



2024 – 2025
Houghton Elementary School
Student Handbook

203 W. Jacker Avenue

Houghton MI, 49931

906-483-0456

www.hpts.us

Welcome to Houghton Portage Township Schools! At Houghton Elementary we are committed to providing a quality education for your child. It is our job and our goal to continually challenge ourselves to meet the needs of our students. As parents, you are extremely vital to us. Your support, input, and involvement will assist us in preparing your child for a successful future.

In order to accomplish this, we must keep the lines of communication open. Whenever you have a question or concern, please feel free to call your child's teacher or principal, and we can begin to work together.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

The upcoming school year promises to be challenging and rewarding. Together we can provide a quality experience for all the children in Houghton.

Please do not hesitate to call our offices or stop in if you have any questions or concerns.

Sincerely,



Cole Klein

Principal

cklein@hpts.us

906-482-0456 Ext. 3000

District Vision & Mission Statement

Houghton Portage – A Top Performing Inclusive School Community Where Our Students Acquire Confidence and Capability to Adapt and Succeed in an Ever-changing World!

Our vision is to be a premier school district where all students have the foundations for success and are challenged to reach their full potential.

We deliver transformative **E**ducation to **E**quip and **E**mpower all students to **A**chieve.

$E_3 = A$

Houghton Elementary Mission Statement

Every Student, Every Day!



Table of Contents

IMPORTANT INFORMATION	1
2024-2025 DISTRICT CALENDAR	3
2024-2025 DAILY SCHEDULE	4
EMERGENCY SCHOOL CLOSING PROCEDURES.....	5
NOTICE OF NON-DISCRIMINATION	6
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES.....	8
Attendance.....	8
Absences due to illness.....	9
Planned absences.....	9
Students are expected to:.....	9
Books and Supplies	9
Bulletin Boards.....	10
Bullying	10
Cafeteria Rules	10
Cell Phone Use	10
Cheating, Plagiarism, and Academic Dishonesty.....	11
Children’s Protective Services Investigations	11
Classroom Behavior.....	11
Closed Campus	11
Communicable Diseases	11
Damage to School Property	12
Dress and Grooming.....	12
Dress Code.....	12
Emergency Contact Information.....	13
Fees.....	13
Food Services	13
Field Trips	13
First Aid, Illness, or Injury at School.....	13
Head Lice.....	14
Homeless Children and Youth	14
Immunizations.....	14
Law Enforcement Interviews.....	14
Limited English Proficiency	15
Locker Use.....	15
Lost and Found	15
Media Center	15
Medication	15
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers.....	16
Parties.....	16
Playground/Recess Rules.....	16
Protection of Pupil Rights.....	17
Public Display of Affection	17
Rights of Custodial and Non-Custodial Parents	17
Search and Seizure	17
Student Education Records	17

Right to Request Explanation or Interpretation	18
Right to Request Amendment of Education Records	18
Directory Information	18
Technology	18
Transportation Services	19
School Vehicle Rules.....	19
School Vehicle Misconduct Consequences.....	20
Different Route Requests	20
Video Surveillance and Photographs.....	20
Withdrawal From School.....	20
SECTION II: ACADEMICS.....	21
Grades	21
Homework.....	21
Personal Curriculum	21
Placement.....	21
Students with Disabilities	22
Summer School	22
Testing Out	22
SECTION III: DISCIPLINE AND CODE OF CONDUCT	23
Discipline Generally	23
Forms of School Discipline & Applicable Due Process	23
After-School Detention	23
Saturday School	23
In-School Suspension.....	23
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	23
Removal for 10 or Fewer School Days.....	24
Removal for More than 10 and Fewer than 60 School Days	24
Removal for 60 or More School Days.....	24
Student Code of Conduct.....	25
SECTION IV: BUILDING-SPECIFIC RULES AND PROCEDURES	28
APPENDIX A: TITLE IX SEXUAL HARASSMENT	32
APPENDIX B: ANTI-BULLYING	33
APPENDIX C: PROTECTION OF PUPIL RIGHTS	33
APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM.....	35
APPENDIX E: ACCEPTABLE USE AGREEMENT.....	38

