

# Houghton Lake Community Education

**Another Choice – Another Chance**



## **2017-2018 Alternative Education Student Handbook**

**Houghton Lake Community Education  
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### Mission Statement

All students in the Houghton Lake Community Schools will show annual academic progress leading to readiness for career, college and community.

### Vision Statement

Houghton Lake Community Schools will be a destination district recognized for its quality programming and performance.

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## WELCOME

It is with great pleasure that we welcome you to the Houghton Lake Community Education (HLCE) Program. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. The year ahead will be a time of academic and social growth. It is our goal to see that each student has the opportunity to be successful. It is up to each student to study, attend classes regularly, and to become involved in their school. Alternative education provides guidance and direction for problem solving. It is a positive alternative to continued failure in the regular school system. It offers students and parents a choice, an alternative education. We, the staff of Houghton Lake Community Education, look forward to helping each of you reach your goals.

This handbook is meant to provide students at HLCE with quick and easy access to information about the school. It is intended to address the questions most commonly asked concerning how our program operates. ***The sections on discipline, grading, attendance and tardiness should be of particular interest to you.*** It is hoped that this handbook will be used as a success guide to all students as they pursue their educational goals at HLCE.

## ADMISSION TO THE PROGRAM

The Houghton Lake Alternative Education program is designed to address the needs of high school students who have not been successful in a typical high school setting. Students who wish to enroll must come to the community education building prior to the first day of classes, which is September 6, 2017. At this time students will be expected to complete enrollment forms.

Individuals wishing to enroll in the alternative education program are required to go through an intake process unless they have a proven track record of success in our program. These meetings will be scheduled when you come in to enroll. You must bring the following documentation to the meeting:

- Proof of Residency (i.e. Utility bill, lease agreement, etc.)
- Birth Certificate (MUST be original and not a photocopy)
- Picture I.D. (Driver's License, State I.D., Passport)
- Copy of Immunization Records (Can be looked up online if you do not have an up-to-date record)

If you do not have all items listed above, please contact the main office prior to your intake meeting. Intake meetings will last approximately 30 minutes. During this time students will fill out additional paperwork and review the student handbook. **IMPORTANT: If you do not bring all documentation to the intake meeting or you do not show up, you will not be enrolled into the alternative education program.**

Students will only be accepted into the program at the beginning of each new term. If a family has extenuating circumstances, other options for enrollment may be available. **Students attending Houghton Lake High School who would like to enroll in HLCE must be referred by high school administration.**

## SCHOOL CLOSING

If school would be closed for any reason, including inclement weather, students and parents should tune their radio to **WUPS (98.5)** or **WTCM** and their TV's to stations 9&10, 7&4, or 29&8. If school is dismissed early or closed due to bad weather, all night classes will be cancelled.

## **BOARD OF EDUCATION**

Thomas Dean .....	President
Julie Brown .....	Vice President
Kelly Christian.....	Treasurer
Renee Nichols.....	Secretary
Mark Souder .....	Trustee
Nan Combs .....	Trustee
Charlene Baker.....	Trustee

## **ADMINISTRATION**

Susan Tyer .....	Superintendent
John Winkler .....	High School Principal
Chad Watson .....	High School Assistant Principal
Heidi Palatka .....	Community Education Principal
Leif Williams .....	Middle School Principal
Darren Barnes .....	Middle School Assistant Principal
Amy Peterson .....	Collins Elementary Principal

## **COMMUNITY EDUCATION FACULTY and STAFF**

Melisa Akers .....	Art and Online Instructor/Student Services Coordinator
Kelly Weaver .....	Social Studies Instructor
Theresa McMunigal .....	English Instructor
Doug Pummell .....	Science Instructor
Jeanette Wade .....	Math/English Instructor
Trisha Winkler .....	Special Education Provider
.....	GED Instructor
Penny Lund .....	GED Examiner
Mindyjo Burtis .....	Administrative Assistant
.....	Secretary/Food Service
Jade Chumney .....	Childcare Director
Sonja Hodo-Smith .....	Childcare Provider
Rose Barnes .....	Childcare Provider
Brandy Hilliker .....	Childcare Provider
Lori Tedford .....	Childcare Provider

## **SCHOOL OPERATIONS**

### **DROPPING AND ADDING CLASSES**

To drop or add a class, a request must be made during the first three days of the beginning of each new term. At any later date, the approval of the instructor and/or the administrator may be required.

### **GRADE CLASSIFICATION**

The number of credits required to be classified at each grade level:

Freshman	0 - 5
Sophomore	5.125 - 10.125
Junior	10.25 - 15.25

Senior 15.375 or more

### **GRADE POINT AVERAGE**

Students may earn credit out of normal school time towards graduation by completing home-based programs such as American School. However, those credits will not be computed within the student's G.P.A. for class rankings. The method for determining G.P.A. is as follows:

A	=	4.00	B-	=	2.67	D+	=	1.33
A-	=	3.67	C+	=	2.33	D	=	1.00
B+	=	3.33	C	=	2.00	D-	=	0.67
B	=	3.00	C-	=	1.67	E	=	0.00

### **GRADING SCALE**

94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59 and below	E

### **GRADUATION REQUIREMENTS**

Graduates of Houghton Lake Community Education must fulfill the following requirements:

- (1) complete 4 full years of attendance (unless there are extenuating circumstances),
- (2) complete the Michigan Merit Exam (MME),
- (3) satisfy credit requirements as determined by year of graduation:

- Students who have not fulfilled all graduation requirements may not be allowed to participate in graduation ceremonies.
- A subject that extends over one term of instruction will earn for the student one-half (.5) unit of credit when completed successfully with a grade of D- or above (with the exception of Student Success Time (SST), which is worth .125 credit each 9 week term).
- All students must enroll full time unless there are extenuating circumstances that are approved by the program administration.

