

# **Westwood High School Curriculum Guide**

**2020-2021**



**Patriot Pride**

**Strength—Integrity—Excellence**

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## ART EDUCATION

**AR02 DIGITAL PHOTOGRAPHY/ILLUSTRATION** ½ credit/semester

Prerequisite: Grades 9-12, "B" or better in 8<sup>th</sup> grade art.

Classwork will include digital photographic information and techniques. A digital portfolio of work including images, critiques, and statements about photography will be created and maintained by each student artist. This class also includes a photographic history research component and basic photographic vocabulary. In addition, students will produce a series of illustrations/graphic arts focusing on the use symbolism and imagery in addition to text in order to convey personal and commercial messages.

**AR04 PAINTING & DRAWING I** ½ credit/semester

Prerequisite: Grades 9-12, "B" or better in 8th grade art

Familiarization with and control of drawing and painting materials will be explored through a variety of methods in this class. Basic color theory will be studied. Beginning drawing techniques will be practiced. This class also requires an art history research component and learning/use of basic art vocabulary.

**AR08 PAINTING & DRAWING II** ½ credit/semester

Prerequisite: Grades 9-12, Painting and Drawing I

Further practice of painting and drawing techniques will be explored using a wide variety of tools and materials. Development of a personal style through study of artists from history as inspiration will be the focus of this class. An art history research component and use of basic art vocabulary is also required in written and oral critiques.

**AR10 SCULPTURE & CERAMICS** ½ credit/semester

Prerequisite: Grades 9-12, "B" or better in 8th grade art.

Students will work with a variety of materials to produce a group of three-dimensional sculptures. Basic hand-building techniques of pottery as well as papier mache', wire, wood, and found objects will allow students to explore sculpture in creative and personal ways. This class also requires an art history research component and use of basic art vocabulary in written and oral critiques of artwork.

**AR16 INDEPENDENT STUDIES IN ART** ½ credit/semester

**AR17** Prerequisite: two additional art courses

This course is designed for students wishing to further study two-dimensional or three-dimensional media. Emphasis will be placed on the development of skills in painting, drawing, photography, pottery, and/or sculpture. Planning, presenting, and producing art to be displayed in a public space will be the center of this class. Students will be required to present a plan for their personal art idea. A digital portfolio of work including images, critiques, and statements about the art will be created and maintained by each student artist. An individual art history research component is required of each student.

## **BUSINESS EDUCATION**

**BE00 BUSINESS AND TECHNOLOGY** ½ credit/semester  
\*Visual and Applied Arts Elective\*

This semester-long course is an introduction to business management concepts and applications. Students will develop communication skills, will prepare for career readiness through resume and interview processes and teamwork, and will learn the basics of Adobe Illustrator software. Students will also have the opportunity to train and certify using industry standard applications.

**BE02 INFORMATION MANAGEMENT** ½ credit/semester  
\*Visual and Applied Arts Elective\*  
Prerequisite: Grades 10-12

This semester-long course is designed to allow students to develop an understanding of the importance of employability skills, as well as to acquire the skills to become a lifelong learner of technology. Students will develop skills in advanced word processing, with the opportunity to earn industry certification in Microsoft Office applications. Students will also learn graphic design skills in Adobe Photoshop. This course is a prerequisite for Multimedia/Web Design, Business Administration & Management, Advanced BAM, Business Law, Digital Publications, Accounting, Advanced Accounting, and Entrepreneurship.

**BE04 MULTIMEDIA/WEB DESIGN** ½ credit/semester  
Prerequisites: Grades 10-12, Information Management

This course will prepare students to create multimedia (video, audio, animation) and professional web pages utilizing the languages HTML and CSS. By the end of this course, students will be able to explain how web pages are developed and viewed on the Internet, analyze and fix errors in existing websites, and create their own multipage website.

**BE06 COMPUTER PROGRAMMING ESSENTIALS 1** ½ credit/semester  
\*\*Visual and Applied Arts Elective\*\*

Computer Programming Essentials 1 is an introductory-level, semester-long course for students new to programming and computer science. Not only will this course prepare students for continuing study in computer science, but it will teach them how to think computationally and solve real-world problems, skills that are important to every 21st-century citizen. This course is taught using Python.

There are no prerequisites for this course, although students should have basic familiarity with computers and software applications. It is also recommended that students are proficient in math, especially algebra and story problems. They should enjoy logic puzzles and brainteasers, and should be good at number patterns, be problem solvers with initiative, detail oriented, persistent and determined, be at or above grade level reading comprehension, be fast learners who adapt quickly to new material, and have positive attitudes.

**BE07** **COMPUTER PROGRAMMING ESSENTIALS 2** ½ credit/semester  
Prerequisite: Computer Programming Essentials 1

This semester-long course is a continuation of the Computer Programming Essentials 1 course. Upon successful completion of this course, students should:

- Have the basic technical vocabulary of computer science.
- Understand basic principles of thinking and solving problems with computers and computation.
- Recognize and use fundamental elements of computer programs, such as commands, variables, conditionals, and loops.
- Understand the representation of data in computer memory.
- Design, plan, implement and test programming projects.

**BE08** **BUSINESS ADMINISTRATION AND MANAGEMENT** ½ credit/semester  
**BE09** Prerequisites: Grades 10-12, Information Management

This course will provide practical preparation for the business world. Project management is emphasized as students work on individual plans to complete projects in a variety of job-related applications, and will employ technological tools to expedite workflow. Students will use spreadsheet applications, manipulate data, facilitate group work through management of shared files, and demonstrate digital citizenship. Students will also have the opportunity to earn industry certification in Microsoft Office applications.

**BE10** **ADVANCED BUSINESS ADMINISTRATION AND MANAGEMENT** ½ credit or 1 credit  
**BE11** Prerequisites: Grades 11-12, Business Admin. & Management

This course will provide advanced instruction to prepare students for careers in management and enhance leadership skills. Project management is emphasized as students work on individualized plans to complete projects in a variety of job-related applications, such as information management, technical skills, presentation skills, financial analysis, and strategic project management.

