

**IMPORTANT**

To the Students and Parents/Guardians:

*This page must be signed by you and your parent or legal guardian and returned to the school before Friday, September 11, 2015.*

I, \_\_\_\_\_ have read the Student Handbook and am familiar with its contents. I understand that I am responsible for being aware of the policies contained in the handbook and failure to do so will not be justification for any violations.

My parent or legal guardian has had an opportunity to become familiar with the contents of this handbook and will so indicate by signing below.

**SEX AND AIDS/HIV PROGRAMS**

I wish my son/daughter enrolled in the following *Sex and AIDS/HIV Programs* for his/her tenure at Westwood High School. **(Check one only)**

**Comprehensive Program**

The Comprehensive Program gives a clear message that abstinence is a preferred lifestyle and the only sure way of preventing unwanted pregnancies and sexually transmitted diseases. It, however, does not provide complete age appropriate information to students regarding alternatives to abstinence. The basic premise is that students will make better decisions for themselves if they have complete information.

**The Directive True Abstinence (D.T.A.) Program Utilizing the Teen-Aid Curriculum**

The D.T.A Program utilizing the Teen-Aid Curriculum is a comprehensive approach to abstinence-until-marriage education. Consequences of early sexual activity, failed contraception and failure rates are discussed. Character education is woven throughout. The basic premise is that students will make the best choice if guided with a clear, consistent message of abstinence from pre-marital sexual activity as a distinctly positive and normal lifestyle for children and youth. Classes are separated by gender. Parent-Teen Communicators summarize each lesson and offer discussion ideas. The newly published “D.T.A. Bulletin” is mailed to parents. It is a parent newsletter providing current helpful information.

**Parents choosing not to enroll their son/daughter in either the *Comprehensive* or *Directive True Abstinence Program* must submit their request in writing.**

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Student Signature

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Parent Signature

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Date

THANK YOU VERY MUCH:  
**THE FACULTY, SUPPORT STAFF AND ADMINISTRATION OF  
WESTWOOD HIGH SCHOOL.**

Grade \_\_\_\_\_

**WESTWOOD HIGH SCHOOL  
EMERGENCY PERMISSION AND INFORMATION**

NAME DATE OF BIRTH SEX PHONE NUMBER

NUMBER & STREET CITY STATE ZIP CODE

MOTHER'S (NAME OR GUARDIAN) FATHER'S (NAME OR GUARDIAN)

MAIN EMAIL ADDRESS(ES) FOR COMMUNICATIONS WITH THE SCHOOL

WORKPLACE PHONE NO. WORKPLACE PHONE NO.

**IN CASE OF AN EMERGENCY AND WE ARE UNABLE TO REACH YOU, THE SCHOOL SHOULD CALL THE FOLLOWING:**

1. \_\_\_\_\_  
NAME ADDRESS PHONE NO. RELATIONSHIP TO STUDENT

2. \_\_\_\_\_  
NAME ADDRESS PHONE NO. RELATIONSHIP TO STUDENT

\_\_\_\_\_  
FAMILY PHYSICIAN PHONE FAMILY DENTIST PHONE

Please detail any special medical information (allergies, known drug reaction, current prescribed medication, etc.)

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ the parent or guardian of \_\_\_\_\_ recognize that while attending Westwood High School, medical treatment on an emergency basis may be necessary and further recognize that school personnel may be unable to contact me for my consent for emergency medical care; I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then existing circumstances.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN DATE



## WESTWOOD HIGH SCHOOL

300 WESTWOOD DRIVE  
ISHPEMING, MICHIGAN 49849  
(906) 485-1023 • FAX (906) 485-4095  
<http://westwood.nice.k12.mi.us>

Dear Students and Parents:

This copy of the Student/Parent Handbook is designed for the purpose of providing general information for the students' participation in the educational program at Westwood High School.

One of the most important lessons our program teaches is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, a student may form a correct attitude toward it, and not only do his or her part in making school an effective place of learning, but develop the habit of self-restraint, which will make the student a better person.

Sincerely,

David T. Boase  
Principal

Students have a right to express their personal or religious beliefs at school so long as the expression does not impede or denigrate the beliefs of others or the educational process. For more information regarding the district's policies contact the school office or access the district policy manual online from the district web page.

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## GENERAL SCHOOL PROCEDURES

Rules and regulations for the discipline and control of students may be made by the state, local board of education, teachers, and administrative staff; and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances. (Michigan School Laws, Sec. 340.614, M.S.A 15.3614). These rules may be “relative to anything, whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district including regulations relative to the conduct of pupils”.

### ASSEMBLIES

The scheduling of assemblies shall be left to the discretion of the principal or assistant principal working with the faculty. Only programs, which contribute either directly or indirectly to the cultural or educational enrichment of the student body, shall be scheduled. Shared time students are required to attend their regular scheduled classes.

### ATHLETIC BUS TRIPS (PEP BUS)

1. In choosing the passengers for the bus trip, preference will be given to students in the order of the sign-up sheet.
2. Students who indicate that they are going on the bus and then do not show up by the departure time may be ineligible to go on bus trips for the remainder of the year.
3. A student going to a game on the bus must return on the bus.

### ATTENDANCE

#### General Statement

Westwood High School is a full time school, and all students are expected to be in attendance every day.