The following classes and credits are required to graduate:

English	4.0 credits
Math	4.0 credits
Social Studies	3.5 credits
Science	3.0 credits
Health	0.5 credits
Physical Education	0.5 credits
Fine Arts	1.0 credits
Foreign Language	2.0 credits
Completion of an online course or learning experience.	
All students must complete one math class their senior year.	

## **CLASS TIMES**

### **Monday – Friday**

8:45-9:20 1<sup>st</sup> hour  
9:25-10:45 2<sup>nd</sup> hour  
10:50-12:10 3<sup>rd</sup> hour  
12:15-12:35 Lunch  
12:40-2:00 4<sup>th</sup> hour  
2:05-3:25 5<sup>th</sup> hour

### **1/2 Half Day Schedule**

8:45 – 9:10 1<sup>st</sup> hour  
9:15 – 10:00 2<sup>nd</sup> hour  
10:05 – 10:50 3<sup>rd</sup> hour  
10:55 – 11:40 4<sup>th</sup> hour  
11:45 – 12:30 5<sup>th</sup> hour

## **TESTING OUT OF COURSES**

Public Act 335, Section 1279b of the State Code says, “The board of a school district shall grant high school credit in any course to a pupil enrolled in high school...who has exhibited a reasonable level of mastery...by attaining a grade of not less than a C+ in a final exam of the course.”

This act allows a student the opportunity to attempt to test-out of all the credit areas required for graduation in the Michigan Merit Curriculum by taking the comprehensive final exam or a series of assessments that were given throughout the term. Houghton Lake Community Education shall grant high school credits to a pupil enrolled in the program, but who is not enrolled in the course, who has exhibited a reasonable level of mastery on the subject matter of the course by attaining a grade of not less than C+ (77%) on the end of course exam, which may consist of a test, portfolio, performance, paper, project, or presentation. Credit earned under this section shall be based on a “CR/NC” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may be counted toward the total credits required for graduation. Credit may be counted toward fulfillment of a requirement for a subject area course (e.g. English 9A, World History A, etc.) and shall be counted toward fulfillment or a requirement as to course sequence (e.g. A student may count English 9A as a prerequisite to English 9B). Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Students who wish to test-out of a course must register by filling out the appropriate form in the office.

## **WORK STUDY GUIDELINES**

To be eligible for Work-Study, a student must meet the following criteria:

1. Student must be 19 years of age or younger as of September 1st of the current school year.
  2. Student must have 12 credit hours or more.
  3. Student should be enrolled full time.
  4. Student should apply for Work-Study at the time of registration.
  5. Place of employment must meet established criteria.
- ✓ A student may earn a maximum of 3 credits.
  - ✓ Each 90 hours of work per 9 week term = .5 credit for a full time student.
  - ✓ The percentage of classes passed will equate with the percentage of hours usable for work-study (100% classes passed=100% work hours usable).

## **PROGRESS REPORTS AND GRADES**

Students are able to access grades and attendance through the Illuminate portal (please see below). If a student, parent, or guardian does not have Internet access, they may call the school and request that a progress report be

mailed to the address on file. At the end of each term, students will be given a final report card. Parents or guardians not receiving a report card should immediately contact the office. Conferences will be scheduled in the fall and winter so that parents can meet with teachers. It is our expectation that parents/guardians will attend both conferences.

Special reports regarding infraction of the rules or undesirable behavior will be sent to parents when appropriate. The grading system that will be used is A, B, C, D, E, I, W. Any student receiving an "I" for a class must make arrangements with the individual teacher to complete their requirements within 30 days or, unless other arrangements have been made, the grade will become an E. All Odysseyware courses taken will earn a CR or NC. The student must earn at least a 60% in order to earn credit for the course.

### **ILLUMINATE**

Illuminate, our student data system, includes an easy-to-use tool for communicating student progress that will allow you to take an even more active role in your education. Students, parents and guardians now have online, timely and secure access to grades and attendance through the portal site. At the beginning of the school year, each student will be given a username and password. Once you receive your password you can log in to the portal site at <https://hlcs.illuminatehc.com/login>.

Every student/parent is expected to act in a responsible, ethical, and legal manner when accessing the portal site. Users will adhere to the following guidelines:

- Authorized users will not share their password with any unauthorized person.
- Authorized users will not attempt to harm or destroy any data of any student or of any user of the HLCE network through the portal.
- Authorized users will not use the HLCE portal for any illegal activity, including violation of any privacy laws.
- Authorized users who are found to have violated any provision listed above will be denied access to the portal.

### **RETURNING TO THE HIGH SCHOOL**

Alternative education students are no longer students of Houghton Lake High School and therefore are ineligible for privileges associated with traditional HLHS students. Students who elect to transfer to the Alternative Education program may re-enroll at the high school after one year. Students must have successfully completed (based on attendance, behavior, and academic achievement) one year at the Alternative Education program in order to be considered for re-enrollment. Administration reserves the right to allow exceptions.