**BE12** **COMPUTER INFORMATION SYSTEM** ½ credit/semester  
**BE13** \*\*Visual and Applied Arts elective\*\*

Prerequisites: Grades 10-12, Computer Programming Essentials 1 and 2, with a grade of C or higher.

This course will provide students the opportunity to manage IT projects while learning about new technologies and developing computational thinking skills vital to success across various fields and subject areas. Possibilities for learning include writing computer software using coding languages Java or Scratch and Processing, Microsoft Imagine Academy Technology Associate coursework in computer science, IT infrastructure and data science, among other things. Opportunities for AP Computer Science or AP Computer Science Principles coursework resulting in AP testing are also available.

**BE14** **CYBERSECURITY** ½ credit or 1 credit  
**BE15** \*\*Visual and Applied Arts elective\*\*

Prerequisites: Grades 10-12, Computer Programming Essentials 1 and 2, with a grade of B- or higher

This course offers a solid foundation for those students seeking a career in the cybersecurity field. Options include one of several concentrated areas such as Linux, IT Fundamentals, Network Security, and Ethical Hacking. Continued study in this course may lead to industry certifications such as Linux+, IT Fundamentals, A+ (Core 1 and 2), Network+, Security+, and/or Certified Ethical Hacker.

**BE16** **BUSINESS LAW (ONLINE)** ½ credit/semester  
Prerequisites: Grades 11-12, Information Management

This semester-long course is designed to develop an understanding of legal rights and responsibilities in business and personal law, with application to our everyday roles as citizens, employees, and consumers. Students will examine situations that show how business and personal law impacts not only business, but also the lives of young people and adults in society. This course will allow students to achieve an understanding of legal principles that may be used throughout life.

**BE20** **DIGITAL PUBLICATIONS** 1 credit/year  
**BE21** Prerequisites: Grades 11-12, Information Management

This year-long course is designed to allow students the opportunity to design, develop, and publish in-house publications for school-related activities. Time management will be stressed. This course explores the editing, layout and design practices of print media. Students will also develop digital photography skills. Students will sell and design ads for publications, and will utilize team building skills to foster working relationships to complete projects.

**BE22** **ACCOUNTING** 1 credit/year  
**BE23** \*\*4th-year Math requirement for seniors\*\*  
Prerequisite: Grades 11-12, Information Management

This year-long course is an introduction to accounting and financial reporting, preparing students for college coursework and careers in business management, business administration, or accounting, as well as preparing students for entry level employment in the area of financial services. Students will complete all phases of the accounting cycle, including collecting and verifying source documents, analyzing and journalizing transactions, posting transaction data to ledger accounts, preparing a trial balance, worksheet, and financial statements, recording adjusting and closing entries, and preparing a post-closing trial balance.

**BE24** **ADVANCED ACCOUNTING** 1 credit/year  
**BE25** \*\*4th-year Math requirement for seniors\*\*  
Prerequisite: Grade 12, Accounting

Advanced Accounting is a year-long course that builds upon the foundation established in Accounting. This course is designed to help students develop in-depth knowledge of the principles of accounting with more emphasis being placed on financial statements and accounting records. The course is a study of previously-learned principles as they apply to more complicated types of business organizations. Students will become familiar with specialized fields of accounting: cost accounting, tax accounting, payroll accounting, managerial accounting, and financial projections/interpretations

**BE26** **ENTREPRENEURSHIP** ½ credit or 1 credit  
**BE27** Prerequisites: Grades 10-12, Information Management

Management of an entrepreneurial venture will be a focus of this class, which will involve product planning, designing, and pricing, along with all other aspects of running a small business. Students will be guided through the process of creating a small business of their own to develop money management and financial planning. Students will also manage sales and production of Patriot Promotions publications and money saver cards.

**BE28** **ECONOMICS (ONLINE)** ½ credit/semester

\*\*Meets Social Studies requirement for graduation\*\*  
Prerequisites: Grades 11-12

Economics is a semester-long course in which students will discover the role of economics in their personal lives and in domestic and global economies as they move from the basics of demand, supply, market equilibrium, and decision-making to market institutions, the national and international economies, the role of government, and public policy. In addition, students will study personal finance and business in a free market economy. They will learn about personal budgeting, career explorations, the banking system, and the stock market.

**BE30** **MANAGEMENT AND LEADERSHIP** ½ credit/semester

Management and Leadership is a semester-long course that provides students with the opportunity to develop skills in communication, organization, management, self-awareness, and human relations. These skills prepare students to be contributing members of our society and are invaluable for transition from school to the world of work. Character education will be stressed, along with building teamwork skills to foster working relationships in business management and administration.

**BE32** **FINANCIAL MATHEMATICS** 1 credit/year

**BE33** \*\*4th-year Math requirement\*\*  
Prerequisite: Grade 12

Financial literacy is the ability to use knowledge and skills to manage financial resources effectively for lifetime financial security. This year-long course is designed to help students become financially literate and to use math in everyday business and personal situations. It will also assist students in becoming smart consumers and good citizens. Areas of study include gross income/net income, checking accounts, savings accounts, charge accounts/credit cards, loans, transportation costs, housing costs, insurance, investments, along with mathematics involved in purchasing, sales, and marketing.

## **DIRECTED STUDIES**

**DS02** **LINKS: PEER TO PEER MONITORING** ½ credit/semester

**DS03** Prerequisite: Grades 9-12

Students are only enrolled in this class by instructor recommendation

Our LINKS: Peer to peer support program, increases opportunities for students with disabilities to access general education peers, settings and curriculum. LINKS model typical academic and social behavior in educational environments throughout the school day and provide support for students with disabilities to promote independence and socialization. The Peer to Peer Support Student is assigned to the program 5 days a week during their scheduled class period. He/she follows the same schedule for one semester or trimester. The primary responsibility of a Peer to Peer Support Student is to model age- appropriate behavior for the student with the Individualized Education Plan. The Peer to Peer Support Student may provide peer support to his/her assigned student in the areas of organization, social skills, and academics during the scheduled class period. The LINKS student is expected to participate in training, follow school and classroom expectations, journal daily, and will participate in case-conferences throughout the semester.

