

# 2017 – 2018

## Houghton Elementary School

### Student Handbook

203 W. Jacker Avenue  
Houghton MI, 49930  
906-483-0456  
[www.houghton.k12.mi.us](http://www.houghton.k12.mi.us)

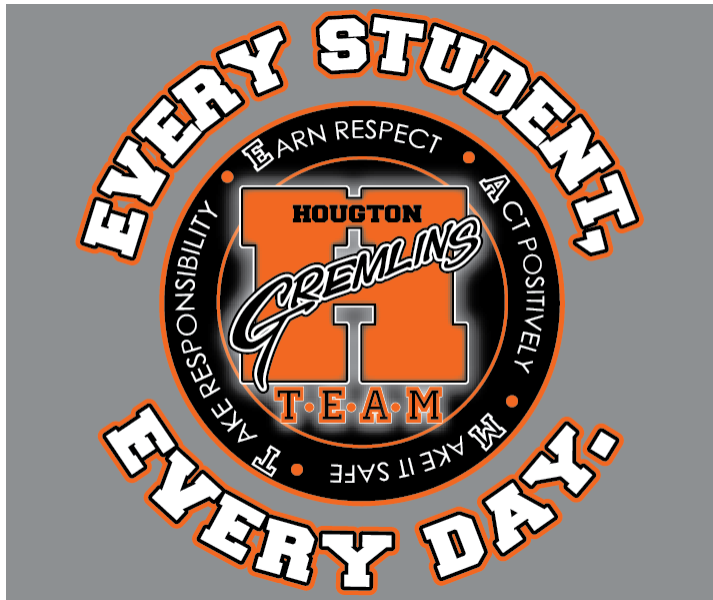
#### District Vision & Mission Statement

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.

Our mission is to provide an excellent education that prepares all students to become productive citizens and life-long learners.

#### Houghton Elementary Mission Statement

Every Student, Every Day



August 1, 2017

Welcome to Houghton Portage Township Schools! It is our intent that this handbook will provide you with most of the necessary information concerning programs, rules, procedures, staff, and schedules both at the district level and at the individual building level. Please do not hesitate to call our offices or stop in if you have any questions or concerns.

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.

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

Sincerely,

A handwritten signature in black ink that reads "Anders Hill".

Anders Hill  
Principal  
[ahill@hpts.us](mailto:ahill@hpts.us)  
906-482-0456 Ext. 3000

## Board of Education

Brad Baltensperger	President
Phillip T. Foltz	Vice-President
Crystal Verran	Secretary
Nels Christopherson	Treasurer
Dan Crane	Trustee
Amy Schrank	Trustee
Robert Wheeler	Trustee
Doreen Klingbeil	Superintendent

### 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 7:40 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.

### 2017-18 School Calendar

Wednesday, August 30	HES Open House
Tuesday, September 5	First Day of School for Students
Wednesday, September 27	Half Day In-Service <b>Half Day for Students</b>
Friday, October 13	Half Day In-Service <b>Half Day for Students</b>
Thursday, November 9	Parent Teacher Conferences 1-3 & 6-8 p.m. <b>Half Day for Students</b>
Friday, November 10	Parent Teacher Conferences 1-3 p.m. <b>Half Day for Students</b>
Wednesday, November 22	Half Day In-Service <b>Half Day for Students</b>

November 23 & 24	Thanksgiving Recess
Thursday, Dec. 21 – Monday, Jan. 1	Winter Recess
Tuesday, January 2	Classes Resume
Thursday, January 18	<b>Half Day for Students (Records Day)</b>
Friday, January 19	<b>Half Day for Students (Records Day)</b>
Thursday, February 15	Parent Teacher Conferences 1-3 p.m. & 6-8 p.m.
Friday, February 16	Half Day In-Service <b>Half Day for Students</b>
Wednesday, March 7	Half Day In-Service <b>Half Day for Students</b>
Monday, March 26 – Monday, April 2	Spring Break
Tuesday, April 3	School Resumes
Wednesday, April 11	Half Day In-Service <b>Half Day for Students</b>
Monday, May 28	Memorial Day Recess
Thursday, June 7	Last Day of School <b>Half Day for Students</b>
Friday, June 8	Records Day