A student's attendance record while in school becomes part of the student's permanent record, which is kept on file. Quite often, this record is of great concern to prospective employers; therefore, the student should strive to maintain a good attendance record.

A student will have an equal number of days plus one day to make up schoolwork for each excused absence. Additional make up time may be granted when unusual circumstances exist.

**The student will be required to have a telephone call from a parent or guardian registered with the principal's office between 7:00 a.m. and 12:00 p.m. on the same day as the student's absence.**

In the event a phone call is not received by 12:00 p.m., the school will attempt to contact the parent for verification of the student's absence. **Failure of the parent to call the school within 2 days will cause the absence to be recorded as “unexcused.” Students who have an unexcused absence(s) will receive a Saturday School. The student is unable to make up work missed on that day.**

## EXCESSIVE ABSENTEEISM

When a student is experiencing excessive absenteeism from school, a conference may be held with any one or all of the following: the student, parent or guardian, guidance counselor, and assistant principal, and/or principal.

The purpose of this conference is to identify the reason for the excessive absenteeism and develop a plan to either accommodate or resolve the absenteeism. The results of the conference could be:

- teacher and/or peer tutorial program
- make-up work plan
- required doctors excuse
- make-up time missed in Saturday School, Exam Days, Summer Detention
- referral to Probate Court
- suspension or recommendation for expulsion

**In order to earn semester credit a student must be absent no more than 12 days (class periods), unless there are extenuating circumstances as determined by the school. Beyond 12 days, a student will need to recoup time through Saturday School (s), exam day(s), or summer detention attendance.**

## RECOUPMENT

Students have the opportunity to recoup their credit by attending an assigned Saturday School or during final exam days.

### Semester 1 Options

- Saturday School(s)
- Exam Days (3)
- Saturday Schools assigned by Principal

### Semester 2 Options

- Saturday School(s)
- Exam Days (3)
- First 2 days after school year ends

If a student does not attend a Saturday School Recoupment Day, an Out of School Suspension **IS NOT** assessed. (This is a missed opportunity on the student's part.)

## ADVANCED EXCUSES

Students who are aware in advance that they must miss school for necessary reasons should request an Advanced Excuse Form from the principal's office. This form is to be presented to each teacher for advanced assignments. When the form is completed, it must be returned to the principal's office. A telephone call is required from a parent/guardian verifying the reason for the advanced absence.

## **SKIPPING SCHOOL**

If a student skips one hour during the day (Administration assumes, unless evidence to the contrary, that the student was on campus) a detention is assigned. However, if a student skips two or more hours, administration assumes that the student has left campus. Unless the student can prove that they were on campus, a suspension/Saturday School is assigned. Also, one full day skipped is unexcused (U) with a suspension or Saturday School assigned.

## **TARDINESS**

When a student is tardy upon arrival for the 1<sup>st</sup> hour, the student is to report directly to the office. If the is tardy 2<sup>nd</sup> – 7<sup>th</sup> hours, the student will report directly to class. Teachers are required to report and record all tardies. Students who are chronically tardy will be referred to the principal's or assistant principal's office by their teacher.

- Every three (3) tardies will result in an after school detention. Tardies will accumulate marking period to marking period for each school year.
- Students tardy for first hour have a 15-minute window in which to enter their classroom. This of course, counts as a tardy. However, after 15 minutes, the tardy will be considered an unexcused (1-period) absence and a detention will be assigned.

\*Weather considerations may be given upon conference with Principal/Assistant Principal.

## **HALL PASSES**

Student movement in the halls during classes is to be held to a minimum. Students using the halls during class time must have a hall pass.

## **LEAVING THE BUILDING**

Students are not to leave the building during the school day without the permission and knowledge of the principals or assistant principal's office. Permission to leave the building is granted upon the request of a parent/guardian, and a passport from the principal's office is required. Failure to comply with this rule will result in discipline.

## **CLOSED CAMPUS**

During the regular school day (8:05 a.m. to 3:00 p.m.) including the lunch hour, Westwood High School is a "closed campus". Students are not permitted to leave the school grounds without permission from the principal's office. Exceptions are as follows: shared time class, online class, dual enrollment or internship.

## **BICYCLES**

Students bringing bicycles to school are required to park and lock their bikes in the bike rack south of the cafeteria.

## **CHEATING**

Cheating is any act or behavior by a student, which results in a student submitting or representing another person's academic work or knowledge as his or her own work or knowledge for evaluation or grading.

## **COMPUTER ACCESS**

Computer access at Westwood High School is a privilege not a right. NICE Community Schools reserves the right to suspend or revoke access should there be a violation of the acceptable use policy.

## **DAILY ANNOUNCEMENTS**

Daily announcements are read by the teacher at the beginning of the first class period and posted in each classroom. All announcements must be written and signed by the faculty sponsor of the club or organization. Special announcements over the P.A. system will be made only in case of emergency and at the discretion of the principal's office.

All announcements must be submitted to the principal's office by 12:00 p.m. on the day before they are to be announced.