### **WORK PERMITS**

The laws of the State of Michigan governing child labor require that a person under the age of eighteen (18) must obtain a work permit, except those seventeen (17) years of age or over who have completed the requirements and received a valid high school diploma, before engaging in a gainful occupation. The law further provides that a student must be sixteen (16) to be released during school hours to work only if there is evidence that his/her income is needed to help support his/her family.

### **TELEPHONE**

The phone is to be used before and after school, between classes, and at lunch. Only in the case of an emergency can the phone be used during instructional time.



## **CELL PHONES and OTHER ELECTRONIC DEVICES**

Such devices may not be used during class: cell phones must be turned off. Under no circumstances may these devices be used during testing. Students are permitted to make phone calls/text messages during class passing time and during the lunch period only! Students are not allowed to leave class to use their cell phone in the bathroom or anywhere else in the building without teacher or administrative approval. Camera phones may not be used at any time in restrooms due to privacy issues.

*Staff has the right to confiscate a misused phone or other electronic device* and turn it into the office. The incident will be recorded by the teacher and documented in the office. The student may pick up the phone at the end of the school day. If a student is a habitual offender, confiscated items will remain in the office until a parent/guardian comes into school and signs that they have received the item.

## **CHILDCARE**

Childcare is available to all students taking classes at our program. This service is provided **free of charge** to those who qualify. However, children must come to the center ready to spend the day while their parents are in class. Parents are not allowed to enter the daycare during classes unless absolutely necessary. Parents must provide diapers, formula, bottles, and other necessary items for their children. The child may only leave with the person who brought the child to the center and **only parents may enter the daycare room when children are present**.

## **LUNCH HOUR**

Lunch is served in the cafeteria during the lunch hour. Students are expected to be responsible and cooperative in the cafeteria. No trays or waste paper products are to be left on or under the tables. Breakfast is also available for students before school starts. The lunch room will be locked 5 minutes prior to the start of 1<sup>st</sup> and 4<sup>th</sup> period and remain locked throughout the day. Students must eat their breakfast/lunch in the cafeteria and are not allowed to bring their breakfast/lunch into the classrooms. Please be sure you leave yourself enough time to eat. Students are **not allowed** in the refrigerators unless given permission by a staff member.

## **OPEN CAMPUS**

Students may leave during the lunch hour, on foot, to purchase food at area restaurants. Leaving campus during lunch is a privilege and if misused can be suspended. Excessive tardiness and littering in the parking lot are examples of misuse that will result in loss of this privilege. Students are not allowed to drive their vehicles off school premises or leave in another person's vehicle during the school day. No guests/visitors are allowed at our program during lunch.

## **CAFETERIA**

The cafeteria is off limits to students except before and after school and during lunch. Any student wanting to enter the lunchroom during class times must get permission from a staff member.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection, other than holding hands, is inappropriate behavior in school. When public display of affection is observed, students will be reported to the office and parents will be notified. If repeated, students will be disciplined.

## TRANSPORTATION

### AUTOMOBILES

The following regulations concerning students and automobiles are in effect:

1. All student vehicles must be parked in the Standard Street parking lot.
2. Vehicles are to be used for transportation to and from school. Vehicles are **off limits** during the school day..
3. Vehicles are to be operated in a **safe** and **sensible** manner to and from school as well as on school property. Driving to school is a privilege, not a right. Driving privileges will be revoked for persons violating this policy. Law enforcement may be called.
4. Vehicles must be parked in a reasonable, safe, angle-parking formation so as to leave enough room between rows to allow vehicles to pass safely between them.
5. Students driving recklessly or at a high rate of speed will lose their driving privileges for up to 10 days for the first offense. A subsequent offense may cause loss of privilege for the remainder of the school year.

An automobile may be visually and/or physically inspected without notice, student consent, or search warrant whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. HLCE is not responsible for damage, theft, or vandalism to vehicles.

### PUBLIC TRANSPORTATION

Houghton Lake Community Education provides tokens for transportation to and from school on the Roscommon County Transit Authority (RCTA). HLCE will not pay for:

1. Missed rides
2. When a student leaves school early.

RCTA is a public transportation system and reserves the right to deny any student transportation. Students may be denied service if any of the following, but not limited to, behaviors occur:

- ✓ Excessive profanity
- ✓ Bullying
- ✓ Fighting
- ✓ Excessive noise levels
- ✓ Disrespect
- ✓ Horseplay
- ✓ Throwing objects

### PARKING LOT

The parking lot is off limits to all persons that are not currently attending classes at our facility. Picking up and/or dropping off students is permitted; loitering is not. Students are not permitted to have visitors on school grounds during the lunch period. Persons not having business with school personnel are not permitted on the premises.

## **STUDENT ACTIVITIES**

### **CLASS OFFICERS**

Students at each grade level nominate classmates for the four class offices. Each candidate must have and maintain at least a C average (2.0 or better) in all courses. Officers will help to organize and work at all fundraising and extracurricular activities. Officers will be removed from office if any of the previously mentioned guidelines are not followed or if they violate alcohol and/or other drug policies.

### **DANCE POLICY**

Dances are a privilege to attend and not a right.

- HLCE Prom: Open to all students that meet the criteria listed below.
- HLHS Prom and Homecoming: Open to all students that meet the criteria listed below.
  - Be an invited guest of a student from the host school.
  - Be 19-and-under in age.
  - Must sign up for homecoming or prom with both the principals at HLCE and the High School.
  - Must have a “good standing” recognition by your school principal.
  - You may only attend if approved by both principals.