IMPORTANT INFORMATION

District Website

www.hpts.us

Board Policies

Board Policies are available at: <https://hpts.us/district-board.php>

Address

Houghton Elementary School

203 W. Jacker Avenue

Houghton, MI 49931

Contact Information

Main Office: 906-482-0456

Fax: 906-487-5941

Athletics: 906-482-0450 ext. 1040

Administration

Superintendent: Anders Hill

Athletic Director: Rob Fay

High School Principal: Tiffany Scullion

Middle School Principal: Julie Filpus

Elementary School Principal: Cole Klein

Elementary School Assistant Principal: Patrick Aldrich

Elementary Staff			
Aldrich	Patrick	Assistant Principal	paldrich@hpts.us
Bosley	Kriss	Title I Director	kbosley@hpt.us
Courterier	Kim	Administrative Assistant	kcourterier@hpts.us
Forsell	Amy	Out of School Coordinator	aforsell@hpts.us
Gerard-Bustos	Erin	School Nurse, RN	egerardbustos@hpt.us
Haataja	Emmy	Resource Room Parapro	ehaataja@hpts.us
King	Meghan	Resource Room Parapro	mking@hpts.us
Klein	Cole	Principal	cklein@hpts.us
Korkko	Nora	Resource Room Parapro	nkorkko@hpts.us
Palosaari	Emily	Administrative Assistant	epalosaari@hpts.us
Polkinghorne	Anne	Resource Room Parapro	apolkinghorne@hpts.us
Stipech	Micah	Counselor	mstipech@hpts.us
Summers	Janel	Behavioral Health Coordinator	jsummers@hpt.us
Tapani	Shari	Administrative Assistant	stapani@hpts.us

Kindergarten		
Beck	Heather	hbeck@hpts.us
Erickson	Lynn	lerickson@hpts.us
Hendrickson	Danielle	dhendrickson@hpts.us
Meyer	Annemarie	ameyer@hpts.us
Zimmerman	Kristen	kzimmerman@hpts.us

1 st Grade		
Dunstan	Ashley	adunstan@hpts.us
Hainault	Brandi	bhainault@hpts.us
Labyak	Madison	mlabyak@hpts.us
Mattila	Jen	jmattila@hpts.us
Pihlaja	Alisha	apihlaja@hpts.us

2 nd Grade		
Bostwick	Pam	pbostwick@hpts.us
Hiner	Andee	ahiner@hpts.us
Mack	Jamie	jmack@hpts.us
Schmidt	Alissa	aschmidt@hpt.us
Viola	Emily	eviola@hpts.us

3 rd Grade		
Aldrich	Amy	aaldrich@hpts.us
Cipriano	Tessa	tcipriano@hpts.us
Demske	Scott	sdemske@hpts.us
Givens	Laurel	lgivens@hpts.us
Maas-Berkey	Tiffany	tmaas@hpts.us

4 th Grade		
Crowley	Dominique	docrowley@hpts.us
Filpus	Gael	gfilpus@hpts.us
Matson	Kim	kmatson@hpts.us
Repp	J.R.	jrepp@hpts.us
Nolan	Alana	anolan@hpts.us

5 th Grade		
Hainault	Mike	mhainault@hpts.us
Lishinski	Nikki	nlishinski@hpts.us
Morse	Andrea	amorose@hpts.us
Pertile	Dan	dpertile@hpts.us
Schuett	Jessica	jschuett@hpts.us

Music/Art/Resource Room		
Arundel	Hillary	harundel@hpts.us
Fontaine	Kelly	kfontaint@hpts.us
Hronkin	Melissa	mhronkin@hpts.us
Delaere	Terrie	tdelaere@hpts.us

P.E./Library/Computers/Resource Room		
Lawson	Jared	jlawson@hpts.us
Mechlin	Kristina	kmechlin@hpts.us
Rutz	Sara	srutz@hpts.us
Flachs	Michelle	mflachs@hpts.us