## **DAILY SCHEDULE**

<b>Hour</b>	<b>Time</b>
1 <sup>st</sup> Bell	7:55
Warning Bell	8:00
1	8:05 – 9:00
2	9:05 – 9:55
3	10:00 – 10:50
4	10:55 – 11:45
1 <sup>st</sup> Bell	12:05
Warning Bell	12:10
5	12:15 – 1:05
6	1:10 – 2:00
7	2:05 – 3:00



## **DANCES AND OTHER SCHOOL FUNCTIONS**

1. All dances must be held on school property during the school year (except prom).
2. All school dances must be approved by the principal
3. At least four faculty chaperones must be present at all school sponsored dances and entertainment functions. It is advisable to have several parent chaperones to supplement the faculty chaperones.
4. All chaperones must be obtained by the sponsoring organization.
5. Organizations sponsoring dances will be held responsible for any damage to school property in the area in which the dance is being held. Individuals who are apprehended for damaging school property at the dance will personally be held liable for the cost of the damage.
6. Once a student leaves a dance, the student may not re-enter.
7. The usual deadline for admittance to a dance is one half hour after it starts unless other arrangements have been made with the principal or assistant principal before the end of the school day. (The ending time of prior athletic contests may cause this to be modified.)
8. The establishment of any other dance rules and regulations will be the prerogative of the high school principal, who will discuss the need for such additional rules and regulations with the student council.

## **DIRECTORY INFORMATION**

The NICE Community Schools, in compliance with the Family Education Rights and Privacy Act, announces that it will release the following Directory Information if it is deemed to be advantageous to the student: (a) name, address, telephone number, (b) date and place of birth, (c) major field of study, (d) participation in school activities, (e) dates of school attendance, (f) honors and awards, and (g) other similar information; e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks (personally identifiable material). This information must be updated if there are changes.

If a parent or guardian does not want to have the school release the above information about their children (without their permission), they must inform the building principal in writing of their wish. This must be updated with a new letter each year.

## **DISCIPLINE** **GENERAL RULES**

The following is a listing of school rules that students must be aware of:

1. Loitering by students in the lavatories or passageways is prohibited.
2. When passing between classes, assembly programs or upon dismissal there is to be no horseplay, running, or loud boisterous behavior.
3. Students are not to use any kind of electronic device in the classroom or during school hours unless given permission by a school employee. (Radios, I-pods, Phones, Cameras, etc.)

Confiscated Electronic Device procedure:

1<sup>st</sup> offence: Student must retrieve device from the office at the end of the day.

2<sup>nd</sup> offence: Parent must pick up device.

3<sup>rd</sup> offence: Parent must pick up device and a Saturday School is assigned.

4. Students are forbidden to be in any room without the presence or permission of a teacher.
5. Snowballing is absolutely forbidden on school grounds.
6. There is to be absolutely no motor bike or snow machine riding in the school yard at any time.
7. The use of or possession of playing cards is prohibited.
8. Students are forbidden to enter or exit the school building by way of the north doors. (For use by physically handicapped students only)
9. Eating or drinking, other than in designated areas, will result in a detention.

### **DRESS GUIDELINES**

It is the policy of the school board that the building administration shall make the final decision on the appropriateness of dress and what actions will be taken in each individual case depending upon specific circumstances. Decisions will be made by the school officials based on health, safety and whether the attire is disruptive to school routine. If the student's attire does not meet the requirements, he/she shall be referred to administration. The student may be sent home with parent contact to change his/her clothes before returning to class, asked to modify his/her attire in some way, or be excluded for the day if a change of attire is not possible. As a frame of reference, the following are standards that shall be in operation:

1. Shoes or sandals must be worn at all times.
2. Inappropriate language/signs/symbols/sexual implications worn on clothing shall be prohibited. This shall include, but not be limited to any message which expresses profane or obscene language or which makes derogatory comments regarding any race, creed, religion or national origin, and any material that encourages illegal substances use/abuse, including tobacco and alcohol.
3. Bare midriffs, halter-tops, tube tops, and tank tops are not acceptable. All shirts and blouses **MUST** cover the waist and be able to be tucked in. No mesh shirts, tank/muscle shirts. Sleeveless shirts must cover the back. Spaghetti straps are permitted only if worn under a sweater. **Undergarments are not to be shown.**
4. Spandex or underwear style pants are **not** permitted. No short shorts, cutoffs or sagging pants. All pants must be pulled up so that no underwear is showing...no sagging.
5. Dress which distracts attention from school routine or is the cause of behavior which is distracting either to others or to the ability of the wearer to behave appropriately is subject to review by the building administrator or his/her designee.
6. Dress, which is deemed detrimental to the student (i.e., non-prescription sunglasses worn indoors), shall be prohibited.
7. The students are not permitted to wear hats and other head coverings (i.e., bandannas). Coats/jackets may not be worn in class.
8. Conspicuously thin garments are not allowed.
9. Skirts, dresses and shorts must be no more than four inches above the knee.
10. Conspicuously low-cut tops are not allowed.
11. No heavy chains, pointed jewelry, studded collars, etc.

## DRINKING AND DRUG ABUSE

The use of illicit drugs and unlawful possession and use of alcohol is harmful and has no place in the lives of our students. Any student of Westwood High School, regardless of age, who is in possession of, under the influence of, exhibits evidence of having consumed an alcoholic beverage or other substance, or transfers drugs or alcoholic beverages, or other substances which produce abnormal behavior while at school, on school grounds, or at a school function on or off school property will be subject to disciplinary action up to and including **expulsion** from school.