First Name	Last Name	Position	Position Detail
Amy	Aldrich	Teacher	5 <sup>th</sup> Grade
Jane	Anderson	Staff	Speech Therapist
Melissa	Baker	Teacher	3 <sup>rd</sup> Grade
Pam	Barton	Staff	Kitchen
Shirley	Belej	Staff	Secretary
Kriss	Bosley	Teacher	Title 1
Pam	Bostwick	Teacher	2 <sup>nd</sup> Grade
Ann	Campbell	Teacher	Music
Rachel	Chase	Staff	Parapro
Scott	Demske	Teacher	3 <sup>rd</sup> Grade
Robin	Dueweke	Teacher	Kindergarten
Alissa	DuPuis	Teacher	2 <sup>nd</sup> Grade
Gael	Filpus	Staff	Young 5's
Beth	Fisher	Teacher	2 <sup>nd</sup> Grade
Kelly	Fontaine	Teacher	Music
Amy	Forsell	Director	Youth Services
Helen	Gerard	Teacher	3 <sup>rd</sup> Grade
Michelle	Gillis	Teacher	1 <sup>st</sup> Grade
Laurel	Givens	Teacher	1 <sup>st</sup> Grade
Lin	Grego	Teacher	2 <sup>nd</sup> Grade
Tina	Hagwell	Staff	Lunch Aide
Margo	Hall	Teacher	4 <sup>th</sup> Grade
Sarah	Hampton	Teacher	Kindergarten
Samantha	Hayrynen	Staff	Lunch Aide
Danielle	Hendrickson	Teacher	Kindergarten
Andee	Hiner	Staff	Young 5's
Melissa	Hronkin	Teacher	Art
Amy	Isaacson	Staff	Parapro
Neeta	Jacobson	Teacher	4 <sup>th</sup> Grade
Shelly	Jaehnig	Staff	Kitchen
Emelia	Johnson	Teacher	3 <sup>rd</sup> Grade
Erik	Johnson	Teacher	5 <sup>th</sup> Grade

Ken	Klein	Teacher	4 <sup>th</sup> Grade
Nora	Korkko	Staff	Resource Room
Julie	Kuure	Staff	Parapro
Jared	Lawson	Teacher	PE
Jessica	Lawson	Staff	Secretary
Charity	Lee	Teacher	Resource Room
Shannon	Lehto	Teacher	4 <sup>th</sup> Grade
Kathy	Lund	Staff	Parapro
Kim	Matson	Teacher	5 <sup>th</sup> Grade
Jenifer	Mattila	Teacher	1 <sup>st</sup> Grade
Kristina	Mechlin	Teacher	Librarian
Annemarie	Meyer	Teacher	1 <sup>st</sup> Grade
J.R.	Repp	Teacher	Young 5's
Lisa	Ronis	Teacher	3 <sup>rd</sup> Grade
Sara	Rutz	Teacher	Computer
Rebekah	Schmidt	Teacher	Kindergarten
Amy	Skewes	Staff	Lunch Aide
Micah	Stipech	Teacher	Counselor
Patti	Sullivan	Teacher	1 <sup>st</sup> Grade
Sheri	Tapani	Staff	Secretary
Mollie	Trewartha	Teacher	5 <sup>th</sup> Grade
Shelby	Turnquist	Staff	Kitchen
Kristen	Zimmerman	Teacher	Kindergarten

<u>Lunch /Recess Schedule</u>	
Kdg am	11:00 am – 11:20 am / 11:20 am – 11:40
1 <sup>st</sup> grade am	11:05 am – 11:25 am / 11:25 am – 11:45
2 <sup>nd</sup> grade pm	11:35am – 11:55 am / 11:55 am – 12:15
3 <sup>rd</sup> grade pm	11:40 am – 12:00 am / 12:00 am – 12:20
4 <sup>th</sup> grade	12:05 pm – 12:25 pm / 12:25 pm – 12:45
5 <sup>th</sup> grade	12:10 pm – 12:30 pm / 12:30 pm – 12:50

<u>School Day Hours</u>	
<b>K – 5<sup>th</sup> Grade</b>	<b>8:15 am – 3:18 pm</b>
<b>K, 1<sup>st</sup> &amp; 2<sup>nd</sup></b>	<b>Recess 10:00 – 10:30 am</b>
<b>3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup></b>	<b>Recess 2:15 – 2:45 pm</b>

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## GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.hpts.us/district/board-of-education/board-policies>

### ANIMALS:

Live animals may be brought to school for educational purposes with the classroom teacher's permission. Visiting animals may not remain in the classroom for the entire day, will not be transported on the bus, and must be brought in by a parent. To ensure safety pets are not permitted in the school hallways immediately before or after school, even when accompanied by a parent.