## **ENGLISH**

**EN02** **ENGLISH SURVEY 9**

1 credit/year

**EN03** Prerequisite: Grade 9

This course will explore reading, writing, speaking, listening, and literary skills. Increased comprehension, better study skills, and greater vocabulary knowledge are the goals of the reading section. In writing and speaking, students will be directed toward good content and logical and effective presentation. Students will also be introduced to the literary genres. Research skills will be introduced and a short research paper will be required.

**EN04** **DRAMA**

½ credit or 1 credit

**EN05** Prerequisite: Grades 9-12

This drama course is an introduction to theatre and basic acting. The first semester will focus primarily on the principles of improvisation, stage blocking, acting, set and costume design. We will design and build the set for the fall VIM musical as well as select, order, and create the costumes for this production. The class will then begin working on our full-length play which will be presented at the end of the semester. Every student must be an active member of the cast and/or the crew for this production. Students are expected to work diligently, and reading, rehearsing, and memorizing are vital to success in the class. The second semester will focus on individual acting skills. More work will be done with improvisation, stage blocking, and set/costume design, but the focus will be on acting. Each student will prepare and present several monologues throughout the semester in various genres. They will also work with partners or small groups to produce duos and small scenes. This semester will culminate with the production of a full-length play.

**EN08** **ENGLISH SURVEY 10**

1 credit/year

**EN09** Prerequisite: Grade 10, EN02/03

This course will further explore the reading, writing, speaking, listening, and literary skills introduced in English Survey 1. The course involves extensive reading and study of the various genres of literature: poetry, short stories, novellas, novels, nonfiction, Shakespearean drama, Greek, Roman and other myth. This course will also provide practice in expository, persuasive, report writing, audience awareness and application of grammatical corrections and various speeches. A research paper will be required.

**EN10** **ENGLISH SURVEY 11**

1 credit/year

**EN11** Prerequisite: EN08/09

This course involves extensive reading and study of a number of genres of literature including classic and contemporary fiction, literary nonfiction, and informational texts. Students are asked to focus on comprehension, analysis and evaluation. Students will also be asked to write for various audiences and to develop their ideas and apply appropriate conventions of language



**EN12 HONORS ENGLISH 11** 1 credit/year  
**EN13** Prerequisite: Grade 11, EN08/09

Students are green-lighted for the course by strong performance in English II. Recommended for those who express interest in enrolling in the EN111/211 college-course during senior year. The course approaches classic and modern short stories, novels, and poetry using project-based learning and Socratic dialogue. Emphasis is placed on analytical thinking, writing, reading, research, and discussion; students are asked to extend and deepen into ideas using extensive evidence in all areas. Additional focus is placed on SAT prep, metacognitive reflection, composition across the genres, self-awareness, Design-Thinking, and goal-setting for senior year and college.

**EN20 ENGLISH SURVEY 12** 1 credit/year  
**EN21** Prerequisite: Grade 12, EN10/11 or EN12/13

Senior-level English class. Project-based learning, mature Socratic dialogue, and Design-Thinking are used to approach the comprehension and analysis of various texts, films, and societal ills. Research, public speaking, technology-use, and community engagement components play an integral role in all units throughout the course. Students prepare for and create their own post-secondary goals through research and skills practice. Additionally, students practice composition across all genres necessary college, the trades, and/or careers. Emphasis is placed on awareness of the self in the modern world, understanding multiple perspectives, and texts' and composition's ability to act as access points for understanding human behavior.

**EN22 VOCATIONAL ENGLISH** 1 credit/year  
**EN23** Prerequisite: Grade 12, EN10/11 or EN12/13

This is an English 12 course with a focus on reading, writing, and communication skills for the trades/workforce. The course standards align with those of English 12, but this course is intended for students who are interested in pursuing a career in the trades, enrolling in a university trades program, and/ or attending a trade school after high school. A large focus is placed on goal-setting, post-secondary planning, and important reading, writing, and analysis skills for the trades. Additionally, students will participate in cross-curricular activities in the vocational wing, job shadowing, and mock interviews with industry experts. A work portfolio will serve as a large portion of the students' final grades. Preference will be given to students with good standing in vocational classes and English 11.

**EN26 CREATIVE WRITING** ½ credit/semester  
Prerequisite: Grades 11-12

Students should have a mastery of the English language and the desire to write. Students will write articles, poetry, short stories, and drama. Daily journals, reading assignments, and a final project are also required. Submission for publication is also encouraged.

**EN32 POETRY** ½ credit/semester  
Prerequisite: Grades 11-12

This course will concentrate on the reading and writing of poetry in its myriad forms. Reading focus will be on the masters of classical and contemporary poetry. Writing assignments will be either original student poems in various forms or explications of famous and not so famous works by established authors. Submissions for publication will be encouraged.

## **HEALTH EDUCATION**

**HE00** **HEALTH EDUCATION**  
Prerequisite: Grade 9

½ credit/semester

This course is using an exciting health program called the Michigan Model for Health which is listed on the National Registry of Evidence-based Programs and Practices. The lessons will give each student critical health information and opportunities to build health skills that will develop life-long habits related to nutrition, physical activity, safety, drug and violence prevention, social and emotional health, and personal health and wellness. In addition, reproductive health and HIV/AIDS education will be taught, emphasizing abstinence. All students will also learn basic CPR and First Aid skills

## **INDEPENDENT STUDY**

**INDEPENDENT STUDY**  
Prerequisite: Grades 11-12

½ credit/semester

Independent Study takes place in academic areas where “advanced” courses are desired by the student but are not offered at Westwood High School or when an offered class cannot be obtained in the student’s schedule due to conflict. Students in such courses receive advanced instruction independently from the instructor within regular classes. Student participation in such courses is based upon the recommendation and approval of the instructor.