1. A senior student may be suspended from participation in all graduation exercises. The student's diploma will be mailed to the student's home.
2. Law enforcement officers may be informed of a student's conduct relative to the situation(s) described in this section.
3. A student may be required to be assessed through a substance abuse evaluation program within 14 days. The student may also be required to enroll in a substance abuse program depending on the evaluation results. The following stipulations may also be required as a pre-requisite as a reinstatement to the high school.
  - Follow through with the recommendations
  - Weekly drug testing for one month.
  - Monthly drug testing for three months.
  - Random drug testing for one calendar year. Drug testing must be conducted by a qualified agency and be supervised; the initial drug test will be used as a baseline test.

Resources are available to parents and students who believe they are struggling with a drug or alcohol issue.

Resource #1	MGH Behavioral Health Services	225-7075
Resource #2	Great Lakes Recovery	228-6264
Resource #3	Bell Behavioral Services	485-2347

A limited number of drug test are available a Westwood High School. A parent may make a request through the guidance office for these tests.

## SMOKING OR CHEWING

All students are prohibited from smoking or chewing on school property and at school functions; on or off the school premises.

A student violating this rule will be suspended from school for three (3) days. Parents will be notified. Should the student be in violation of this rule again, the student will be suspended from school for five (5) days. **(If the student chooses to attend the Tobacco Blues Program, a (3) suspension would be issued.)** A conference with the parent or legal guardian, Principal or Assistant Principal, and the student will be held.

## WEAPONS

Expulsion is mandatory for any student in possession of a weapon in a weapons-free school zone (defined as a school property and or vehicle used by a school to transport students to or from school property), unless the student establishes by clear and convincing evidence that: (1) it was not for use as a weapon; (2) the student did not know he or she possessed it; (3) the student did not know it was a weapon; or (4) the student had it at the suggestion, request, direction or permission of school or police authorities. The school district must enter all expulsions into the student's permanent records and provide such information to any other public or private school in which the student seeks to enroll. Further, the school district must refer the expelled student to the county department of social services or county community mental health agency. The current section of the School Code requiring notification to law enforcement officials still exists. An expelled student may petition for reinstatement, and such petition must be reviewed by a committee established by the Board of Education. The committee must be comprised of two school board members, one school administrator, one teacher, and one parent of a student in the district. The committee may recommend reinstatement, conditional reinstatement, or against reinstatement. If reinstatement is recommended, the school district shall not allow reinstatement for those students in 6<sup>th</sup> grade or above at time of expulsion, before the expiration of 180 school days.

## DISCIPLINARY PROCEDURES

The primary objective of student discipline and control in the NICE Community School District is to provide school environments in which major emphasis is directed to teaching-learning activities. Discipline is defined as "the control of conduct by the individual or by external authority." It includes the entire program of adapting the individual student to life in society and involves two major emphases:

1. To guide the pupil so as to enhance the immediate efforts of teachers and other pupils in the learning situation, and therefore, does not threaten the classroom or the instructional process.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen.

**Noontime Detention** – Student is taken out of the social mix during the lunch recess 11:45 a.m.-12:10 p.m. They will report to the office after the 11:45 bell. Lunch will be eaten in the back guidance area, or the area assigned by the discipline officer.

**After School Detention** - Students may be assigned to after school detention from 3:05 p.m. to 4:00 p.m. for social and academic behaviors that are unacceptable in the school setting. Students must report to the assigned detention room by 3:05 p.m. with appropriate school-related study materials. Missing an assigned detention may result in additional detentions or Saturday School.

**Summer School Detention (S.S.D.)** – The Principal or the Assistant Principal may assign Summer School Detention for the purpose of recoupment or discipline for behavior unacceptable in the school setting, which could not be addressed through the regular school year discipline process; 4 hours will be served each day for each day given.

**Saturday School** – it is the purpose of this policy to provide an alternative to out of school suspension. The availability of this option is dependant upon the financial ability to the Board of Education to support such a program.

Students who demonstrate unacceptable behaviors in the school setting may be assigned to Saturday School by the Principal/Assistant Principal. Saturday School will be in session from 8:00 a.m. to 12:00 p.m.

Missing an assigned Saturday School

- A student missing any portion of his/her assigned time in Saturday School will be suspended from school following a conference with the principal/assistant principal. Transportation, employment concerns and extracurricular activities are not valid excuses for missing Saturday School.

**In School Suspension (I.S.S.)** – The Principal or the Assistant Principal have the authority to suspend a student (in school) from his/her regular class routine for violating school rules. During the period of in school suspension, the student’s absence is excused and the student will do all daily schoolwork during the suspension. An in-school-suspension student cannot participate in or attend any school sponsored activity during the regular school day.

**Out-of-school Suspension (O.S.S.)** –The Principal or the Assistant Principal have the authority to suspend a student from his/her regular class routine for violating school rules or having habits or bodily conditions considered detrimental to the school. During the period of suspension, the student’s absence is unexcused and the student cannot make up schoolwork. A suspended student cannot participate in or attend any school-sponsored activity during the regular school day or after school.

Minimum due process must be afforded the student before the suspension is imposed. This includes oral or written notice of the charges, explanation of the evidence, and an opportunity for the student to present his/her side of the story. All of these requirements will be met at the time the suspension is imposed.

