School under the "School of Choice" provision. Contact the Kingsford High School office for the proper forms.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the District to provide an equal education opportunity

for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Superintendent of Schools, 810 Pyle Drive, Kingsford, MI 49802.

FINAL ASSESSMENT FOR SENIORS 2ND SEMESTER

1. Senior final exams for the spring semester will be 1 hour in length.
2. Second semester senior exam exemptions will be granted for seniors who meet all of the following criteria:
 - A. Must have a minimum of a 80% average for the second semester in each class.
 - B. Exam exemptions do not apply to AP classes.
 - C. Has not gone over the allowable attendance cap for either the 3rd or 4th marking periods in each class.
 - D. **Has no disciplinary referrals during the second semester.**

FIRE AND TORNADO DRILLS

Students should be familiar with the fire drill route from each of their classrooms. The route will be posted near the door of each classroom. During a fire drill, everyone should walk quickly and quietly to their exit and stay as a group outside until informed to re-enter.

Students should also be familiar with the route they will use for a tornado drill. This will differ from the fire drill route.

Both the fire drill and tornado drill routes are posted in each classroom.

GRADING POLICY

The following grading system and guide will be used to give a measure of the quality of work of a student.

A	94 - 100 %	EXCELLENT, Is making excellent progress; displays unusual interest, originality and initiative; excellent quality work.
A-	90 - 93 %	

B+	87-89%	ABOVE AVERAGE , Is making very good progress; displays above average effort; does very good work promptly and neatly; has good study habits.
B	83 - 86 %	
B-	80 - 82 %	
C+	77 - 79 %	AVERAGE , Is making good progress; makes a response on definitely assigned work; is developing satisfactory study habits.
C	73 - 76 %	
C-	70 - 72%	
D+	67 - 69 %	BELOW AVERAGE , Needs to improve; can do better work with more effort; should improve study habits and daily work; should prepare required work more thoroughly.
D	63 - 66 %	
D-	60 - 62 %	
F	0 - 59%	FAILURE , Is making unsatisfactory progress; displays little effort to achieve; lacks interest, work is too poor to justify passing.
I		INCOMPLETE . Indicates assigned work has not been completed. A student has 2 weeks after each marking period to make up the Incomplete, failure to do so results in an "F" for the marking period.

You must have an overall 60% for the semester to earn a passing grade for the semester.

Each marking period grade counts 40% of the semester grade, and the semester (final) assessment counts 20%.

GRADE POINT AVERAGE

A	= 4.000	B-	= 2.667	D+	= 1.333
A-	= 3.667	C+	= 2.333	D	= 1.000
B+	= 3.333	C	= 2.000	D-	= .667
B	= 3.000	C-	= 1.667	F	= .000

GRADUATION CEREMONY

The School District sponsors a graduation ceremony for seniors who have completed the necessary MMC and KHS graduation requirements. The school district wants to emphasize that the graduation ceremony is a **privilege**, not a right. The privilege to participate in the graduation ceremony may be revoked for senior students who violate the Student Code of Conduct, even if the senior student is otherwise eligible to receive a high school diploma.

CLASS OF 2021, 2022, 2023 STUDENTS WILL BE REQUIRED TO

HAVE AT LEAST 23 CREDITS

***COVID-19 Exception due to limited access to credit recovery courses**

CLASS OF 2024 STUDENTS and BEYOND WILL BE REQUIRED TO HAVE AT LEAST 24 CREDITS

All 9th-12th grade students must be enrolled in a full-time schedule. 10th, 11th, and 12th grade students who qualify for dual enrollment may count one or two college classes to meet the minimum class requirement.

<u>Credits</u>	<u>Course</u>
4.0	English
4.0	Mathematics
3.0	Social Studies
3.0	Science
2.0	World Language
1.0	VPPA
0.5	Physical Education
0.5	Health
<u>5.0 / 6.0</u>	<u>Electives</u>

NOTE: Class of 2021-23 (5.0) / Class of 2024 and beyond (6.0)

23 Credits minimum to graduate classes of 2021, 2022, 2023

24 Credits minimum to graduate classes of 2024 and beyond

HALLWAY POLICY

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MME Exam, Final Assessments, and Graduation. If absent, you should check with your teacher for missing assignments or assessments.