## **INDUSTRIAL TECHNOLOGY**

**IT00** **INTRODUCTION TO TECHNOLOGY**  
Prerequisite: Grades 9-12

½ credit/semester

This course is designed to help students acquire a background and perspective on the technologies within which they eventually will live and work. Technologies in communications, manufacturing, construction, biotechnology and transportation will be explored and discussed. Students will acquire knowledge of what has happened recently in technology, and also build an understanding and appreciation for the fact that change has become a way of life in modern society. A combination of theory and hands-on computer activities will be practiced throughout the course.

**IT05** **INTRODUCTION TO WELDING**  
Prerequisite: Grades 9-12

½ credit/semester

This course is designed to give students a window into the world of industrial welding. In this course students will learn Flat Position welding using modern industry techniques. They will also gain knowledge on Oxy-fuel and Plasma cutting systems. Although not a requirement, this class would be an excellent option for a student looking to take Vocational Welding later in high school.

**IT06** **APPLIED ELECTRICITY**  
Prerequisite: Grades 10-12

½ credit/semester

This is a study of basic theory, rules, circuits, processes, and materials of electricity. It will cover the use of various electrical test equipment, with an emphasis on residential house-wiring.

**IT10**     **INTRODUCTION TO WOODWORKING**     ½ credit/semester  
Prerequisite: Grades 9-12

This course is designed to give students an introduction to woodworking. Topics such as wood species, hand tool use and safety, machining stock, squaring stock, joining, abrasives, and other beginning topics will be covered. Students will be expected to produce a simple project using hand tools only and will be required to complete a skills test on all power equipment.

**IT14**     **WOODWORKING II**     ½ credit/semester  
Prerequisite: Grades 9-12 and IT10

Cabinetmaking and Millwork is a comprehensive course which explains all aspects of modern Cabinetmaking and fine woodworking. This course teaches the skills and techniques practiced by the cabinetmaker, finish carpenter, millworker, or serious hobbyist. Others such as the architect, interior designer and those in furniture design, manufacturing, and sales will find this course to be a valuable experience.

**IT20**     **VOCATIONAL WELDING**     (2 Hour Block) 2 credits/year  
**IT21**     Prerequisite: Grades 10-12

This course is designed for students that will be looking to get into welding as a career choice. In this course students will learn how to weld steel, aluminum, and stainless steel in both flat and out of position settings. Students will also be completing welding tasks using many modern welding techniques. SMAW, GMAW, GTAW, and plasma and oxyfuel cutting procedures will be covered. Students have the opportunity to earn 8 Northern Michigan University credits for taking Welding. They will also become AWS and OSHA certified by taking the Westwood Welding course while still in high school.

**IT22**     **SMALL ENGINE REPAIR**     ½ credit/semester  
Prerequisite: Grades 9-12

This course is designed to familiarize students with resources, technical processes, industrial application, and the technological impact of all major forms of transportation. Subject areas will include marine, automobile, and ATVs. Activities in this class will consist of lecture and discussion, experimentation, problem-solving situations, and hands-on applications. Students with an interest in exploring modern forms of transportation will benefit from the course.

**IT23**     **POWER SPORTS REPAIR**     ½ credit/semester  
Prerequisite: Grades 10-12

This course is designed for students that may be interested in the power sports industry. Students will be familiarized with resources, technical processes, and factory application of maintenance and repair of a wide variety of power sports. This class is designed to cover maintenance and repair of two and four stroke, ATV's UTV's, cycles, and snowmobiles. Students will engage in a balance of technical data and shop techniques and will also have time to work on their own vehicles. This course will be closely tied to local power sports dealerships with possible internship and employment possibilities.

**IT26 VOCATIONAL CONSTRUCTION TRADES** (2 Hour Block) 2 credits/year  
**IT27** Prerequisite: Grades 11-12

Vocational Construction Trades is designed for those students looking to further a career in the construction trades. This class focuses on residential construction using platform framing techniques. Students will be involved in on-site residential construction projects. This class is designed to be a stepping stone for a career in the construction trades. At the end of this course, students will become OSHA certified and have the opportunity to earn 4 Northern Michigan University credits.

**IT30 AUTOMOBILE MECHANICS** (2 Hour Block) 2 credits/year  
**IT31** Prerequisite: Grades 11-12

This course is designed to provide the student with job entry skills in the field of auto mechanics. Instruction will be devoted to practical application of skills related to automotive mechanics. Areas also covered are: safety, engine fundamentals, suspension, steering and trouble shooting. Owning or having a vehicle available is recommended but not necessary. At the end of this course, students will become OSHA certified.

## **LIFE MANAGEMENT**

**LM00 TEEN CUISINE** ½ credit/semester  
Prerequisite: Grades 9-12

This course combines consumer and food preparation skills with an emphasis on nutrition. Those who take this course should be interested in cooking and eating and should have a willingness to try new foods. Students will spend time in the classroom and in the Foods Lab. Topics covered will include: kitchen and food safety, recipe and measuring skills, cooking methods, mealtime customs, convenience foods, foods for meals and snacks, food combinations, etiquette and nutrition. Students will sew their own chef's apron and will prepare various recipes weekly in the lab. A holiday dinner and an etiquette luncheon may also be incorporated into the course.

**LM02 CHILD DEVELOPMENT** ½ credit/semester  
Prerequisite: Grades 9-12

This course emphasizes the importance of families and parenting skills in our society today. Students who take this course should enjoy working with young children. We will be studying the child at various stages from prenatal through the preschool years. Students will take the "Baby Think It Over" home during this course. They will also spend time working with Young Fives and Kinderclub students at Aspen Ridge. Topics studied and discussed in the classroom include: parenting skills, teen pregnancy, prenatal development, Fetal Alcohol Syndrome, childbirth, special challenges for children and the physical, emotional, social and intellectual development of the baby from birth through the first year and toddlerhood.

**LM06 CHILD DEVELOPMENT 2** ½ credit/semester  
Prerequisite: Grades 10-12, Child Development

Child Development 2 is an extension of Child Development. The physical, emotional, social, and intellectual development of a child from ages 4 to 6 and 7 to 12 will be studied. Other topics include children with special needs, child abuse, stresses affecting families, and childcare. Students will be assisting 3 days per week in classrooms at Aspen Ridge Elementary School. This class will prepare students for careers in working with young children, such as daycare provider, teacher, child psychologist, family counselor, etc. It will also prepare students to become better parents.