**Appeals Process (Saturday School, Out of School Suspension)** – Matters of appeal should follow the sequence below:

- 1. Assistance Principal/Principal**
- 2. Superintendent\***
- 3. Board of Education\*\***

**\*This appeal should be made in writing.**

**\*\*This appeal should be made in writing to the Board of Education President.**

**Furthermore, in cases of out of school suspension, the parents or legal guardian shall be immediately notified by phone or in writing if the student is to be suspended from school.** Written notation of such contact shall be made in the Principal’s file. The Principal may require a parent conference prior to the reinstatement of the student.

Parents may request a conference with the Principal to appeal the suspension. Such requests shall be made within the period of suspension. The Principal shall affirm or modify the decision of the Principal within two school days from the date of the conference.

Within three school days from the date of the conference, the parent may appeal the Principal's decision to the Superintendent of Schools or his designee. The Superintendent shall affirm or modify the decision of the Principal within two school days from hearing the appeal.

The parent may appeal the Superintendent's decision to the Board of Education at a subsequent meeting.

All of the following are subject to disciplinary action up to and including expulsion from school.

1. **BULLYING:** The act of aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.
2. **CHEATING:** Cheating is any act or behavior by a student, which results in a student submitting or representing another person's academic work or knowledge as his or her own work or knowledge for evaluation or grading.
3. **CHEWING TOBACCO:** The act violating the chewing regulation for pupils in any form.
4. **DEFIANCE OF AUTHORITY:** The failure to carry out a reasonable request by a staff member.
5. **DRUGS, ALCOHOLIC BEVERAGES, CONTRABAND, ETC.:** Possession, use, or transfer of drugs, alcoholic beverages, or other substances, which will produce abnormal behavior (including "look-a-like" drugs).
6. **EXTORTION:** The act of borrowing or attempting to borrow any money or things of value from a student unless both parties are in agreement freely and without the presence of either an implied or expressed threat.
7. **FIGHTING:** The act of quarreling involving bodily contact in or on school property, or going to or from school. This includes any activity under school sponsorship (dances, athletic events, etc).
8. **FORGERY:** The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
9. **GAMBLING:** The act of playing games of chance for money or some other stake.
10. **GROSS MISBEHAVIOR:** The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship or the act of threats to the staff members or to other pupils.
11. **HAZING:** The act of harassing by ridicule or criticism or the playing of abusive tricks on fellow students.
12. **INDECENCY:** The act of offending against commonly recognized standards of good taste, including the use of vulgar language.
13. **OBSCENITY:** The act of using obscene language by pupils in verbal or written form or in pictures or caricatures in or on school property.

14. **POSSESSING OR USING WEAPONS:** The act of possessing, using, or threatening to use any weapons or instrument capable of bodily injury.
15. **PUBLIC DISPLAY OF AFFECTION:** Any display of affection in a physical way.
16. **SEXUAL HARASSMENT:** Sexual harassment may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, or cartoons, suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
17. **SMOKING:** The act violating the smoking regulation for pupils including the possession of lighted tobacco in any form, e-cigarettes, vape pens, cloud pens, or by any other name.
18. **STEALING:** The act of dishonestly acquiring the property of another or others.
19. **TRUANCY:** The act of unauthorized absence from school for any period of time. Chronic tardiness will be considered truancy.
20. **UNAUTHORIZED PERSONS:** Any person (including one who has been suspended or expelled) who cannot or will not prove a right to be in the building.
21. **VANDALISM:** The act of willful destruction of property belonging to another or others.
22. **POSSESSING OR USING FIRECRACKERS:** The use, possession, or sale of firecrackers.

**Expulsion** – A recommendation for the expulsion of a student is made to the Board by the Superintendent. Such action is generally taken by the Superintendent upon recommendation by the Principal. The Principal’s recommendation shall be communicated to the Superintendent in writing. The procedures are as follows:

The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board’s decision.

The Superintendent’s recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charge. The charge shall be transmitted to the parent or guardian of the student being considered for expulsion.

The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of same to the parents or guardian at least five days prior to the date of the hearing.

If a hearing is desired, the parent shall notify the Superintendent at least one day prior to the date of the hearing.

The hearing procedures shall be conducted under the following rules and procedures: The Board will be provided with written materials from the Superintendent detailing the recommendation. The same materials will be available to the student and/or parent.

The student and/or parent will be provided an opportunity to give statements to the Board.

An attorney may represent the student or parent.

The appeal hearing is not a court procedure and court rules of evidence shall not be enforced at such hearing.

The Board of Education shall render a written opinion of its determination within five school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

### **Long-term Suspension and Expulsion of Handicapped Students**

A student may be suspended if the student is so disruptive that learning cannot take place in the student's present placement and the district is unable to immediately place the student in an appropriate, more restrictive environment. A student may be suspended-  
**WHEN THE STUDENT IS A DANGER TO SELF OR OTHERS.**

The school cannot pursue the long-term suspension or expulsion processes until it has first determined by the I.E.P. Team that the handicapped student's present placement is appropriate and that the student's disruptiveness is not caused by the student's handicap (manifestation meeting). If the ultimate determination is that the disruptive behavior is not caused by the student's handicap, at that point, the District must pursue its normal long-term suspension and expulsion process.

### **EXTRACURRICULAR ACTIVITIES**

Academic eligibility of students participating in extracurricular activities shall be determined by criteria related to the participant's previous semester and current semester record.

#### **Previous Semester Record**

No student shall compete in any extracurricular activity during any semester for a period of 60 scheduled school days following a deficiency. A student must have to his/her credit at least (30) credit hours of work (passing 6 out of 7 classes) for the last semester during which he/she was enrolled. Transfer students shall have met the academic eligibility standards of the school in which they had been enrolled during the previous semester.