HONOR ROLL

Honor rolls will be published approximately three weeks after the end of the marking period. It is the student's responsibility to make up incompletes within two (2) weeks, The student and teacher must report the make-up grade to the COUNSELING OFFICE in writing.

Honor Rolls are listed as follows:

All A's = "A" in each subject

B or Better = 3.0 or Better in each subject (3.00-3.99)

3.0 or Better/B Average = 3.0 Average of all subjects

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse (779-2670, ext. 3).

LEAVING THE BUILDING

If a student doesn't feel well enough to attend classes, she/he is to report to the office. Arrangements will be made for the student to see the School Nurse or to go home. **Under no circumstances should a student go home or leave the building without prior approval from the office.**

Whenever a student leaves the building during the normal course of the school day, she/he must first sign out in the Principal's Office. ***No student will be allowed to leave the building without parent or guardian permission.*** Failure to sign out when leaving the building may result in five (5) hours of Saturday School.

LOCKERS

School lockers are the property of Breitung Township Schools and are

provided for the convenience of students. Each student is subject to a locker check, based on reasonable suspicion at any time during the year and the lockers are expected to be clean and in order. Students are financially responsible for any damage to their assigned lockers. ***The use of adhesive tapes and decals in lockers is prohibited.***

LOST AND FOUND

Lost and found articles should be brought to the office where they will be kept until claimed by the owner. Items not claimed within thirty (30) days will be turned over to a charitable organization.

LUNCH/BREAKFAST PROGRAM

The School participates in the National School Meals Program and makes breakfast and lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Parents are able to send one check for the entire family. Please write a note to tell us how the money should be distributed. This is a prepaid account, funds must be deposited before your child eats. Breakfast and lunch are subtracted from the same account. Snack items are purchased during lunch at a separate cash register and are on a cash only basis. You will be notified throughout the school year if your child owes money on their meal card. An application for free or reduced meals is in the packet you received from the high school office at the beginning of the school year. If you feel you may qualify please fill it out even if your child does not eat at school. Feel free to call the Food Service office at 779-2631 if you have any questions or comments about our School Meals Program.

MEDIA CENTER REGULATIONS

1. All students are entitled to use media center materials.
2. Students using the media center must sign in using their entire name (no initials or nicknames). Each person must sign in for his/herself.
3. Students must go directly to the Media Center when sent from a class.
4. All computer use policies must be followed when using the media center's computers.
5. Please be quiet. Respect the rights of other students using the media center.

6. Anything taken from the media center must be checked out.
7. Books and audiobooks are checked out for three weeks. They can be renewed if no one is waiting for them. Magazines are checked out for one week. Fines are five cents per day per item if overdue.
8. Calculators may be checked out for one week. Fines are one dollar per day if overdue.
9. Materials lost or damaged beyond repair will have to be paid for.
10. Auxiliary library services include copying, laminating, transparencies, school store and more.
11. Flash drives must be scanned and checked before use on a daily basis. Drives may not be used if any corruptions or viruses are found.
12. When checking out textbooks at the beginning of the year or semester, please report any damages to the Media Center within the first week of checking out the textbook. If you do not report any damages by that time, you will be responsible and charged for any damages to your textbooks.
13. When a student is using their personal ECD or PCD device in the Media Center, the student must use headphones.

MEDICATION DISPENSATION

Prior to the dispensing of any medication by school personnel, a medication dispensation form must be completed and signed by a parent and an attending physician. All medication will be kept in a secure office location and be issued to students in accordance with the instruction indicated. **Students are not to keep or carry medication (prescription or non-prescription) at School.** Any questions, call the school nurse at 779-2670 ext. 3.

ONLINE LEARNING - During the School Year

We have expanded our curriculum to include online AP and traditional courses. Students should register for these classes through the annual scheduling process for the following year. A list of class offerings is available in the Counseling Office. The course will be scheduled as one period of the student's school day. Students will be assigned a mentor who will monitor all tests and quizzes and will also take roll each day. There will be a computer assigned to the student for that hour. Computer skills and self-discipline are a must for any on-line course. Credit will be awarded based on the percentage earned in the course and a letter grade will be assigned per the recommended grading scale from the online provider. The grade will factor into the student's G.P.A. and a 5.0 scale will be applied to all AP on-line courses as listed in this agenda book. **If a student fails an on-line course, they may be subject to pay any fee(s) associated with the cost and delivery of such course.**

NATIONAL HONOR SOCIETY

The Kingsford High School Chapter of the National Honor Society has been in existence since May 16, 1934. Membership in the National Honor Society is a coveted honor.