**LM08 ADVANCED LIFE SKILLS**

½ credit/semester

Prerequisite: Grades 10-12, Teen Cuisine (LM00)

Students must have a background in basic food preparation, including sanitation, safety, measurement and recipe skills, familiarity of different cooking methods, and cooking equipment. This class includes two large projects that involve cooking on a weekly basis, a sewing project, and days in the classroom atmosphere. The first project is the International Foods project. Students will research foods around the globe and the customs and traditions that come with it. We will cook many of the international recipes in class. The second project is our Restaurant Wars project. Students will be required to come up with a restaurant concept, including theme, décor, menu, etc. The students will present their restaurant concepts along with an item from their menu to a panel of judges that includes people from the community as well as staff. The sewing portion of this class consists of making a Rag Quilt. Students will be responsible to purchase their own quilt fabric or have me purchase it for them. Quilting will take place 1-2 days per week.

**MATHEMATICS****MA20 MATH LAB**

½ credit/semester

Prerequisite: Grades 9-12

Student must be referred by a high school Math Department teacher, and they must also be enrolled in a required Michigan Merit Curriculum class.

This course is designed to reinforce concepts and skills necessary to be successful in the mathematics classroom. This class is taught by a member of the mathematics department, and time will be spent assisting students with the concepts and homework that is covered in the Algebra I, Algebra II, or Geometry classrooms. To be eligible for Math Lab, students must be referred by their math teachers.

**MA06 PRE-ALGEBRA**

1 credit/year

**MA07** Prerequisite: Grades 9-12

This course is designed to help students overcome weaknesses in mathematic concepts, emphasizing the material necessary to be successful in Algebra I and II. The Pre-Algebra course is a review of previous mathematics as well as an introduction to basic algebra concepts. The course helps students to develop study skills and learning strategies integral to being successful in future mathematics courses. The course reviews operations with whole numbers, fractions, decimal, positive and negative numbers, rational and linear exponents, ratios, proportions and percentage. Solving simple and complex equations with one variable will be the focus of the second semester.

**MA08 ALGEBRA 1**

1 credit/year

**MA09** Prerequisite: Grades 9-12

This course helps students make the connection between numeric operations and their patterns and the algebraic description for those patterns. Properties of Real numbers, linear functions, quadratic functions and systems will be covered. Solving equations and graphing are also an integral part of this course, Algebra 1 is a graduation requirement.

**MA10** **GEOMETRY** 1 credit/year  
**MA11** Prerequisite: Completion of Algebra I

This course studies points, lines & planes, polygons, congruence, proof, transformations and relationships with 3-D figures. Concepts of elementary logic are used in proving relationships within and between figures. The use of definitions, theorems and postulates is an integral part of this course. Geometry is a graduation requirement. *The faculty recommendation for students failing the first semester of Geometry is to repeat the second semester of Algebra 1.*

**MA12** **ALGEBRA 2** 1 credit/year  
**MA13** Prerequisite: Completion of Algebra I

This course studies families of functions and builds upon concepts learned in Algebra 1. Systems of Equations, Matrices, Quadratics, Logarithms, Rational Expressions and Trigonometry will also be emphasized. It is recommended that students purchase a graphing calculator for this course. *The faculty recommendation for students who fail the first semester of Algebra 2 is to repeat the second semester of Algebra 1 and re-take Algebra 2 from the beginning of the year.*

**MA14** **ALGEBRA 3/TRIGONOMETRY** 1 credit/year  
**MA15** Prerequisite: Grades 11-12, "B-" or better in Algebra 2 (MA12-MA13).

This course is an extension of Algebra 2 as well as an in-depth study of trigonometry. This course covers topics such as exponential functions, logarithms, quadratics, conic sections, series, statistics, trigonometric graphs, and deriving trigonometric identities

**MA18** **CALCULUS** 1 credit/year  
**MA19** Prerequisite: Grade 12, "B-" or better in Algebra 3/Trigonometry

This course will cover the topics of probability and statistics, binomial and normal distributions, and solving trigonometric equations. Topics from Calculus I are also covered. Topics include: limits, derivatives, minimums and maximums, curve sketching, and integrals.

#### **MATH PLACEMENT**

***A student that does not achieve the pre-requisites for advancement to the next course will be placed in an appropriate course by the Counseling and Math departments. This placement will be based on the student's performance and ability. An appeal of this decision can be requested through the Counseling Office.***

## MUSIC

### **MU00 CONCERT BAND**

1 credit/year

**MU01** Students need two years previous experience in school band or the consent of the instructor.

Music of an intermediate and advanced level will be studied and performed. Marching band will be required during September and October with four to six performances at home football games. Pep band is also a part of this course and performs for selected basketball games. Approximately four concerts and one to four festivals are a part of the course requirements. Emphasis will be on accuracy of written music and general musicianship through performances of music of various periods and styles.

### **MU04 PERCUSSION ENSEMBLE**

1 credit/year

**MU05** Prerequisite: Teacher approval; Student MUST also be enrolled in Concert Band

The purpose of the Percussion Ensemble is to offer students a well-rounded approach to learning percussion instruments in order to develop general musicianship. This course is open to all band members interested in learning basic percussion as well as current percussionists interested in advancing their skills. Fundamental technique and musicianship skills are stressed in the five main areas of percussion: snare drum, mallets, timpani, drum-set, and auxiliary. Students perform with the band, as a mallet ensemble, percussion ensemble, and drum-line.

### **MU06 MORNING CHORUS**

1 credit/year

**MU07** Prerequisite: Grades 9-12

This course is designed for those students who find difficulty in scheduling Mixed Chorus (MU08-MU09) into their school day. This course will meet before school (7:15-8:00 a.m.). One credit will be given at the completion of the year-long course. Morning Chorus will follow the same guidelines as Mixed Chorus including both rehearsal and performance attendance.