#### **Current Semester Record**

No student shall participate in any extracurricular contest or event who does not have a passing grade from the beginning of the semester to the Friday preceding the contest or event in studies aggregating at least thirty (30) credit hours per week.

### **GUIDANCE SERVICES**

The Westwood High School counselor is concerned with the well-being of all students. It is his/hers responsibility to help solve problems that students encounter. This format will enable the counselor to see every student at least once each year and will further student awareness and identity of the Guidance Program.

The counselor, in meeting with each student, will assist individuals with:

1. scheduling—development of a four-year plan for each student
2. career planning
3. credit checks—updates and requirements for graduation
4. personal problems



Students will be called out of class to enable the counselor to contact and work with individual students throughout the school day.

### GRADUATION REQUIREMENTS

A minimum of 26 credits are required for graduation. A student may obtain up to 28 credits for graduation. No student will graduate in less than four years.

A student must be enrolled in seven (7) courses during each semester in the ninth, tenth, eleventh, and twelfth grades.

Students exhibiting inappropriate behaviors leading up to graduation may lose the privilege of participating in graduation ceremony.

Only seniors who have met all requirements on the day of graduation may participate in the graduation exercises and receive their diplomas. Second semester seniors will not be granted an early release from school for vacations or employment opportunities. Seniors, who are hospitalized or physically unable to attend school for a short time period, may be eligible to graduate.

Any action deemed inappropriate during the graduation ceremony may result in the non-issue of the student diploma and /or a hold on the student transcript. The superintendent will make the final determination of each student for graduation from high school.

The following courses and credits are required for graduation from Westwood High School:

	<u>Required</u>
English Language Arts	4 cr.
Mathematics	4 cr.
Algebra I	
Geometry	
Algebra II	
(1) Additional Class	
Science	3 cr.
Physical or Earth Science	
Biology or Applied Biology	
Chemistry or Physics or Applied Chemistry	
Social Studies	3 cr.
World History	
U.S. History	
Economics	( ½ cr.)
Civics	( ½ cr.)
Visual, Performing and Applied Arts	1 cr.
Physical and Health Education	1 cr.
P.E./Swimming	(½ cr.)
Health	(½ cr.)
Other Electives	<u>10 cr.</u>
Total	<u>26 cr.</u>

\*\* Students will need to earn 1 credit of Foreign Language and an additional credit in Visual, Performing and Applied Arts.

## SCHEDULE CORRECTIONS

Only unique circumstances will warrant class schedule corrections:

1. Career planning
2. Course cancellation
3. Failures
4. Irresolvable scheduling conflicts
5. Teacher recommendation

A parent or guardian, teacher, counselor, or administrator must approve corrections of this type.

## LOCKERS

Each student is assigned a locker. Students are expected to keep their lockers neat and orderly.

To prevent loss of property and/or damage to personal or school property kept in lockers, **it is highly recommended that students keep their locker combination confidential.** The NICE Community School District retains ownership and possessory control of school lockers and lockers are subject to search at any time.

## LOST AND FOUND

Articles found should be brought to the Principal's office where they will be kept until claimed by the owner. Items not claimed within a reasonable time will be turned over to a charitable organization.

## MEDIA CENTER

The media center is made available to classes and individuals for checking out books for use as recreational reading, reference and research materials, both at the library tables and for home use.

Media Center regulations are as follows:

1. No student will be admitted to the media center without a pass when classes are in session.
2. Students may not take materials from the reference shelf outside of the media center.
3. Books from the stacks are to be returned to the check out desk.
4. Conference rooms are opened only for necessary group work.
5. A student may have no more than three media center items checked out at one time.
6. Books and periodicals must be renewed or returned by due date stamped on the book or periodical.
7. Once reporting to the media center, students must remain there for the rest of the hour, unless directed otherwise.
8. To use audio visual equipment, all students must have a pass from a teacher.
9. Materials damaged beyond repair or lost shall be paid for by the student responsible for the damage or loss.
10. Books and other materials not returned by the due date will cause the student to relinquish further check-out privileges until returned.

11. Books and materials not properly checked out may be considered as a suspendible offense.

### **MOTOR VEHICLE RULES**

Students wishing to enter the school grounds with motor vehicles (car, motor bikes, etc.) must comply with all of the following regulations:

The students shall:

1. Have issued to them a valid Michigan driver's license.
2. Have insurance that adequately covers property damage and public liability for that person driving onto school grounds.
3. Purchase a parking permit decal from the office of the Principal.
4. Vacate their car immediately upon arrival in the student parking lot. There will be absolutely no loitering in cars, anytime during the school day.

### **PESTICIDE APPLICATION**

Westwood High School periodically applies pesticides to its grounds. Notice of such application will be given prior to the application in the daily announcements.

### **PLAGIARISM**

Students found to have plagiarized material at Westwood High School will be subject to loss of credit.

### **PROGRESS REPORTS**

Quarterly reports may be sent to parents of students informing them of exceptional, satisfactory, or unsatisfactory progress in the classroom.

If necessary, a conference may be held with the parents, teacher(s), and student.

### **REPORT CARDS**

In order to keep the student and parents informed of the student's progress, report cards are issued four times a year at the end of each marking period. The report cards are to be taken home and need not be returned.