The object of this Chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Kingsford High School.

Selection of Members

1. To be eligible for membership the candidate must be a member of the senior or junior class. Candidates must have been in attendance at Kingsford High School the equivalent of one (1) semester. The selection takes place annually.
2. Candidates must have a cumulative scholastic grade point average of **3.50** or better. Candidates shall then be evaluated on the basis of service, leadership, and character.

LEADERSHIP - The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.

- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.
- Is a forerunner in the classroom, at work, and in school or community activities.

SERVICE - The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; Church Groups; Volunteer services for the aged, poor, or disadvantaged; Family duties.
- Volunteers time, is dependable and well-organized, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and interscholastic competition.
- Shows courtesy by assisting visitors, teachers, and students.

CHARACTER - The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability, shows courtesy, concern, and respect for others.
- Observes instruction and rules of punctuality, and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

- Actively helps to rid the school of bad influences or environment.
3. The selection of members of the Chapter shall be by a majority vote of the faculty council.
 4. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.
 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

NOTICE OF NONDISCRIMINATION POLICY - EQUAL EDUCATION OPPORTUNITY

It is the policy of the District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Superintendent at 810 Pyle Drive, Kingsford MI 49802, 779-2650.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an

opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the school nurse at 779-2670 (ext. 3).

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and the other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

PARKING LOT POLICY

High School students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, and without student consent.

1. The school will not be responsible for vehicles which are lost, stolen or damaged.
2. Student's cars must be parked on the blacktop in accordance with the designated yellow lines.
3. Cars must be driven at a slow speed, approximately five (5) miles per hour.
4. Students must park their car immediately upon entering the parking lot.
5. Students are not permitted to sit in their cars while the car is parked in the parking lot.
6. Students are not permitted to go to their cars nor be in the parking lot between classes without permission; to do so means the student has left the building without permission.
7. Loitering in the parking lot is not permitted at any time.

8. First offense with the car will mean a thirty (30) day loss of driving privileges on school property.
9. Second offense with the car will mean a loss of driving privileges for the remainder of the school year.
10. The term car as used here includes all motor vehicles.
11. Motorized and pedal bikes should be parked in or near the bike rack in front of the building.

PERSONAL COMMUNICATION DEVICES

For purposes of this policy, “personal communication device” includes computers, tablets, electronic readers, cell phones and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles during school sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage of degree of disrobing or changing clothes.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Any violation of the PCD Policy will result in the following disciplinary action:

- **1st Offense** – PCD device will be confiscated and turned in to the high school office and the parent/guardian will be contacted.
- **2nd Offense/Multiple Offense** – Students will be assigned 5

hours of Saturday School and the parent/guardian must come and pick up the device from the high school office.

POWER SCHOOL

Breitung Township Schools uses a web-based student management system called PowerSchool. Parents and students log in to the system to check grades, attendance, teacher comments, and school bulletins. Everything done in PowerSchool is in “real time”. This means that as soon as a student is marked absent or the instant a grade is entered on an assignment, that information is available on-line. Teachers can insert comments about a student or specific comments about an assignment.

If you had a Web ID and Password last year at KHS, your Web ID and Password will be the same for this school year. Freshmen will get their Web ID's and Passwords during orientation. Parents and students who need their Web ID's and Password, must contact the high school Counseling Office.

REPORT CARDS, MARKING SYSTEM, AND HONOR ROLL

In order to keep you informed of your progress, report cards are issued four (4) times per year.

Incomplete Grade: An incomplete grade is a temporary grade and must be changed to a letter grade within two weeks following the end of the marking period/end of the semester. If the incomplete work has not been successfully completed, the “I” will automatically become an “F”. The “I” is issued if a student has assignments/tests/time to make up. Incomplete grades result in not being eligible for the student honor roll.