2024-2025 DISTRICT CALENDAR

Sept. 3	Opening Day – <u>Students Report For Full-Day Of School @ 8:16 a.m.</u>
<u>Oct. 11</u>	No School for students – Area Wide In-Service for Teachers
Nov. 1	1 st Marking Period Ends
<u>Nov. 7</u>	12:20pm Dismissal for students - Parent/Teacher Conferences (scheduled thru classroom teacher) 1-3 p.m. and 5-7 p.m.
<u>Nov. 8</u>	12:20pm Dismissal for students- Parent/Teacher Conferences 1-3 p.m.
<u>Nov. 27</u>	No School- Full day In-Service for Teachers
<u>Nov. 28-29</u>	No School - Thanksgiving Break
Dec. 12	Winter Concert - program times TBD
<u>Dec. 23- Jan. 3</u>	No School - District Wide - Winter Break
Jan. 6	School Resumes
<u>Jan. 23</u>	12:20pm Dismissal for students – Afternoon records day
<u>Jan. 24</u>	12:20pm Dismissal for students – Afternoon records day 2 nd Marking Period Ends – End of 1 st Semester
<u>Feb. 14</u>	No School – Full Day In-Service for Teachers
<u>Feb. 17</u>	No School – Mid Winter Break
<u>March 7</u>	No School – Full day In-Service for Teachers
March 21	3 rd Marking Period Ends
<u>Mar.24-Mar. 28</u>	No School – District Wide- Spring Break
March 31	School Resumes
<u>Apr.18 -Apr. 21</u>	No School – Easter Break
April 22	School Resumes
<u>May 26</u>	No School – District Wide- Memorial Day
<u>June 5</u>	Half Day for Students – Records Day
<u>June 6</u>	Last Day of School (if no make-up days are required) – Grade K-5 dismissal at 11:20am 5th Grade Banner Presentation - 5th Grade Parents Welcome!
June 9	Records Day for Teachers

2024-2025 DAILY SCHEDULE

Welcome to Our School

The Houghton Elementary School office is open daily from 7:30 a.m. to 4:00 p.m. Please note that because we have no personnel assigned to ensure the safety of children before 7:30 a.m. we cannot welcome children into the building or on the grounds until that time. Please *do not send or drop off* your child before that time. Breakfast is available at 7:45 a.m. for those students purchasing breakfast. Students arriving before 8:16 a.m. must go outside for recess and therefore should dress appropriately. Students will be marked tardy after the second bell (8:21 a.m.) and absent for the morning if they arrive after 8:35.

School staff will supervise students on school grounds forty-five [45] minutes before the school day begins and thirty [30] minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

School Day Schedule

Class Begins:	8:21am
K/Y5 Recess:	9:25am
1 st & 2 nd Recess:	10:00am
3 rd – 5 th Recess:	2:15pm
K/Y5 Recess:	2:50pm
K/Y5/1 st Dismissal:	3:10pm
2 nd – 5 th Dismissal:	3:18pm

Lunch Schedule

Grade	Lunch	Recess
K/ Y5's	10:55 – 11:15 am	11:15 – 11:35 am
1 st	11:25 – 11:45 am	11:45 – 12:05 pm
2 nd	11:30 – 11:50 am	11:50 – 12:10 pm
3 rd	12:00 – 12:20 pm	12:20 – 12:40 pm
4 th	12:05 – 12:25 pm	12:25 -12:45 pm
5 th	12:35 – 12:55 pm	12:55 – 1:15 pm

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- Text message notification sent to all primary phone numbers for students as listed in PowerSchool
- Email notification sent to all parents signed up for the Parent List-Serv
 - <https://hpts.us/district-listserv.php>
- Banner Notification listed on the District website
 - <https://hpts.us/index.php>
- Public Announcement on local radio and news stations
 - <https://www.uppermichiganssource.com/>
 - <https://abc10up.com/>
 - <https://www.themix93.com/>
 - <http://www.thewolf.com/>

If there should be a late start for any reason (weather conditions, etc.), this will be announced using the listed notifications above. Delayed starts are typically two hours late. School will begin at 10:15am for students and breakfast will not be served.

If there should be an early dismissal for any reason (weather conditions, etc.) your child should know where to go and what to do without using the phone. Your child will be dismissed as indicated on their emergency card in the office.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Tiffany Scullion – Houghton High School Principal
1603 Gundlach Rd. Houghton, 49931
906-482-0450 ext. 1110
tscullion@hpts.us

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Cole Klein – Houghton Elementary Principal
203 W. Jacker Ave. Houghton, 49931
906-482-0456 ext. 3000
cklein@hpts.us

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Sara Marcotte – Business Manager
1603 Gundlach Rd
Houghton, MI 49931
(906) 482 – 0450
smarcotte@hpts.us

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. The importance of regular attendance cannot be over emphasized, and this is essential for learning. Students are to arrive before the first class and stay until the scheduled end of their school day.

If a student is unable to attend school, the parent is required to report that absence to the school office at 906-482-0456 by the end of the missed school day.

Attendance is recorded twice each day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy.