The following grade scale is to be used for the Social Habits and Work Habits portion of the student's report cards:

- |                   |   |
|-------------------|---|
| 1 – EXCELLENT:    | Student exhibits work/social habits listed below 90-100% of the time. |
| 2 – GOOD:         | Student exhibits work/social habits listed below 80-89% of the time.  |
| 3 – AVERAGE:      | Student exhibits work/social habits listed below 70-79% of the time.  |
| 4 – POOR:         | Student exhibits work/social habits listed below 60-69% of the time.  |
| 5 – UNACCEPTABLE: | Student exhibits work/social habits listed below 50% of the time.     |

**WORK HABITS** are defined as follows:

- Completes all assignments
- Completes work legibly
- Participates in class discussions and activities
- Pays attention in class
- Takes class notes
- Has a minimum number of absences; and if absent promptly makes up assignments
- Arrives to class on time
- Is well prepared for class

**SOCIAL HABITS** are defined as follows:

- Appropriate interaction with classmates and teachers
- Follows established classroom and school rules
- Exhibits self-control
- Respects rights of others

### **HONOR ROLL**

Students receiving a “B” average (3.0) or better in all subjects will qualify for the honor roll.

### **RESTROOMS**

Student restrooms are located in the East and West side of the academic wing, vocational wing, and in the physical education locker rooms. Students are not to use faculty restrooms.

### **SCHOOL LUNCH PROGRAM**

1. Students must make every effort to put money on their lunch account prior to the beginning of the school day.
2. Rude conduct, unnecessary noise, and abuse of the lunchroom facilities or furnishings will not be tolerated.
3. On completion of lunch, each pupil shall bring his or her tray, silverware and dishes to the area provided in the lunchroom.
4. Upon completion of lunch, everyone must exit the cafeteria through the north-west doors. No one not eating hot or cold lunch will be permitted in the cafeteria.
5. “Seconds” will be served when available.

### **SCHOOL NURSE**

In the event of emergency illness or injury, students are to report to the office immediately. For non-emergency health problems, visits to the nurse’s office should be restricted to the last 20 minutes of a class period, with a hall pass signed by a teacher.

## **STUDENT MARRIAGE**

1. Since the high school diploma has virtually become a pre-requisite for further educational or vocational training, it is the feeling of the NICE Community Board of Education that all students should be encouraged to finish high school before marriage.
2. Students who become pregnant will be encouraged to remain in school until conditions deem it advisable to complete their academic requirements via on-line, homebound teaching, Community School program or both. Every effort will be made by the counseling staff, social worker, and administration to assist the student during the transitional period from school to home in order that their best interest might be served.

## **TRESPASSERS**

Visitors who have no official business or valid reason for being in the building or school grounds will be considered trespassers and asked to leave.

## **VISITORS PASS**

Occasionally, a student may wish to have a friend attend classes for one day. Arrangements for visitors must be made with the Principal. Visitation will not be allowed the last two weeks of each semester.

## **WORK PERMITS**

Students who work and are not yet 18 years old, must have a work permit. Applications for a work permit are issued by the principal's office.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must complete the following procedures:

1. Obtain a withdrawal form from the principal's office.
2. Return all textbooks and school materials to the classroom teachers and the media center.
3. Clean out assigned academic and physical education lockers.
4. Return withdrawal form signed by all teachers to the principal's office.
5. Parent/Guardian signature is required.

Under no circumstances will credits be sent to another school until all obligations are met.

## **ACCEPTABLE USE OF TECHNOLOGY GUIDELINES**

### **NICE Community School District**

#### **INTRODUCTION:**

The NICE Community School District is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of district operations. NICE Community Schools uses a Sonicwall appliance to filter internet access in accordance with existing federal requirements for privacy and Internet safety (i.e., The Children's Internet Protection Act [CIPA]) based on group membership in Active Directory.

This Acceptable Use of Technology Guideline is published to ensure that staff and students are making appropriate and ethical use of district technology (NICE Community School District Board of Education Acceptable Use Policy For Internet/ Technology Use IIAD and IIAF).

#### **GENERAL TECHNOLOGY GUIDELINES:**

Only authorized individuals will be allowed to use any hardware or software. Individuals using technology will accept responsibility for the preservation and care of that hardware and software. Individuals will use district technology for the support of education, research and information consistent with the goals of the district. Individuals who receive user ids and passwords are responsible for those user ids and passwords and are liable for activity associated with those passwords. As a representative of the NICE Community School District on a public system, you may be alone at your computer, but what you say and do can be viewed globally. Electronic mail (e-mail) or any communication is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the technology coordinator or a building administrator.

#### **USERS WILL:**

Obey all copyright laws.  
Follow all school rules and district policies concerning the use of technology.  
Keep passwords confidential.  
Report any misuse of networks and technology including viruses, illegal access to accounts or illegal tampering to the technology coordinator or to a building administrator.  
Keep all food and drinks away from computers.

#### **USERS WILL NOT:**

Use the Internet to send or receive messages that are inconsistent with district policy. This includes messages that are inflammatory, harassing in nature, sexist, racist or containing obscene or pornographic material.  
Allow others to use their accounts to access the Internet or any school network.  
Use district technology for commercial or profit purposes.  
Use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership of or license to use.  
Tamper with technology (including computers or network systems) in a way that will make them either temporarily or permanently inoperable.  
Publish school related material on the Internet without approval of building administrator and district webmaster.