RESPECT AND CARE OF PROPERTY

Ability to handle one's property and the property of others is essential to good citizenship. It is expected that our students will care for and refrain from defacement of school property. The building, furniture, books and other property in our building are provided for our use through taxes paid by community members. Unnecessary waste tends to raise costs through needed replacements. A penalty will be given to any person known to be guilty of defacing property in any manner. We should strive to keep our school as clean as possible. This can best be done by having everyone assume his or her share of

the responsibility for cleanliness.

RETAKE A COURSE

Students may retake one or both semesters of a year-long course for credit with teacher recommendation.

1. The intent of this policy is to allow students who did not master the material in a course the first time, a second opportunity to learn the material. This is especially suitable to the courses which serve as prerequisites to other courses.
2. Students will not be allowed to retake a course if they received a C- or better the first time the course was taken.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the school.

SATURDAY SCHOOL

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of this option is dependent upon the financial ability of the Board of Education to support such a program. Students who have violated any section of the Code of Conduct or Attendance Policy may be assigned to Saturday School by the Administration. Saturday School will be in session from 8:00 a.m. to 1:00 p.m.

A student missing any portion of his/her assigned time in Saturday School will be automatically suspended from school on the following Monday or first day of school thereafter.

A student and/or parent who chooses the option of Saturday School will be allowed to do so under the following circumstances:

1. In place of suspension from school. (There is no before or after school detention for suspension).
2. To make up time when a student has exceeded the maximum number of days allowed four (4) days per marking period. **One (1) complete Saturday School 8:00 a.m. to 1:00 p.m. equals one (1) full day of School.**
3. To serve detention for minor rule infraction of the Student Code of Conduct.
4. Student serving time on Saturday in place of a suspension must

report on the first Saturday following the date of reprimand by the administrator.

5. **Failure to report for Saturday School means the student will be automatically suspended from school on Monday following the assigned Saturday or first day of school thereafter.**
6. Transportation, employment concerns and extra-curricular activities are not valid excuses for missing Saturday School. Excuses that normally excuse a student for a regular school day will be the only ones honored for a Saturday.

SATURDAY SCHOOL GUIDELINES

Saturday School is a privilege extended to the students of Kingsford High School. As in any classroom setting, guidelines must be established for it to operate in an orderly manner. All KHS behavioral guidelines and expectations apply to students during Saturday School.

1. **Students required to attend Saturday School, for any amount of time, must be in attendance by 8:00 a.m. school time. Tardiness of any kind will mean automatic suspension on Monday or the first school day following the Saturday.**
2. Students are to have sufficient learning activities and materials for the period of their detention.
3. Students are not to communicate with each other.
4. Students should sit where assigned.
5. Students are not to pass any materials such as magazines from one person to another.
6. Students are to remain in their designated seats at all times, unless permission is granted to do otherwise.
7. **No cell phones, PCD's, iPods, cards, games or other recreational articles shall be allowed in Saturday School.**
8. Students shall not be allowed to put their heads down or sleep.
9. No food or beverages shall be consumed.
10. **Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student.**
11. Failure to comply with above rules or reasonable request of the Saturday School Supervisor will mean automatic suspension from school.
12. Saturday School shall be held in the cafeteria at Kingsford High School. Students should enter through the middle door in front of

the school on the west side.

13. There will be no breaks during Saturday School.
14. Students must check with the supervisor for bathroom privileges. Only one (1) student out at any one time.
15. Once Saturday School has been served the student is required to leave the school building immediately. Students found loitering in school or on school property after Saturday School may face additional disciplinary action.
16. Students are not permitted to leave Saturday School before their assigned time has been served.
17. If a student leaves, they will be suspended the following school day.
18. If any student leaves before all of their time has been served parents will be contacted by phone.
19. The school dress and grooming code applies to Saturday School.

SCHEDULING, ASSIGNMENTS AND DROPPING CLASSES

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

A student will not make a general schedule change when it concerns a desire for a specific lunch hour, or a teacher change for the same subject.