## **SCHOOL POLICIES AND PROCEDURES**

### **NONDISCRIMINATION POLICY**

Houghton Lake Community Schools is an equal opportunity employer who will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law 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 the Superintendent at Houghton Lake Community Schools, 6001 W. Houghton Lake Dr., Houghton Lake, Michigan 48629; 989-366-2035.

### **SCHOOL-WIDE INFORMATION SYSTEM (SWIS)**

SWIS forms are used by the staff to document student referrals to the office for rule infractions. These forms are entered into a web-based information system that is designed to help school personnel use office referral data to design school-wide and individual student interventions. When a student receives three SWIS referrals for the same infraction within a nine week term, they may be suspended for one day.

### **MEDICATIONS**

Students required to have medication administered to them, must have a written consent form on file in the office. All medicine administered through the office must be in the original container, clearly labeled with name and prescription dosage, and will be kept in accordance with District policy. All medications must be kept in the office. Students are not allowed to carry medications, including acetaminophen and ibuprofen, in their personal belongings during the school day.

### **PESTICIDE APPLICATION**

At times it may be necessary for the application of pesticides in and around school property. Parents wishing advance notification prior to the spread of pesticides need to notify the office.

## **PUBLICATIONS/LITERATURE**

Distribution of any literature and/or publications must be approved by the principal or assistant principal. No information considered obscene, or that which encourages violation of either criminal, civil law or school regulations will be distributed. After receiving office permission, students will be given a designated time and place to hand out their information and will be responsible for the cleanup of that area.

## **STUDENT RECORDS/DIRECTORY INFORMATION**

In accordance with federal legislation, Family Educational Rights and Privacy Act (FERPA), the only information released by the high school will be directory information such as name, address, date of birth, and grade. If parents do not want this information released under any circumstances, written notification must be placed on file in the office.

## **SUSPENSIONS**

Students suspended from school will not be allowed in school or on school grounds during the length of suspension for any reason. Trespassing charges may be filed if this rule is violated.

The student is responsible for securing work missed and must turn in this work within three days of the suspension, or a “zero” grade will be assigned. Further, any test missed must be made up within three days of the suspension, unless other arrangements have been made with the teacher.

## **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program. The Superintendent is to inform each volunteer that s/he:

- shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District’s Network and Internet Access Agreement Forms;
- will be covered under the District’s liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- will be properly informed by the Superintendent of the District’s appreciation for his/her time and efforts in assisting the operation of the schools.

## **STUDENT SEARCHES**

School officials have the right to search a student’s person and/or personal effects (e.g. purse, backpack, athletic bag) if they have reason to believe that a student is carrying something illegal.

## **COMPUTERS/INTERNET USE**

The computers are subject to all school rules including:

- ✓ Information found is regulated under right of privacy laws and may not be used to “hack into files”.
- ✓ Students must use the login that was assigned to them by the main office. The use of other students’ login information is prohibited. If you have trouble logging into a computer with your log-in information, please let the main office know.
- ✓ Students are responsible for damage done to computers and for inappropriate information left on them. Monetary charges may be assessed for repair parts and the time/labor of our computer technicians required to correct either intentional or unintentional damage.
- ✓ Inappropriate use of the school’s computers will be disciplined according to the student handbook.
- ✓ No downloading of music or movies is permitted.
- ✓ Chat rooms, social networking sites and email are prohibited unless it is school sanctioned by a classroom teacher. Violation of this rule will result in a suspension.

In general, students are to use the computer hardware, software, and Internet capabilities, as they were intended. Students using these tools for illegal, illicit, or damaging intent will be subject to expulsion, and possible criminal prosecution.

If a student chooses to bring their own laptop/netbook/tablet to school, it is important to know that the use of this electronic device will be monitored and regulated by the classroom teacher. Teachers have the right to limit a student’s computer usage. If students abuse this privilege, they will be asked to leave their electronic device in the office until the end of the day.

### **TEXTBOOKS**

Textbooks are available for use in all classrooms. When using these textbooks, the student is responsible for the safe keeping and care of his/her texts. If there is damage or loss, the student will be responsible to pay for these damages.

It is up to the discretion of each individual teacher as to whether or not textbooks are allowed to leave the classroom. If you need to take a textbook home in order to complete missing work, you may request to sign one out with your teacher. If the book is not returned, you will be responsible for replacement costs.

### **FIRE PROCEDURES**

There are exit procedures and routes posted in all classrooms. Please review these postings in your classrooms so you are aware of the procedure in the case of a fire. When a fire alarm has sounded, all students will be expected to leave the building through the nearest exit door. For parents with children in Childcare, exit the building first, then go around the building to the outside exit door of the Childcare room. Childcare staff will meet you at the exit door with your children. Do not return to the building until instructed to do so by a staff member.

### **TORNADO PROCEDURES**

If a tornado warning is announced by the weather service, an announcement will be made via phone to all classrooms and offices. All students will then follow instructions from the classroom teacher, which will also be posted in each classroom. Rooms 5 and 6 will remain in their classrooms, away from all windows. Childcare will move all children into the self-enclosed women’s bathroom located in the West Side of the building. Rooms 3 and 4 will move into the hall as the posted instructions indicate.

## **CRISIS SITUATION**

Each classroom teacher will be informed if a crisis situation arises in our building. Announcements will be made via phone and students must follow the teacher's directives.