Remove, relocate, modify or copy any hardware, software, or other people's files.  
Install software on school district computers.  
Scan, access or print pornographic or obscene material.  
Use addresses, phone numbers or individually identified pictures of students or colleagues without appropriate permission.  
Reveal home address or personal phone numbers.

**Violation of the Acceptable Use Policy for Technology will result in disciplinary action as dictated by administration and/or as set forth in NICE Community School District Board of Education Acceptable Use Policy For Internet/ Technology Use IIAD and IIAF).**

### **Agreement**

**Access and use of technology, including the Internet, is a conditional right. Failure to follow these guidelines will result in a loss of access to technology, disciplinary action consistent with district policy and/or criminal prosecution.**

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

(PPRA) affords certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- No.1 - Political affiliations or beliefs of the student or students parents;
- No.2 - Mental or psychological problems of the student or students family;
- No.3 –Sex behavior or attitudes;
- No.4 – Illegal, antisocial, self-incriminating, or demeaning behavior;
- No.5 – Critical appraisals of others with whom respondents have close family relationships;
- No.6 – Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- No.7 – Religious practices, affiliations, ore beliefs of the student or parents;
- No.8 – Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student of:

- No.1- Any other protected information survey, regardless of funding;
- No.2 – Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law;
- No.3 – Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect; upon request and before administration for use:

- No.1 - Protected information surveys of students;
- No.2 - Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes;
- No.3 – Instructional material used as part of the educational curriculum.

**These rights transfer from the parent to the student who is 18 years old or an emancipated minor under state law.**

### **Special Education** **NICE Community School District**

Many far-reaching changes have taken place in our schools recently, including the area of special education. Current state and federal laws, including IDEA 2004, now support our long-standing belief that all children can learn and are entitled to the full benefit of a free and appropriate public education. These laws recognize that every individual is unique and different; that is, our ability to learn and the rate at which we learn varies from one person to another.

When these differences impact the ability to participate and progress in the general curriculum, some students require specialized instructions. In addition, assistive technology and specialized teaching methods may be required. Those in the field of special education recognize this and work to meet these needs through various programs and services.

These special education programs and services are designed to help each child with disabilities reach his or her potential. Through these programs and services, special education staff members work with students to overcome and compensate for the disabling condition. As students learn to apply their individual skills and abilities, they are more effective in transitioning to life beyond high school.

The special education program and services, in the State of Michigan are available to all children with disabilities from birth through age 25.

### **504 Policy**

It is the intent of the Board of Education that no otherwise qualified student with a disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination solely on the basis of his/her disability in any program or activity conducted by the district. The nondiscrimination protection applies to any student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

It is further the intent of the Board of Education that any student within its jurisdiction who has a physical or mental impairment that substantially limits a major life activity shall be identified, evaluated and provided with appropriate educational services regardless of the nature or severity of the impairment. A student may be disabled under this policy even if they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).



Due process rights of students with disabilities and their parents under Section 504 will be enforced.

The special education coordinator for the district shall serve as the district's Section 504 coordinator.

For more information, please see your building principal.

Ref: School District Policies for Special Education 7173 & 504 Policy 8016

### **Notification of Rights under FERPA For Elementary and Secondary Schools**

The **Family Educational Right and Privacy Act** affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

No. 1—The right to inspect and review the student's education records within forty-five days of the date the school receives a request for access.

Parents or eligible students should submit to the school principal, assistant principal, or superintendent a written request that identifies the record or records they wish to inspect. The school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

No. 2—The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend the record that they believe is inaccurate. They should write the school principal, assistant principal, or superintendent clearly identifying the part of the records they want changed, and specify why it is inaccurate. If the school decided not to amend the record as requested by the parent or eligible student, the school shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

No. 3—The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law-enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

No. 4—The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirement of FERPA. The name and address of the offices that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.D. 20202-4605

## **NONDISCRIMINATION STATEMENT**

*In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the N.I.C.E. Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact:*

*Bryan DeAugustine, Special Education Coordinator  
300 Westwood Drive  
Ishpeming, MI 49849  
(906) 485-1023*

## **GRIEVANCE PROCEDURES**

*FOR*

*TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990*

### **Section I**

*Any person believing that the N.I.C.E. Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:*

*Bryan DeAugustine, Superintendent  
N.I.C.E. Community Schools  
300 Westwood Drive  
Ishpeming, MI 49849  
(906) 485-1021*

### **Section II**

*The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.*

*If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.*

#### **Step 1**

*A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.*

#### **Step 2**

*A complainant wishing to appeal the written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.*

Step 3

*If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.*

=====

*The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.*

*A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.*

**STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

It is the policy of the N.I.C.E. Community Schools that no discriminatory practices based on sex, race, religion, color, national origin or ancestry, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment, or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact:

David Boase, Principal  
Westwood High School  
300 Westwood Drive  
Ishpeming, MI 49849  
(906) 485-1023

# *Westwood Fight Song*

*Rise up fans of Westwood High*

*we'll sing our battle cry*

*Go and fight with all your might*

*with pride for Westwood High*

*Rah, Rah, Rah*

*With courage, power, and loyalty*

*we'll march together to victory*

*Hail, Hail the patriots*

*Let's go red, white, and blue!*