A student may make a schedule change if they are dropping a class and adding a different one. Every required change must be approved by a counselor, parent, and/or administration. However, keep in mind there are always extenuating circumstances that will promote change. Changes of schedules should be complete during the first three (3) days of each semester. **A student is not permitted to drop any subject or make a class change without permission of the Counseling Office and parent written approval. Drop-Add Form must be utilized for any schedule changes.**

Withdrawing or dropping a class after the first three (3) days:

Anytime a student withdraws, drops or is removed from the class due to attendance, failing, attitude, etc. after the first three (3) days of

each semester, the final grade for that class is an "F" (that grade is incorporated into the students G.P.A.).

If a student withdraws or drops from a class due to illness, or extenuating circumstances, to be determined by an administrator or counselor, the student will receive a Withdraw Pass or Withdraw Fail. It will not be calculated in the GPA.

SCHOOL DRESS AND GROOMING CODE

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. It is your responsibility to dress properly for school. If you are sent home to change inappropriate clothing, the time that you are out of school will be a chargeable absence. Personal expression is permitted within these general guidelines.

The following styles or manners of dress are prohibited:

- Shorts are acceptable.
- Hats, visors, doo rags, hoods, bandanas of any kind are not permitted.
- Profanity, vulgar or double meaning suggestions printed on clothing is prohibited.
- Clothing suggesting illegal substance abuse is prohibited (alcohol, drugs, tobacco, etc.)
- Clothing that displays or advertises weapons is prohibited (guns, knives, etc.).
- Bare midriffs are not acceptable.
- Pajamas and slippers are prohibited.
- No Sunglasses.
- Pants must be worn at waist level, no sagging.
- Shoes/Sandals must be worn at all times.
- Coats/Jackets, backpacks, handbags/purses, must be placed in students' lockers upon arriving at school.
- Shirts must cover adequately and not be revealing.
- At no time should undergarments be visible.

Any student who doesn't follow the above guidelines will be referred to the office and corrective measures will be taken (i.e. notification of parents, required to change clothing, make-up time).

Due to the nature of some classroom activities, some teachers may place further restrictions on these dress guidelines.

SCHOOL NEIGHBORS

Students are asked to treat our school neighbors with respect and refrain from littering or loitering near the churches, banks, alleys and homes of school neighbors. **Do not cut across the neighbor's property.**

SEAT TIME WAIVER PROGRAM

Students having unique educational needs and meeting a set of predetermined qualifiers are now able to take courses online for Kingsford High School credit outside of the school building. Seat Time Waiver applications are run through the Counseling Office.

SPECIAL EDUCATION

Kingsford High School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal's Office at 779-2670.

STUDENT ACCIDENTS

If a student is injured in a classroom or while engaged in a supervised activity, the supervising teacher must be immediately notified and assistance sought. A student injured during the school day must be brought to the office, if it is practical to do so. In all cases, the office must be notified immediately and emergency treatment/ paramedics will be sought as deemed necessary and the parent notified. Also an accident form must be completed and placed on file.

STUDENT ASSISTANCE PROGRAM

The purpose of the Breitung Township Student Assistance Program is to respond to the special needs of our students by providing opportunities which enable them, through growth and development, to attain sound, healthy lives.

The Student Assistance Program identifies students who are experiencing academic, emotional, behavioral, or health problems. A group of trained teachers, counselors, and other helping professionals within the school assists in providing support for students, parents

and staff in directing them to qualified sources of help. The goal is to ensure all students have access to a quality learning experience in a healthful environment.

The Student Assistance Program provides a way for schools to continue quality education in the classroom while providing a means to address behaviors in youth which interfere with their academic and/or social development.

The Student Assistance concept was developed out of a spirit of genuine care for our community's young people. It will take an effort on everyone's part to secure the full success of the program.

Who To Contact: Guidance Office - 779-2670 ext. 5.

STUDENT DISCIPLINE

It is important to remember that the School District's rules apply while going to and from school, at school, while attending Saturday School, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. In addition, the school district reserves the right to discipline a student for conduct and behavior that occurs at any time, whether during school or outside of school, on school property or anywhere else, which in the judgment of school officials interferes with and/or obstructs the school district's mission of operations or the safety, welfare and well-being of the school district's students, employees and/or visitors. The district also reserves the right to discipline students who engage in gross misdemeanors or persistent disobedience.

Ultimately, it is the Administrator's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

- ***Informal Discipline***

Informal discipline takes place within the school. It includes: writing assignments, change of seating or location, lunchtime detention, teacher contact with parents, in-school restriction and Saturday School.