### **MU08 MIXED CHORUS**

1 credit/year

**MU09** Prerequisite: Grades 9-12

This course is designed for any student with an interest in music and a desire to sing. There will be a maximum of six required performances, as well as opportunities for those interested in solos and small ensembles. A variety of styles of music will be studied and performed. The basic elements of sight reading, vocal techniques, musicianship and choreography are covered as well.

### **MU10 VOICES IN MOTION**

1 credit/year

**MU11** Prerequisite: Grades 9-12.

Students must audition for this course prior to pre-enrollment for the following year. Students should have one to two years of high school chorus to audition. They must also maintain enrollment in Mixed Chorus (MU08-MU09) or Morning Chorus while they are in Voices in Motion. Transfer students must have 1 semester of chorus before they can audition. Voices in Motion is a choral group for advanced singers. Various styles of small ensemble experiences will be developed including, show choir, advanced ensemble singing for solo/ensemble festival and advanced sight reading. Voices in Motion will perform at all Mixed Chorus functions and also extra performances aside from the Mixed Chorus.

### **MU12 PIANO KEYBOARD**

½ credit/semester

Prerequisite: Grades 9-12 (No previous musical skills are necessary)

This course is designed to gain general piano keyboard skills in performance and music theory. The electronic keyboard lab is used in both individual and group instruction.

## **PHYSICAL EDUCATION**

**PE00** **SWIMMING/PHYSICAL EDUCATION SURVEY** ½ credit/semester

Prerequisite: Grades 9-10

This course focuses on increasing a student's swimming ability through participation, lecture, and discussion. The students will demonstrate different activities such as swimming strokes, general water safety, water activities, basic rescue techniques, and boating safety.

This course will emphasize the development of fundamentals in the various individual and team activities. Units will vary in length, depending on the number of fundamentals covered. Students will become aware of other activities offered in the Physical Education Department.

**PE08** **ADVANCED PE** ½ credit/semester

Prerequisite: Swimming / Physical Education Survey (PE00) or consent of the instructor

This course is designed to enhance one's physical fitness level, along with knowledge of health and fitness. A variety of activities from team sports, strength and conditioning and individualized workouts will be taught, along with the rules and skills associated with each activity.

## **SCIENCE**

**SC00** **APPLIED BIOLOGY** 1 credit/year

**SC01**

This course will include a study of the kingdoms of living things. It will also include the study of cells, plants, ecology, heredity, and the human body. The approach in this class is similar to biology with an emphasis on study skills.

**SC02** **PHYSICAL SCIENCE** 1 credit/year

**SC03**

Prerequisite: Grades 9-12

The physical science course will consist of the introduction of chemistry and physics in six areas of study. The first would be the study of matter looking at properties of matter, physical and chemical changes and mixtures and compounds. Secondly we will look at chemistry-atoms and chemical reactions. The next area of study would be forces and motion—studying velocity, Newton's Laws and gravity. Pressure, simple machines and forms and changes of energy will also be studied. The last three units will include heat energy, electricity and magnetism as well as sounds and light. Labs—both standard and inquiry based will be the basis of the course.

**SC04** **CONCEPTUAL APPLIED CHEMISTRY** 1 credit/year

**SC05**

Prerequisite: Grades 11-12, Physical Science, Algebra (1 yr.)

This chemistry course is designed for students requiring a conceptual emphasis along with a laboratory-based study of general chemical reactions. Students will learn the basics of chemistry, including: the periodic table, chemical names, formulas, and equations, quantitative chemistry, and acids and bases. A goal of this course is to provide a basis for chemistry for technical programs of study.



**SC06** **BIOLOGY** 1 credit/year  
**SC07** Prerequisite: Grades 10-12

This course includes a study of the kingdoms of living things: Plants, Animals, Fungi, Bacteria, and Protists. It will also include cell structure and function, cell reproduction, evolution, and genetics. This course is a must for those considering a career in health or environmental fields.

**SC08** **CHEMISTRY 1** 1 credit/year  
**SC09** Prerequisite: Grades 10-12, Algebra 1 (MA08-MA09), Geometry (MA10-MA11).

In the first semester, this course involves the properties of matter, the structure of the atom, the mole concept, the periodic table, chemical bonding, and writing/naming formulas. The second semester includes a study of balancing/writing chemical equations, quantitative chemistry, gases, solution chemistry, and acids and bases. If time allows, the topics of redox reactions and an introduction to organic chemistry will also be covered. Developing problem solving skills and experimental techniques are emphasized throughout the course.

**SC12** **ADVANCED BIOLOGY** 1 credit/year  
**SC13** Prerequisite: Grades 11-12, Biology (SC06-SC07), Chemistry 1 (SC08-SC09) is strongly recommended.

This course is designed for the college bound or high interest biology students. Areas of study include cell structure and function, tissues, and organ systems, along with human disease processes. The laboratory component includes dissection and the study of physiological concepts via experimentation, evolution, biotechnology, anatomy, physiology of humans, and related topics. It will prepare the student for entry into many science related fields after graduation.

**SC14** **CHEMISTRY 2** 1 credit/year  
**SC15** Prerequisite: Grades 11-12, Chemistry 1 (SC08-SC09), Algebra 2 (MA12-MA13).

This course is a continuation of Chemistry 1. Topics will include acid-base reactions, acid-base theory, equilibrium, precipitation reactions, oxidation-reduction reactions, electrochemistry, an introduction to organic chemistry, and nuclear chemistry. Laboratory experimentation is a major part of the course.

**\*Students will have the opportunity to take the Advanced Placement (AP) test in the spring.**

**SC16** **PHYSICS** 1 credit/year  
**SC17** Prerequisite: Grade 12, Algebra 2 (MA12-MA13), Geometry (MA10-MA11).  
Co-requisite: Algebra 3/Trigonometry (MA14-MA15).