## **HOME, PARENT, AND ADULT CONTACT**

The Alternative Education program will maintain contact with the responsible adult(s) designated for each student. We feel it is important to communicate about successes, accomplishments, and to facilitate problem-solving. All students, regardless of age, are expected to abide by the policies and guidelines of the program. Students that have reached the age of majority, or have been emancipated, must follow the rules as stated in this handbook with the following exceptions:

1. They may represent themselves at any discipline step that requires a parent conference.
2. They may request that correspondence be mailed to them as well as their parents.
3. They may request access to their records and must give approval before access to records can be given to anyone except a school official or parent.
4. Parents have a right to be informed of all school matters provided the student is a dependent of his/her parents as defined in Section 152 of the Internal Revenue Code of 1954.

The Family Education Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the students when s/he reaches the age of 18 or attends a school beyond the high school level.

## **ATTENDANCE**

Regular attendance in all classes is a student's best assurance for success. It is our belief that students learn and retain at a higher degree when they are active participants in the classroom.

- Students will be considered "skipping" if, before leaving school early, they fail to sign out in the office and receive parental permission to leave school if under the age of 18. The incident will be documented.
- The student is responsible for securing work missed and must turn in this work within three days of the absence. Further, any test missed must be made up within three days of the absence, unless other arrangements have been made with the teacher.
- Students who are absent for 10 consecutive days without notification to the office, will be automatically dropped for the remainder of the term and must re-enroll with their parent or guardian for the following term.
- It is the student's responsibility to know what their attendance is in each class, at all times. It is not the teacher's responsibility to inform the student if they are at risk of losing credit due to absences. You can access your attendance and grades at any time through the Illuminate portal.
- Students leaving the building during the school day must sign out in the office. Permission to leave the school building at any time during the school day must be granted from the principal's office.
- If a student arrives to school late, they must sign in at the office.
- *Compulsory Attendance at Public School:* A student who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, is required by law to attend school until they reach the age of 18. If a student under the compulsory age goes over on their attendance and loses credit, they are still required to attend school the rest of the term and actively participate in class. If a student under the age of 18 stops attending school or accumulates excessive absences, a truancy officer will be notified and the student and/or legal guardian will be processed for a truancy offense.

- Long-term absences (for family emergencies or medical leave, not vacations) may be excused from penalty if a Long-Term Absence Form is completed prior to the absence and approved by the Principal. Emergency medical leave will be handled the same way, with documentation required as soon as the medical condition is identified.

Students will be allowed a total of six (6) excused/unexcused absences per term in each class. On a student's seventh absence, the student will be required to achieve a minimum competency standard of a C+ (77%), on the final exam to have his/her grade calculated for the term. This is in addition to having a passing grade for the term. If the student does not attain a 77% grade on the exam, and was passing the course, the student will receive an "E" for the course.

***Appeal Process:*** If a student has received an "E" for a course due to having over 6 absences, a parent may appeal to administration. An appeal must be made no later than 7 days after report card posting.

### **TARDINESS**

Each student is expected to be in his/her class on time. Any student entering the room after the bell rings is tardy. After the 15 minute tardy period, students receive an unexcused absence. A student will receive a tardy for leaving class early as well. If a student receives more than three tardies in a class, they will be required to attend an after school tutoring session for each subsequent tardy.

### **STUDENT ATTIRE**

Houghton Lake Community Schools considers the matter of individual student dress to be the responsibility of students and the parents of students attending within the district. However, it should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school or deemed offensive to any staff member, or dressing in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will be sent home to change into appropriate clothing.

The following **is not** considered appropriate student attire:

- ✓ Dress determined to be gang-related. No bandanas.
- ✓ Clothing with obscenity, inferences of obscenity, sexual innuendos, illustrations, references to, or promotions for tobacco, alcohol, or illegal substances. This includes Hooters or Playboy Bunny motifs.
- ✓ Shorts and skirts must be no more than six inches above the center of the knee.
- ✓ No spaghetti straps, off-the-shoulder, sleeveless, cropped or see-through clothing is permitted. No halter-tops, tank tops, bathing suit tops or clothes that expose the midriff area or bare backs. Low cut tops are also not permitted. Pants must be pulled up so that no undergarments are exposed.
- ✓ Hats may be worn appropriately upon the discretion of each classroom teacher.
- ✓ Body piercings or tattoos that are deemed to pose a health risk or deemed offensive must be removed during school hours or covered at all times or the student will be sent home.
- ✓ Spiked collars/spiked bracelets/dog collars and chains deemed to be dangerous are not permitted.

### **REASONABLE RULES OF CONDUCT**

Cooperation within a school is a strengthening bond, which solidifies a smooth working relationship between the students, faculty, administration, and community. Complete cooperation on the part of students is necessary in order for the school to function smoothly and to insure every student of the best educational and total school experience possible. The following school policies and procedures are presented so that each student will

become familiar with them. Good school citizenship is the responsibility of each individual student. Your observance of all school policies and procedures will result in a successful school year.

General Student Obligations

1. Obey school and individual classroom rules.
2. Be in attendance at all times.
3. Respect the rights of fellow students and school personnel.
4. Attain the best possible level of academic achievement.
5. Be responsible for your own actions.
6. Respect school and community property.

Students are expected to conduct themselves in an adult manner that reflects favorably on the reputation and good name of the Community Education program. Behavior that disrupts the educational process and/or rights of other students in the classroom will not be tolerated. The principal or her designee has the final responsibility for maintaining good discipline and the authority to suspend or expel students for conduct unbecoming a student while in school. Additionally, unreasonable behavior will be logged by staff members and disciplinary action can be taken.