- ***Detentions***

A student may be detained after school or asked to come to school early by a teacher, **after giving the student and his/her parents one (1) days' notice.** The student or his/her parents

are responsible for transportation.

- **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days. School suspensions and expulsions may carry over into the next school year.

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will provide the student with evidence supporting the charges. The Administrator will then make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, verbally, in writing, or by phone within one (1) day, of the reason for and the length of the suspension.

During the Appeal Process

- The student shall not be allowed to remain in school.
- Suspensions of five (5) school days or less may not be subject to appeal. Suspension of more than five (5) school days but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice or telephone call. The written appeal must contain the reason(s) that the suspension is being appealed.
- When a student is suspended, she/he may make up work missed after the return to school.
- Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.
- A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board Meeting;
- the length of the recommended expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians or counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. **The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.**

DRUG-FREE SCHOOLS MEMORANDUM TO PARENTS

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled

substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or Counseling Office whenever such help is needed.

Explanation of terms applying to the Student Discipline Code

1. *Use of Drugs*

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 - sale, use, or distribution, of drugs, alcohol, fake drugs, steroids, inhalants, look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, vape devices or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

FIRST OFFENSE:

Suspension from school for up to five (5) days.

SECOND OFFENSE:

Suspension from school for up to ten (10) days.

THIRD OFFENSE:

Suspension from school for up to ten (10) days and recommendation for expulsion from school by the Board of Education.

2. *Use of Tobacco*

Board Policy 5512 prohibits all use of or possession of tobacco by all students. For the purpose of this policy, use and possession of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco.

The Breitung Township School Board of Education has implemented a non-smoking policy at and during all athletic contests and other school functions. The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco. In order to protect students, employees, and spectators who choose not to use tobacco from an environment noxious to them and potentially damaging their health, the board prohibits the use of tobacco on school premises, including all buildings and grounds (which includes athletic facilities and parking lots) owned and operated by the school

district.

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or vape devices during school time or at any school activity. This prohibition also applies when going to and from school, at school bus stops, and within the 1000 ft. Drug Free School Zone. Violations of this rule may result in a three (3) day suspension or expulsion. Besides disciplinary action the student may opt for participation in the Student Assistance Program on Smoking Cessation through the Dickinson-Iron Substance Abuse Agency.

3. ***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 feel there is a need to organize some form of demonstration, she/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.

4. ***Possession of a weapon***

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

5. ***Use of an Object as a Weapon***

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause for Civil action. This violation may subject a student to expulsion.

6. ***Purposely Setting a Fire***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

7. ***Physically Assaulting a Staff Member/Student/Person Associated with the District***

Physical assault on a staff member, student, or other person

associated with the District which may or may not cause injury. Injury to a staff member may result in charges being filed and may subject the student to expulsion.

8. ***Verbally Threatening a Staff Member/Student/Person associated with the District***

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension or expulsion.

9. ***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 may result in suspension or expulsion.

10. ***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 may result in suspension or expulsion.

11. ***Falsification of School Work, Identification, Forgery***

Forgery of hall/bus passes and excuses as well as false I.D.'s 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 may result in suspension or expulsion.

12. ***False Alarms and False Reports***

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule may result in suspension or expulsion.

13. ***Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule may result in suspension or expulsion.

14. ***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. Violations of this rule may result in suspension or expulsion.

15. ***Theft***

When a student is caught stealing school or someone's property she/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.

16. ***Disobedience***

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 assigned to a student. If given a **reasonable direction or request** by a staff member, the student is expected to comply. Chronic disobedience may result in expulsion.

17. ***Damaging Property***

Vandalism and disregard for school property will not be tolerated. Violations of this rule may result in suspension or expulsion. Students will be responsible for all costs incurred for replacement and/or repair of damaged property.

18. ***Persistent 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. Excessive absence may lead to suspension from School.

19. ***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. Violations of this rule may result in suspension or expulsion.

20. ***Refusing to Accept Discipline***

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal may result in a sterner action such as suspension or expulsion.

21. ***Aiding or Abetting Violation of School Rules***

If a student assists another student in violating any school rule, they 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.