This course, in the first semester, involves the study of measurement and statistical analysis, matter in motion, Newton's laws of motion, forms of energy and transformations, the conservation laws of momentum and energy, and heat energy. The second semester involves the study of wave motion with applications to sound and light, the principles of electricity and magnetism, as well as atomic physics and nuclear theory as time permits. Laboratory techniques and problem solving are emphasized throughout the course

## **SOCIAL STUDIES**

**SS02** **WORLD HISTORY**

1 credit/year

**SS03** Prerequisite: Grade 9

World History is a course designed to encourage students to use evidence to explore, answer questions, and create arguments on a wide range of topics starting with prehistory and moving through to the present. Students will be expected to read and comprehend a variety of primary and secondary sources and use that information to think critically, solve problems, and work collaboratively on issues and topics. Because this class will help to prepare students for future social studies classes, collaboration, participation, and the learning process will be evaluated on a par with historical understanding and content literacy.

**SS06** **UNITED STATES HISTORY**

1 credit/year

**SS07** Prerequisite: Grade 10

This course is a survey of American History from 1865 to the present. Emphasis will be placed on the development of higher level thinking skills especially drawing conclusions, problem solving, decision making, and critical thinking. Students will be required to comprehend a substantial amount of written text. The successful completion of numerous investigative history labs is also required.

**SS12** **AMERICAN GOVERNMENT**

½ credit/semester

Prerequisite: Grade 11

Focusing on good citizenship, this course emphasizes the historical foundations of American government and an individual's rights and responsibilities under the Constitution. Students will have the opportunity to discuss policy decisions, legislation, and judicial rulings on the federal, state, and local levels. To provide a relevant backdrop, current news events will be regularly reviewed. An article on local government is required.

**BE28** **ECONOMICS (ONLINE)**

½ credit/semester

\*Social Studies requirement for graduation\*

Prerequisite: Grades 11-12

Students will be introduced to economic principles and how they relate to the world around them. Students will discover the role economics plays in their personal lives and in domestic and global economies as they move from the basics of demand, supply, market, equilibrium, and decision-making to market institutions, the national and international economies, the role of government, and public policy. In addition, students study personal finance and business in a free market economy.

## **STUDENT DEVELOPMENT**

**SD02** **GUIDED INSTRUCTION**

½ credit/semester

**SD03** Prerequisite: Grades 9-12

This will be a supervised period to assist students to prepare for classes and their future. Area's where assistance would be provided include improving basic skills and study/learning skills, planning high school classes, post-secondary planning with the help of the Guidance Department and leadership growth. Study time will be offered along with planned activities and a Credit/No Credit grade will be given. There will be work required to pass Guided Instruction.

## **WORLD LANGUAGE**

**FL00** **SPANISH 1**

1 credit/year

**FL01** Prerequisite: Grades 9-12.

This course is designed to develop basic skills in listening, speaking, reading, and writing the language. Awareness of the Hispanic culture, and its similarities, differences, and contributions to “American” culture is also studied.

**FL02** **SPANISH 2**

1 credit/year

**FL03** Prerequisite: Grades 10-12.

This course emphasizes further development of the listening, speaking, reading, and writing skills in the language, and is designed to promote greater fluency in Spanish. Don Quijote, a classic novel geared to the intermediate level is studied, and the Hispanic culture is also explored in more detail. In addition, a Spanish Day competition at Northern Michigan University is included in the course outline.

**FL04** **SPANISH 3**

1 credit/year

**FL05** Prerequisite: Grades 11-12.

Student must have a grade of “B” or better in Spanish 2 (FL02-FL03) or the consent of the instructor before enrolling in the class.

This course builds on the fluency level achieved in Spanish 2 in the areas of listening, speaking, reading, and writing of the language. Conversational Spanish is emphasized, including acceptable slang and colloquial expressions, and fine tuning grammar concepts. A one-page research paper in Spanish is required during the second semester. The Hispanic culture is also covered in more detail. In addition, a Spanish Day competition at Northern Michigan University is included in the course plans. Note: This class is directed toward the serious language student, whether or not the student is college-bound.

**FL06** **SPANISH 4**

1 credit/year

**FL07** Prerequisite: Grades 11-12.

Student must have a grade of “B” or better in Spanish 2 (FL02-FL03) or the consent of the instructor before enrolling in the class.

This course builds on the fluency level achieved in Spanish 3 in the areas of listening, speaking, reading and writing. An emphasis will be placed on conversational Spanish including acceptable slang and colloquial expressions. Advanced grammar concepts will be discussed. Students will gain a deeper understanding of cultural traditions in the Spanish speaking world through projects, videos, conversations and literature. A cultural research project will be required. In addition, all Spanish 4 students will be asked to participate in the Espanoladia (Spanish Day) competition at Northern Michigan University. This class is directed toward serious language students, whether or not college bound.

## **CAREER & TECHNICAL EDUCATION**

The following courses require an application, which is available in the Counseling Office. During course registration, students should sign up for seven credits of regular classes. If accepted into one of these programs, the student's schedule will be adjusted.

\*Classes are available to 11<sup>th</sup> and 12<sup>th</sup> graders and will meet five days each week. Students must provide their own transportation.

### **AUTOMOTIVE TECHNICIAN**

2 credits/year

Students in this program gain an overall technical foundation of theory and practical applications in engine repair, automatic transmissions, chassis systems, power trains, vehicle electrical systems, fuel and ignition systems and computer control systems. State certification tests are offered at the end of each semester. Students can earn up to 16 college credits after completion of this course.

### **COSMETOLOGY**

3 credits/year

This Cosmetology high school course offered at Main Street School of Cosmetology in Ishpeming will introduce students to the cosmetology and manicuring careers. School tuition is required. The student and the parent will be required to sign a financial contract with Main Street School of Cosmetology for tuition and fees to complete the school's 1,500-hour program. Please visit [mainstreetcosmetology.com](http://mainstreetcosmetology.com) for more information.

### **HOSPITALITY & CULINARY ARTS**

2 credits/year

This Culinary/Hospitality high school course offered at the NMU Jacobetti Center will introduce students to skills and careers in the diverse hospitality industry. The course will cover guest services, culinary arts, baking, sanitation, applied math/finance and safety. Students will participate in catering and cafeteria operations taught in culinary arts and baking. Students can earn up to 10 NMU credits based on their performance and faculty recommendations.