Excused and Unexcused Absences

Illness, medical appointments, religious reasons, family emergencies and unavoidable trips are acceptable reasons for being absent. Absences are classified as **Excused** or **Unexcused**. **Parents should call the school office or attendance line at 482-0456 when they know that their child is going to be absent to excuse the absence.**

If a child misses 3 or more consecutive days of school, a note from a doctor may be required for the absences to be excused. If a child misses 10 or more days of school that are unexcused, they will be referred to our truancy officer.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- personal or family vacations.

Students who arrive after the second bell (8:21am) are considered tardy. Students arriving after 8:35am will be marked absent for the morning and students arriving 15 minutes after the conclusion of lunch recess will be marked absent for the afternoon. Students who leave school before 1:30pm will be marked absent for the afternoon.

Excessive Absences

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

1. At ten (10) days absent and/or ten tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
2. At fifteen (15) days absent and/or fifteen (15) tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
3. At twenty (20) days absent and/or twenty (20) tardies, the Principal will determine to either contact with a truancy officer for resolution or seek an alternate remedy. ***State law requires attendance in school.***

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

In order to provide a healthy and pleasant noon hour, it is necessary to enforce rules and maintain order. Teachers and supervisors will enforce the following basic rules:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned classroom tables.
6. Clean up after oneself by bringing trays and utensils to designated area and cleaning up personal area of table.
7. Remain in the school/on school grounds during the lunch hour unless advanced written permission dictates otherwise.

Cell Phone Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

A student may only leave school if the student's parent notifies the office. Parents should provide a note to the teacher or contact the office if a student is to leave early or be dismissed in an alternate manner than usual. Students leaving early must leave with an adult that the parent has approved for student pick-up.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or

- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

All student breakfasts and lunches are free for the 2024/25 school year. A la carte for 4th and 5th grade students are available for a cost during the lunch period. It is the responsibility of the parents to keep track of how much money is in your student's account. Our meal programs operate on a positive daily balance. If you prefer to pay by check payable to: HPTS-Food Service or cash, you can drop it off in the elementary office, with the classroom teacher or lunchroom (in a clearly marked envelope with the student name and account number).

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Parents should keep children home when they show symptoms of illness. Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school. Students will not be permitted to attend school if they are acutely ill, have a fever, have a severe/persistent cough, are vomiting or have diarrhea.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day, depending on the severity of the case. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice or nits on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, depending on the severity of the case, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Janel Summers
203 W. Jacker Ave., Houghton, MI 49931
906-482-0456 ext. 3033
jsummers@hpts.us

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by

school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to a designated Lost and Found area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the school year, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

We believe recesses are an important part of the total school curriculum; all students are expected to go outside to get some physical exercise. When returning to school after an illness, the parent may send a note requesting the child stay inside for a maximum of three days. The parent should send a signed statement from the family physician stating the necessity of the child staying in the building, if an extended time is necessary. Students will go outside for recess unless it is raining (more than a mist) or below 0 degrees (with wind chill accounted).

Adult supervision is provided for the safety and enjoyment of the children. However, the very nature of recess play makes it necessary to enforce standards for behavior.

Students must follow these rules during recess or while using the playground:

1. All students must remain on the playground area.
2. All students must obtain permission for a playground supervisor to re-enter the building.
3. All students will avoid rough games including contact games, tackle football, dodge ball, wrestling, pushing from snow banks, play fighting, etc.
4. All students will be respectful of playground supervisors and other children.
5. All students will use appropriate language, manners, and behavior.
6. All students will use equipment appropriately for its' intended purposes.
7. Students may not sit or walk on the retaining wall under the basketball nets.
8. Students will not throw rocks, sticks, snowballs or any other potentially dangerous objects.
9. Students will not carry or play with sticks or other potentially dangerous objects.
10. Students with sandals or open toe shoes are not allowed on the playground equipment and must remain on blacktop areas.

It is very important that students come to school dressed appropriately for the weather.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The District further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the

District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact our Houghton Elementary Office: 906-482-0456

Grades

Report cards will be issued at least once each quarter. Kindergarten and 1st grades provide Standards Based progress. 2nd – 5th grades provide letter grades. Grades are calculated using the following grading scale:

94 – 100	A	80 – 82	B-	67 – 69	D+
90 – 93	A	77 – 79	C+	63 – 66	D
87 – 89	B+	73 – 76	C	60 – 62	D-
83 – 86	B	70 – 72	C-	0 – 59	E

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact our school counselor: 906-482-456

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the elementary principal: 906-482-0456

Summer School

Summer school will not be offered for the 2024-2025 school year.