22. ***Displays of Affection***

Display of affection, other than holding hands, does not have a place at any time in our school. The following steps can be taken; parents notified of behavior, Saturday School, and suspension. Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

23. ***Possession of Electronic Equipment***

Refer to Personal Communication Devices on page 28.

24. ***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 may result in suspension or expulsion.

25. ***Violation of Bus Rules***

Please refer to Transportation for bus rules page 51.

26. ***Disruption of the Educational Process***

Any actions or manner of dress that interfere with School activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule may result in suspension or expulsion.

27. ***Harassment***

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment may result in suspension or expulsion from school.

28. ***Profanity***

Any use of profanity at school or a school sponsored event is prohibited and subject to disciplinary action.

SEXUAL HARASSMENT

1. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the District.

2. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

3. Physical Contact

Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body or coerces sexual intercourse with a fellow student, staff member or other person associated with the District.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

1. Verbal

A. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, sexual orientation, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

B. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

2. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

3. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Any student who believes that she/he is the victim of any of the above actions or has observed such

actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
- B. If the alleged harasser is the student's Principal, the affected student should as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) who she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of-school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk or causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who files a harassment complaint.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well 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.

A student who violates any of the afore-mentioned Rules may be subject to discipline including but not limited to: verbal warning, written warning, Saturday School, out of school suspension, restriction of privileges, or expulsion in the District's discretion subject to due process requirements.

STUDENT MEETINGS

Students may call or hold meetings in the building only if approved adult sponsors are present and it is an approved organization. All such meetings must be approved in advance by the Principal.

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. Observations and ratings of individual students by professional staff members acting within their sphere of competency.
- B. Samples of student work.
- C. Information obtained from professionally acceptable standard instruments of measurement.
- D. Authenticated information provided by a parents or adult student concerning achievements and other school activities.
- E. Verified reports of serious or recurrent behavior patterns.
- F. Rank in class and academic honors earned.
- G. Psychological tests.

- H. Attendance records.
- I. Health records.
- J. Family background and arrangements.

In all cases, permitted student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information.

“Legitimate educational interest” shall be defined as “a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District” including but not limited to those officials with legitimate educational interests as defined in District regulations.

The Board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this District seeks or intends to enroll;
- B. Provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. Request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

The District shall comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request, the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “**directory information**”. The Board designates as student “directory information”:

- A. Student’s name, address and telephone number
- B. Date and place of birth
- C. Photograph

- D. Major field of study
- E. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- F. Date of attendance
- G. Date of Graduation
- H. Awards received
- I. Honor Rolls
- J. Scholarships

The District will make the above information available upon a legitimate request unless a parent/guardian or adult student notifies the school in writing before the first day of school.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the School, she/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

A student has the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banner; and audio and video materials. All items must meet the following school guidelines:

Material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent or vulgar.
2. Advertises any product or service not permitted to minors by law.

3. Intends to be insulting or harassing.
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

SUMMER SCHOOL

A summer school program is offered for six weeks starting in June. This program allows students who are falling behind in credits to make up for those credits failed; students may earn up to 1.0 credit as two 0.5 credit sessions are offered each day. Summer school courses are for credit recovery and do not affect a student's GPA. Summer school courses do not replace/remove a student's previous course grade from a student's transcript. A variety of courses are available as the program uses on-line courses. Computer skills are necessary as the program uses "On-Line" courses. To be successful students will need to be motivated and self-disciplined. Applications are available in the Counseling Office. The number of students able to enroll is limited and consequently applicants will be reviewed with priority for enrollment in the program given to upperclassmen and those in the most need of credits. The cost of the courses is paid by the school district as long as the student passes the course. If the student does not pass, the student/parent may be responsible to cover the cost.

SUSPENSION

If a student is suspended from school for disciplinary reasons any/all school work (i.e. quizzes, tests) may be made up at the next Saturday School. If school work is not made up, the grade on the makeup work will become a Zero.

TARDINESS

Report directly to class! All tardiness except those caused by late buses or by a conference with a teacher, counselor or administrator shall be chargeable. Tardies are on a marking period basis.

First Offense Verbal Warning by Teacher

Second Offense Verbal Warning by Teacher/Contact Parent

Third Offense Referred to Office/two (2) hours Saturday School

Additional tardies will result in two (2) hours of Saturday School each.