### **WELDING OCCUPATIONS**

2 credits/year

This course teaches the basic types of metal cutting, brazing, and welding techniques. Emphasis is placed on welding in various positions. Students will be prepared for entry level jobs in metal fabrication, maintenance, or construction fields. Upon successful completion of this course to the NMU instructor's satisfaction, students will receive 7 credits in NMU's welding program.

## **CONCURRENT ENROLLMENT**

Westwood High School offers upperclassmen an opportunity to take college courses on the WHS campus, but taught by Northern Michigan University professors. These courses are college and high school credit-granting; therefore, the course(s) will be reflected on both transcripts. Currently, students have an opportunity to take the following courses as concurrent enrollment courses:

- EN111 (College Composition I) and EN211 (College Composition II) – in place of or concurrent with Senior English
- MA171 (Precalculus) and MA215 (Probability & Statistics) – in place of or concurrent with Senior Math

Students who are interested in taking these courses should talk with their school counselor, as the application process begins during course registration of their junior year.

## **DUAL ENROLLMENT**

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities during the academic school year. The following are some of the eligibility guidelines/standards:

- Students in grades 9 through 12 may take up to ten postsecondary courses during their high school career.
- The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
- School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking fees or eligible fees.
- Students who dual enroll with Westwood High School must sign a Dual Enrollment Agreement with Mrs. Halamka prior to the first day of the dual enrollment course.

## **WORK-BASED LEARNING**

**HC00** **HEALTH CARE ASSISTANT**

(2 Hour Block) 2 credits/year

**HC01** Prerequisite: Grade 12

This vocational course is designed for the student to explore the diversity of the health care field. During the first semester, students are instructed in anatomy and physiology, diseases and treatment, and medical terminology. Personal care skills will be taught and practiced in a lab setting. CPR and First Aid certifications will be earned. CNA (Certified Nurse Aid) classroom and clinical lab skills are also an option for those students interested. In the second semester, students move out into the clinical setting 3 days a week. Students will explore a variety of health careers by observing in areas such as the Emergency Room, Obstetrics, Surgery, Cardio-Pulmonary Services, Physical and Occupational Therapy, Radiology, and Laboratory. Under supervision, students will practice nurse aide skills at the pharmacy, dental, chiropractor, and veterinary. College credits may be earned for Medical Terminology and CPR/First Aid for NMU, LSSU, Finlandia, and Bay. Good attendance is mandatory.

## **INTERNSHIPS**

Internships are a 6-10 hour per week independent study course related to a senior student's career pathway. The amount of high school credit is based on internship time (i.e. one hour per day for one semester equals one-half credit). The non-paid time spent will be at a local business site where students are trained and supervised by one or more business site employees. Students will be expected to follow both internship and their business site attendance rules and policies which are usually more stringent than general school policies. Students will be responsible to make their own transportation arrangements to and from their training site. Internship grades are assigned by the internship coordinator and based on a site supervisor's evaluation, students work maturity, learning progress, and a daily written journal. Individual site supervisors may assign additional projects and/or papers. Student letter grades are based on individual site supervisor workplace comparisons and expectations and could vary up or down from a student's usual class grades. Prior to the start of an internship, the business, parent, school, and student must all approve the training schedule. The application process requires completion of an internship application and resume by a specified date. The student will then interview with the internship program coordinator before the end of the school year. The internship selection committee will review the student application and recommend/not recommend the student for further program consideration. If recommended, students will interview with a business. Most internship students that get to this stage are placed; however, an internship match with a business cannot be guaranteed. If placed, students will be notified prior to the beginning of the school year.

## **MARQUETTE-ALGER TECHNICAL MIDDLE COLLEGE**

The Marquette Alger Technical Middle College (MATMC) is a public, tuition-free, early college program that enables students to earn a high school diploma, a significant number of college credits, and a Technical Certificate from Northern Michigan University at no cost to the students or their families.

To take advantage of this opportunity, students commit to a five-year program of study as opposed to the typical four-year path through high school. Students pursue a post-secondary certificate or associate degree in one of six academies: Health Sciences, Industrial Maintenance (Welding), Electrical Technology, Automotive Technology, Building Technology, or HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration). This is not a course, but a program that high school students choose to commit to. Interested students still need to enroll for seven credits and apply.

**For more information, contact Brian Sarvello at (906) 226-5135**

## **VIRTUAL LEARNING**

The district agrees not to enroll a student in a virtual course unless at least one of the following conditions has been met:

- The student is newly enrolled as a school-of-choice, previously home-school student, or student out of schools-of-choice boundaries. In this case, a student who has never been a student at WHS could enroll as a full-time or part-time online student. This is an opportunity for the students who fall within this category. However, it is also a recruiting opportunity and benefits the district financially.
- There is no course currently offered, with the same or similar curriculum in the NICE district that could be taught by certified and qualified NTA members.
- The student is enrolled in other programs (such as off campus CTE courses) which prohibits him/her from enrolling in a traditional course. If the course is a MMC requirement, a faculty member from the department will be involved in the approval/denial process.
- The student is beyond the 12th grade and has not yet graduated. This will allow students who have not graduated to take courses toward graduation which is an educational benefit for the student as well as a financial benefit to the district.
- The student is enrolled in a full load of classes at Westwood High School, but in jeopardy of not meeting graduation requirements and needs additional credits. This would require approval by the Principal.
- A child team meeting has occurred which determined that a virtual course was in the best interest of the student.

## **TESTING OUT**

School districts must give credit for courses in which a student demonstrates mastery of the course material through testing or other means of assessment. The credit earned this way would be based on a “pass” and would not be used in computing a grade point average. School districts are not required to count such a course toward graduation credits. Once credit is earned this way in a course, a student cannot receive credit in a lower course.

*The student can only “test out” if he or she is not enrolled in the class.*

## **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 1977, the Americans with Disabilities Act of 1990, and the Elliot-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:

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 1**

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 Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

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 (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 Directors shall be final.

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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:

Superintendent  
NICE Community Schools  
300 Westwood Drive  
Ishpeming, MI 49849  
(906) 485-1021