Testing Out

Houghton Elementary School believes that students should be given the opportunity to develop at their own ability level to the degree possible within the school setting. Providing opportunities for differentiation is one method of accommodating this goal. Math is one area where students can be accelerated by skipping grade levels. We allow this opportunity in grades 3rd – 5th. We believe the early grade levels are foundational to math and should not be skipped, but students challenged in their classrooms by teachers. Students are identified for possible acceleration by teacher recommendation based on standardized test scores, local classroom assessments, observation and parent input in March of each year. Students will be tested at the end of May; students may not retake this assessment for the same grade level. Skipping a grade level in math will be determined on the following criteria:

- 93% or better on the designated placement test
- Mastery of basic facts
- Parental consent
- Teacher input/recommendation
- Ability to work independently

SECTION III: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;

- jeopardized the health or safety of any of the other participants in the class, subject, or activity;
or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary

action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Section IV: Building-Specific Rules and Procedures

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

School-wide Positive Behavior Support is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. All students will be expected to follow the outcomes of our school wide positive behavior expectations. Students will:

Take responsibility Earn respect Act positively Make it safe




TEAM Behavior Expectation Matrix

	Hallways	Cafeteria	Playground	Restrooms	Dismissal	Bus
Take Responsibility	<p>Keep the hallways clean and organized</p> <p>Be where you need to be</p>	<p>Get everything you need when you go through the line</p> <p>Clean up after yourself</p> <p>Take only what you ordered</p> <p>Use this time to eat</p>	<p>Wear weather appropriate clothing</p> <p>Keep the playground clean</p> <p>Ask for permission to go inside</p> <p>Line up when signaled, eyes and body forward</p>	<p>Go, flush, wash, leave</p> <p>Keep the bathroom clean</p> <p>Report problems to an adult</p>	<p>Be where you need to be</p> <p>Take your belongings with you</p>	<p>Keep the bus clean</p> <p>Get on and off the bus at your assigned stop</p> <p>Take your belongings with you</p> <p>Use school appropriate language</p>
Earn Respect	<p>Follow the directions of all adults</p> <p>Use quiet voices</p> <p>Walk around groups of adults and/or students</p> <p>Keep your hands at sides</p>	<p>Follow the directions of all adults</p> <p>Wait your turn in the lunch line</p> <p>Use quiet voices</p> <p>Raise your hand for help</p>	<p>Follow the directions of all adults</p> <p>Enter the building quietly</p>	<p>Use quiet voices</p> <p>Give others privacy</p> <p>Keep your hands to yourself</p>	<p>Follow the directions of all adults</p>	<p>Follow the directions of all adults</p> <p>Use quiet voices</p> <p>Allow personal space</p>
Act Positively	<p>Use kind words and actions</p> <p>Help others</p> <p>Quietly greet others</p>	<p>Use kind words and actions</p> <p>Help others</p> <p>Say "Please," "Thank you," or "No, thank you"</p>	<p>Use kind words and actions</p> <p>Help others</p> <p>Invite others to play/ Take turns</p>	<p>Use kind words and actions</p> <p>Help others</p>	<p>Use kind words and actions</p> <p>Help others</p>	<p>Use kind words and actions</p> <p>Help others</p>
Make it Safe	<p>Walk</p> <p>Stay to the right</p> <p>Eyes and body face forward</p> <p>Keep your hand on the railing</p>	<p>Walk</p> <p>Keep your food to yourself</p> <p>Eyes and body face the table</p> <p>Stay in your seat</p> <p>Take small bites while eating</p>	<p>Use equipment correctly</p> <p>Stay inside the fence</p> <p>Report unsafe behaviors to adults</p>	<p>Walk</p> <p>Wash your hands</p>	<p>Walk</p> <p>Use sidewalks where available</p> <p>Only leave with a parent/guardian or other pre-arranged adult</p>	<p>Walk</p> <p>Eyes and body face forward</p> <p>Stay in your seat</p> <p>Look out for street traffic</p>