**UNACCEPTABLE BEHAVIORS**

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

This section describes behaviors that will not be tolerated and the disciplinary actions that may be taken. In addition to the actions listed, warnings, conferences with parents, and referrals to a counselor may be used. This is not an exclusive list, and is meant to be a guideline. Incidents will be evaluated on an individual basis and the appropriate disciplinary action will be determined by administration.

<b><u>UNACCEPTABLE BEHAVIOR</u></b>	<b><u>DISCIPLINARY ACTION</u></b>
<p><b>Alcohol and Drugs:</b> Possession of, use of, under the influence of alcoholic beverages, drug-like substances, narcotics, drugs and/or any controlled substances.</p> <p>A police officer who has reasonable cause to believe that a person less than 21 years of age has consumed alcoholic liquor may require the person to submit to a preliminary chemical breath analysis.</p> <p><i>"Drug Like Substance" shall mean any non controlled and nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over the counter cough medicines, certain types of glue, caffeine pills and diet pills.</i></p>	<p>Possession or Use:</p> <p><u>1<sup>st</sup> Offense</u> Suspension—5 to 10 days and/or referral to police.</p> <p><u>2<sup>nd</sup> Offense</u> Referral to police and/or drug assessment Suspension – 5 to 10 days</p> <p><u>3<sup>rd</sup> Offense</u> Referral to police Suspension – 10 days Possible recommended expulsion Referral to a substance abuse treatment program.</p>
<p><b>Arson:</b> Purposefully setting fire on school premises.</p>	<p>Referral to police and payment of damages Recommended expulsion</p>
<p><b>Assault/Fighting:</b> Striking or threatening to use physical force with school personnel, students, and/or</p>	<p>Suspension for 5 to 10 days. Recommended expulsion for up to 180 days.</p>



others on school property or at school sponsored events.	Referral to police
<b>Bullying:</b> The act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion.	Verbal warning Suspension – 1 to 10 days Possible police referral
<b>Careless or reckless driving:</b> On school property or at school-sponsored events that creates a potential hazard or danger.	Referral to police and/or loss of driving privileges. Possible suspension – 1 to 10 days
<b>Cheating:</b> The act or an instance of fraudulently deceiving. This includes the individual who cheats and, if applicable, the individual who knowingly allowed the copying of their classwork.	<u>1<sup>st</sup> Offense</u> – Zero on the assignment <u>2<sup>nd</sup> Offense</u> - Suspension for 1 to 10 days and a zero on the assignment. <u>3<sup>rd</sup> Offense</u> – 3 day suspension and failing grade in course for that marking period.
<b>Computer Tampering:</b> Unauthorized access, modification, or destruction of files and/or network operating systems, computer hardware, and/or electronic information.	Suspension – 1 to 10 days Responsible for repair/replacement costs Loss of computer privileges Possible recommended expulsion
<b>Extortion:</b> Taking money or items of value through force, illegal activity, or ingenuity.	Referral to police Suspension – 1 to 10 days and restitution.
<b>False alarms:</b> Fire alarms or bomb threats.	Referral to police Suspension – 5 day minimum Possible expulsion/restitution
<b>Habits or Bodily Conditions Detrimental to School:</b> Conditions under which the pupil is suspected of having a communicable disease or one who has persistently neglected personal hygiene.	Possible parental notification Student will be required to correct the situation.
<b>Harassment:</b> Conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability.	Verbal and/or written warning or reprimand Possible referral to police Suspension – 1 to 10 days Possible recommended expulsion.
<b>Hazing:</b> Soliciting, encouraging, aiding, or engaging in “hazing” on school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.	Verbal warning Suspension – 1 to 10 days Possible police referral
<b>Illegal Activities:</b> Activities not referred to in other portions of this handbook (breaking and entering, possession of keys, etc.)	Suspension – 1 to 10 days Referral to police – if appropriate.
<b>Inappropriate behavior:</b> Disrespectful student behavior or instigating inappropriate behavior on school grounds.	Verbal warning or reprimand. Suspension – 1 to 10 days
<b>Insubordination:</b> Defiance of authority; the refusal of a student to comply with the reasonable requests of any school employee.	Verbal warning or reprimand. Suspension – 1 to 3 days Possible removal from class
<b>Indecency:</b> Offending acts against recognized standards of propriety and good taste (as interpreted	Sent home for the day or change attire. Student will be required to correct the condition.