Anytime a student is five (5) minutes or more late to class, the student is considered absent for that hour.

TECHNICAL CENTER

All students who attend Technical classes at the Dickinson-Iron County Larry Varda Technical Educational Center should ride the shuttle bus to the Technical Center. Because the Technical Center is an extension of Kingsford High School, out of school suspensions from either will apply to both.

TESTING

SAT, P-SAT, ASVAB, M-STEP, ADVANCED PLACEMENT EXAMS

See the Guidance Office for more information.

Testing information websites

www.collegeboard.org

www.michigan.gov/mde

Test Center Numbers

SAT - 23-372

KHS School Code - 232-210

TEXTBOOKS OR LIBRARY BOOKS

According to state requirements, each local school district pays the cost for providing textbooks to students on a loan basis. Students are expected to exercise reasonable care for Board of Education property and to return these materials to the classroom teacher/Media Center at the close of the school year.

Anytime the material is not returned in an acceptable condition or lost, the student is responsible for the replacement cost.

Parents or students who have questions regarding the return of textbooks are encouraged to call the Principal's Office, 779-2670.

TIME SCHEDULE

WARNING BELL.....	7:55 a.m.
FIRST PERIOD.....	8:00 a.m. - 8:55 a.m.
SECOND PERIOD.....	9:00 a.m. - 9:55 a.m.
THIRD PERIOD.....	10:00 a.m. - 10:55 a.m.
FOURTH PERIOD.....	11:00 a.m. - 11:50 a.m.
FIRST LUNCH.....	11:50 a.m. - 12:15 p.m.
FIFTH (A) PERIOD.....	11:55 p.m. - 12:45 p.m.
FIFTH (B) PERIOD.....	12:20 p.m. - 1:10 p.m.
SECOND LUNCH.....	12:45 p.m. - 1:10 p.m.
SIXTH PERIOD.....	1:15 p.m. - 2:05 p.m.
SEVENTH PERIOD.....	2:10 p.m. - 3:05 p.m.

All students should be out of the building by 3:20 p.m. unless they are in a supervised activity with a staff member.

TRANSCRIPT REQUESTS

Students who need to request transcripts be sent to colleges, universities, NCAA, etc., should use the “Michigan E-Transcript” link that is located on the KHS website. Students request transcripts online and they are sent directly to colleges, etc., in an electronic format. See the Guidance Office if you have any questions regarding how to use this service.

TRANSFER STUDENTS

Transfer Out of the District

If a student plans to transfer from Kingsford High School the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Counseling Office for specific details.

Transfer Into the District

The transfer student will be expected to earn all subject credits as required by the Michigan Merit Curriculum and the Breitung Township School Board of Education. The transfer student’s credit record will be examined for any required make-up of previous failing or missing grades and the student will be notified of any additional needed credits for graduation.

TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting **Schilleman Bus Service – 239-4343**.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school), each student shall:

1. Be on time at the designated loading zone five (5) minutes prior to scheduled stop;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the Trip, each student shall:

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not eat, drink or play games, cards, etc;
7. Not tamper with the bus or any of its equipment.
8. Complete silence at railroad crossings is required.

Leaving the Bus, each student shall:

1. Remain seated until the bus has stopped;

2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

VISITORS

Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by contacting the counseling office or high school office.

All visitors should report directly to the Principal's Office to sign in and receive a visitor's pass.

For the safety and security of our students and staff between the hours of 8:00 a.m. and 3:05 p.m. all entrances except for Entrance "A" of the high school will be locked.

For the protection of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function. Trespassing charges may be filed on any offender.

All persons must, upon request, identify themselves to proper school authorities when in the building, on school grounds or at school sponsored events.

VOLUNTEERISM

Governor's Service Award: The State of Michigan has set up a program to honor those students who are actively involved in their communities. Students earning a total of 400 hours or more between June 1st at the conclusion of their 8th grade year and March 31st of their senior year will earn a medallion, which KHS students are permitted to wear at the graduation ceremony. Interested students should fill out an application in the Counseling Office to document their hours of service in our community. DICSA recognizes undergraduate students who participate annually in this program.

WORK PERMITS

Students who work and are less than 18, must have a work permit.
Work permits are issued in the Counseling Office.