TEAM Consequence Rubric



	Minor Problem Behavior Staff Managed	Major Problem Behavior Staff Managed	Major Problem Behavior Office Managed
Take Responsibility	<u>Defiance</u> - Refusal to follow expectations <u>Technology Violation</u> - Non-serious, inappropriate use, or appropriate use but at inappropriate time <u>Property Misuse</u> - Using school property inappropriately or not as intended	<u>Defiance</u> - Repeated refusal to follow expectations, responds to redirection and re-engage <u>Technology Violation</u> - Inappropriate use of technology, ignores correction from adult <u>Property Misuse/ Damage</u> - Throwing/misuse of school property without breaking it	<u>Defiance</u> - Continuous (more than 2 times) refusal to follow expectations, does not respond to redirection and is unable to re-engage. <u>Technology Violation</u> - Continuous inappropriate use of technology, and/or viewing inappropriate content on technology <u>Property Misuse/ Damage</u> - Breaking, defacing school property that causes damage that is difficult to correct
Earn Respect	<u>Disrespect</u> - Low-intensity, socially-rude, or dismissive messages to adults or students <u>Disruption</u> - Intentional distractions	<u>Disrespect</u> - Continuous low-intensity, socially-rude, or dismissive messages to adults or students, responds to redirection and re-engages <u>Disruption</u> - Repeated intentional distractions, responds to redirection and re-engages	<u>Disrespect</u> - Continuous low-intensity, socially-rude, or dismissive messages to adults or students, does not respond to redirection and is unable re-engages <u>Disruption</u> - Continuous intentional distractions, responds to redirection and re-engages
Act Positively	<u>Inappropriate Language</u> - Use of low intensity inappropriate, non-school appropriate, language	<u>Abusive Language /Inappropriate Language</u> - Use of profanity or abusive language or use of language in an inappropriate way (not directed at a person) <u>Harassment/ Bullying</u> - Delivering a message that involves intimidation, teasing, taunting, threats, or name calling	<u>Abusive Language/Inappropriate Language</u> - Use of profanity or abusive language or use of language in an inappropriate way (directed at a person) <u>Harassment/Bullying</u> - Continuous messages that involve intimidation, teasing, taunting, threats, or name calling - (examples- messages that are related to gender, ethnicity, sex, race, religion, disability)
Make it Safe	<u>Physical Aggression</u> - Inappropriate physical contact, non-serious or accidental but inappropriate	<u>Physical Aggression</u> - Physical aggression (examples- pushing, grabbing, poking, tickling, pulling hair, and throwing snowballs)	<u>Physical Aggression</u> - Physical aggression that causes harm and done in anger

	Minor Problem Behavior Staff Managed Level 1	Major Problem Behavior Staff Managed Level 2	Major Problem Behavior Office Managed Level 3
Staff Potential Actions/ Potential Consequences			
	Always Reteach Expected Behavior <ul style="list-style-type: none"> • Warning • Parent Contact • Apology • Restorative Action • Time Owed at Recess • Loss of Privilege • Parent Contact • Reflection Sheet • Teacher/Student Conference 	Always Reteach Expected Behavior <ul style="list-style-type: none"> • Parent Contact • Submit Log Entry • Loss of Privilege • Apology • Time Owed • Recess Detention • Lunch Detention • Redo Assignment • Fail Assignment • Reflection Sheet • Teacher/Student Conference 	Always Reteach Expected Behavior <ul style="list-style-type: none"> • Parent Contact • Parent/ Student Conference • Submit Log Entry • Loss of Privilege • Apology • Reflection Sheet • Recess Detention • Lunch Detention • Restorative Action • Parent Contact • Redo Assignment • Fail Assignment • In School Suspension • Out of School Suspension • After School Detention

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

[Click here for the full policy.](#)

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

[Click here for the full policy.](#)

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

[Click here for the full policy.](#)

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

[Click here for the full policy.](#)

5309-F-2 Directory Information and Opt-Out

**Student's
Name:** _____

School: _____ **Grade:** _____

The Family Educational Rights and Privacy Act (FERPA) requires that Houghton-Portage Township Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 15.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

1. Directory information includes "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information
 1. student names, addresses, and telephone numbers;
 2. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
 3. date and place of birth;
 4. major field of study;
 5. grade level;
 6. enrollment status (e.g., full-time or part-time);
 7. dates of attendance (e.g., 2013-2017);

8. participation in officially recognized activities and sports;
 9. weight and height of athletic team members;
 10. degrees, honors, and awards received; and
 11. the most recent educational agency or institution attended.
2. The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Houghton-Portage Township Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ACCEPTABLE USE AGREEMENT

3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

[Click here for the full policy.](#)

3116-F-1 Agreement for Acceptable Use of Technology Resources Students

Grades K-5

Building/Program Name

Student Name

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: parent/guardian, student file