by school administration). This may include items of clothing that the administration determines to be inappropriate.	Possible suspension – 1 to 10 days
<b>Littering:</b> Any form of littering on or around school property.	Verbal warning Cleaning of littered area Possible suspension – 1 to 3 days
<b>Non-Productive behavior:</b> Not meeting reasonable academic and/or attendance responsibilities; failure to comply with the reasonable request of the teachers, principals, custodians, etc.	Verbal warning Possible suspension – 1 to 10 days Possible removal from class.
<b>Plagiarism:</b> The use of another’s ideas, facts, photos, art, charts, or words without giving proper credit. In writing and in speech, the use of the words of another without telling the reader or listener that those words are not one’s own.	Loss of credit for the specific assignment involved. Possible suspension from the specific class involved – 1 to 10 days.
<b>Possession of drug paraphernalia:</b> The possession of drug paraphernalia is prohibited within the school environment.  <i>"Drug Paraphernalia" shall mean all equipment, products and materials that can be used for the purpose of abusing drugs. This may include, for example, roach clips, vape pens, one-hitters, miniature cocaine spoons and containers for packaging drugs.</i>	Any drug paraphernalia found in a student’s possession will be sealed, documented, and turned over to authorities as potential evidence.  Possible suspension – 1 to 10 days Referral to police – if appropriate.
<b>Possession of nuisance electronic devices:</b> Use or possession of cellular telephone or any other electronic device that disrupts classes.	Relinquish item to administrator/ teacher Guardian notification and/or device picked-up by guardian.
<b>Profanity:</b> Use of inappropriate/offensive language, either written or spoken, or actions of vulgarity.	Verbal warning Possible suspension – 1 to 10 days
<b>Public Display of Affection:</b> Students are expected to conduct themselves as responsible, mature individuals.	Verbal warning Possible suspension – 1 to 10 days
<b>Sexual Assault:</b> Any physical or verbal effort to intimidate or force, or attempt to force another person against his/her will into any sexually related activity.	Referral to police Suspension- 3 to 10 days Possible recommended expulsion
<b>Sexual Harassment:</b> Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature.	Verbal and/or written warning Referral to police Suspension - 1 to 5 days Possible recommended expulsion
<b>Skipping:</b> The act or condition of being absent without permission. This includes leaving school grounds without signing out in the office.	Written warning (SWIS) After 3 written warnings the student will be suspended for one day every time they skip.
<b>Technology Violation:</b> Use of instant messaging, Facebook, MySpace or any other social network site is prohibited during school hours.	Written warning (SWIS) Possible suspension – 1 to 3 days
<b>Truancy:</b> Excessive tardiness; skipping classes or school.	Referral to Juvenile authorities
<b>Theft:</b> The act of stealing and/or possessing of stolen goods.	Referral to police and restitution Suspension – 1 to 10 days

	Possible recommended expulsion
<b>Tobacco:</b> Use of tobacco in any form, or in the presence of visible smoke, is prohibited on school property. This includes the use of vapor pens.	Verbal warning Referral to police Suspension – 1 to 10 days
<b>Transferring or sale:</b> Attempting to sell/ furnish illegal drugs, “look-alikes”, narcotics, hallucinogens, amphetamines, barbiturates, steroids, marijuana, or controlled substances at school or any school-related activity, or within 500 feet of school.	Confiscation and/or referral to police Suspension – 5 to 10 days Possible recommended expulsion
<b>Vandalism:</b> Defacing or destroying property of the school, staff, or students.	Referral to police and payment of damages Conference with parents Suspension – 1 to 10 days Recommended expulsion
<b>Weapon possession:</b> Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the administration. The term weapon includes such items as a firearm, gun, revolver, pistol (including a starter gun or BB gun), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, etc. <i>Please note: Knives of any length, regardless of the 3-inch definition stated above, are prohibited on HLCE property. They will be confiscated and the student will be disciplined.</i>	Referral to police Recommended expulsion The law requires the school administrator to contact the local police agency when a student is found in possession of any weapon. Excerpt from Revised School Code 380.1311: “If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon...the school board shall expel the pupil from the school district permanently.

## **CORRIDOR CONDUCT**

Students have five minutes passing time between classes. Students are not to leave the instructional area until the teacher dismisses the class. Running, shoving, or other misconduct is not acceptable. When students are moving between classrooms while class is in session, it is imperative that you are quiet in the hallway as not to disrupt the other classes.

## **CHILL PASSES**

Each classroom has a set of chill passes. These passes are to be used by students when they cannot stay focused on their academics. There are three types of passes:

*Blue Zone - Sad, Sick, Tired*

*Yellow Zone - Frustrated, Worried/Anxious, Can't Sit Still, Agitated*

*Red Zone - Mad/Angry, Mean, Scared, Feeling Out Of Control*

These passes are to be used only as a last resort. Listed below is the chill pass process:

- If a student is feeling any of the emotions listed above they are allowed to take a pass and leave the classroom without teacher permission. However, it is strongly encouraged that the student inform their teacher that they are leaving the classroom with a chill pass. The whole point of a chill pass is to avoid classroom disruption and outbursts.

- Students must report immediately to the office and inform them that they have left the classroom with a chill pass. At that time, administration will determine what steps need to be taken to best assist the student.
- The student will be sent back to class as soon as possible.

### **SMOKING POLICY**

State law prohibits smoking on school grounds at any time. Any student found in possession of tobacco products will result in disciplinary action.

### **EQUAL OPPORTUNITY EMPLOYER**

Houghton Lake Community Schools is an equal opportunity employer who will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law 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 the Superintendent at Houghton Lake Community Schools, 6001 W. Houghton Lake Dr., Houghton Lake, Michigan 48629 or call (989) 366-2035.

### **SEXUAL HARRASSMENT/INTIMIDATION**

Sexual harassment is a type of discrimination. All students, and all district employees, are expected to conduct themselves with respect for the dignity of others and are also encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning or working environment. Anyone found to have violated this policy, will be subject to disciplinary action up to and including expulsion from school. Some examples of sexual harassment include, but are not limited to:

1. Dirty jokes, offensive language, and offensive gestures.
2. Display of drawings or pictures that show or suggest private body parts.
3. Making degrading or graphic comments about a student's appearance, dress, or anatomy.

### **DISCRIMINATORY PRACTICES AND/OR HARASSMENT OF EMPLOYEES**

Discriminatory harassment of HLCS elected officials, employees, or applicants for employment by Board of Education members, HLCS employees, vendors, contractors or others doing business with HLCS, students, parents/guardians, invitees, volunteers or guests will not be tolerated.

Discriminatory harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, age, religion, height, weight, marital status or handicap/disability.

### **TITLE IX STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Houghton Lake Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, marital status, sex, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise subjected to discrimination in any program or activity for which it is responsible for which it receives financial assistance from the United States Department of Education.

This Statement of Assurance replaces any and all statements made by the Board prior to this date. Complaint procedures regarding non-compliance to the above are posted in all school buildings in the school district and

list the designee to hear complaints. Any questions concerning Title IX of the Education Amendments, which prohibit discrimination on the basis of sex or handicap, should be directed to the Superintendent of Schools.

**AUTHORIZATION/ACKNOWLEDGEMENT**

By signing this page, I acknowledge receipt of a **Student Handbook**, have read and will abide by the rules, guidelines, and procedures outlined in the handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Appendix A

### **BULLYING AND AGGRESSIVE BEHAVIOR POLICY**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, 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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

#### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to

maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training**



The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## Appendix B

### **Houghton Lake Community Schools 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, Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990**

#### **Section I**

Any person believing that the Houghton Lake Community School District 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, (4) the Age Discrimination Act of 1975, and (5) 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 of Schools  
Houghton Lake Community Schools  
6001 W. Houghton Lake Drive  
Houghton Lake, Michigan 48629

#### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Superintendent of Schools, 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 Superintendent within five (5) business days of receipt of answer to the informal complaint. The Superintendent 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 Superintendent may submit a signed statement of appeal to the Board of Education, Civil Rights Complaint Chairperson within five (5) business days after receipt of the Superintendent's response. The Chairperson 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 on the Board of Education within five (5) business days of receiving the Chairperson'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 Superintendent, 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 Superintendent of Schools office.

## Appendix C

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

### ***Houghton Lake Community Schools Internet Use Agreement Staff and Student Request for Computer Network Access***

The District provides access to our computer network to students and staff so as to promote and enhance the learning of our students through communication, innovation, and sharing resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any staff or student user's account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

1. Use of the network must be for the purpose of education and research consistent with the goals of the District.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non deliveries, or service interruptions caused by its negligence or the user's errors or omissions.
4. The network provides access to third-party data and information over which the District had no control. Through the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its service.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandising purchase made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
6. The user agrees to indemnify the District for any loss, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without consent of the sender or a recipient, except as necessary to investigate a complaint.
8. The user is responsible for regular prompt payment of any fees charged by the District for network use.

I understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my

access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***(For Student Requests)*** I have read this request for network access. I understand that it is designed for education purposes. I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I consent to the unrestricted release of any of my child's work, materials, and/or records which my child voluntarily or accidentally places in public-access storage areas in the District network/Internet. I have discussed the terms of this request with my child, and hereby, request that my child be allowed to access to the District network in accord with these terms.

\_\_\_\_\_  
Parent/Guardian name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Appendix D

### HOMELESS POLICY

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actual living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. are awaiting foster care placement
- F. have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;

- D. programs for gifted and talented students;
- E. school nutrition programs; and
- F. before- and after- school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school or origin as follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

## Appendix E

### **PARENT, VISITOR, AND VOLUNTEER BUILDING ADMITTANCE POLICY**

The Houghton Lake Community Schools Board of Education promotes both the active participation of parents in the education of their children, and the selflessness of volunteerism. Parents and volunteers are welcome in the District's facilities. However, of paramount concern to the Board is providing a safe learning environment for its students. Therefore the Board has enacted this policy to ensure the safety of students.

The School Safety Legislation of 2005 (collectively Public Acts 129-131 and 138 of 2005, and hereafter "the Acts") requires that a school district run a criminal background check on an individual in a position to spend time with its students. The Acts go further to delineate a number of crimes that, if convicted of, preclude an individual's access to public school facilities. Though the Acts require background checks in certain circumstances, they offer guidance on how to treat only a limited number of convictions. The intent of this policy is to provide consistency to how the District handles the results of criminal background checks.

In all buildings of the Houghton Lake Community Schools, parents, visitors and volunteers must immediately report to the office to check in. If a parent, visitor or volunteer is to spend time with students, with limited or distracted presence of District staff, the school office shall request a criminal background check for the parent, visitor or volunteer. If permission to run the check is denied by the parent, visitor or volunteer, access to the school building shall be denied. If permission to run a check is granted, the following chart indicates how, in general, a conviction result will be handled:

<b><u>Nature of Conviction</u></b>	<b><u>Admittance Decision</u></b>
Crimes against children	No admittance
Violent crimes (not against children)	Deferred to committee*
Non-violent crimes (not against children)	Permitted with possible restrictions

*\* The committee in question will consist of any five (5) of the following named positions, but will, whenever possible, include at least one central office administrator, at least one building administrator, and at least one Board member: Superintendent, Assistant Superintendent, High School Principal, Middle School Principal, Collins Elementary Principal, Board of Education President, Board of Education Vice President, Board of Education Secretary.*

In the event that an admittance decision is to go to committee, a decision will be rendered within 48 hours. The committee shall make record of its determinations and provide the record to the central office for consideration as guidance in the administrative guidelines to accompany this policy.

This policy shall in no way limit an administrator's authority to deny admittance to, or remove from the premises, an individual without a criminal record, if said individual, in the opinion of the administrator, is behaving in a threatening or inappropriate manner. Administrators are encouraged to involve the school liaison officer in any situation they feel warrants assistance.