### ARTICLES NOT ALLOWED AT SCHOOL

- Cellular phones - if needed for a special purpose, the teacher and office must be notified (phones must be turned off while in school and on the bus) or teacher may allow for use on special project with parent permission.
- Valuable items (CD players, MP3 Players, radios, headphones, electronic games, sports cards, etc)
- Toys of any kind (unless designated by teacher)
- Water pistols or any type of shooting toy
- Sports equipment (baseballs, baseball bats, skateboards, etc.)
- Articles or items for the purpose of selling or trading with friends or teachers
- Knives, lasers, or other dangerous objects
- Paintballs or other related equipment
- Chewing gum
- Tennis shoes with wheels are not permitted. Wheels must be removed.

Students are responsible for items they choose to bring which have not been requested by the school.

### ATTENDANCE

The importance of regular attendance cannot be over emphasized and this is essential for learning. Students are expected to be in the classroom when school begins. Students who enter the classroom late disrupt instruction. Students are also expected to remain in their class until the end of the day.

**Parents are required to call the school office at 482-0456 when they know that their child is going to be absent.** Please provide a note to the teacher if your child is to leave early or dismiss in an alternate manner than usual.

### Recording Attendance

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. Students are expected to be in their seats ready to begin working five minutes after the first morning bell. **Students will be marked tardy after the second bell (8:21 a.m.) Students arriving after 8:35 will be marked as 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 1:30 pm will be considered 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 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 15 days absent and/or 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 20 days absent and/or 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.***

**Parents/guardians must sign students out of the building at the office for all early dismissals.**

### BICYCLES

Students in grades three, four and five who normally walk to school, may ride their bicycles. Please notify the office. Parents should discuss with their children the need for safety when riding bicycles: (1) Bicycles are to travel on the side of the road with traffic; (2) Bicycles are to be walked while on school grounds; (3) Bicycles should be parked in the proper area during school hours; (4) For security reasons, we recommend that bicycles be locked; (5) Students will ride only their own bike and they will ride it in a manner that will not endanger others. We cannot assume responsibility for loss or damage.

## **BULLYING, INTIMIDATION & HARASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Anti-Harassment Compliance Officers:**

Julie Filpus

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1603 Gundlach Road  
Houghton, MI 49931  
[jfilpus@houghton.k12.mi.us](mailto:jfilpus@houghton.k12.mi.us)

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906-482-0456

## **BUS REGULATIONS**

Every bus rider must follow the bus rules when at the bus stop and when riding on the bus, or be subject to disciplinary action, which may include loss of bus riding privileges. The Houghton Elementary School bus rules are as follows:

1. Be at the bus stop on time and stand back at least ten feet from the bus. If you are picked up in front of your home, please be sure to wait outside for the bus.
2. Wait until the bus has come to a complete stop, form a line and board the bus without pushing or shoving.
3. Be seated and face forward. If you have an assigned seat, you must remain in the seat unless directed by the driver.
4. No moving around or changing seats and do not open windows unless approved by the bus driver.
5. Throwing objects and inappropriate behavior, as determined by the bus driver, may cause suspension.
6. Do not eat or drink on the bus.

Students must ride to and from school on the bus to which they have been assigned. Only when a note from the parent/guardian has been brought to the office or to the classroom teacher may a student be allowed to walk home or to ride another bus home.

## **CANCELLATIONS / CLOSINGS**

Inclement weather or building maintenance situations sometimes force schools to delay, cancel or close early on short notice. On stormy or icy days, please listen to local radio stations for information.

- If there should be a late start for any reason (weather conditions, etc.), this will be announced on the local radio stations and school will often start two hours late. School will begin at 10:15 am 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.

## **CHILD CARE SERVICES**

### **Gremlin Extended Time (GET)**

The Houghton Elementary School offers an after-school program for children in kindergarten through grade 5. This program will be available on days that school is in session. Hours will be from 3:18 p.m. (dismissal) until 5:30 p.m. The program will

begin on the first day of school and follow the school calendar including holidays, vacations, etc. If a teacher in-service is scheduled or school is canceled due to inclement weather, the program will not operate.

Low cost user fees will be charged to help operate and to sustain the program. To enroll your child, please sign up in the main office. The program is licensed by the State of Michigan. Program curriculum includes a healthy snack followed by tutoring or homework help, hands-on learning and enrichment activities including art, science, sports, health, drama, music, outdoors, recreation and interest or explorer clubs.

### **COMMUNICATIONS**

Parents/guardians and teachers have joint responsibility for child development. In order to inform parents of their child's progress, conferences are scheduled at the end of the first marking period. Additional conferences are encouraged and may be requested by the parents/guardians or teachers as deemed necessary. In an effort to keep parent/guardians informed of special school events, both regularly scheduled newsletters and special announcement flyers will be sent home with students. Parents can receive information through our email listserv.

Announcements, reminders and updated information will be provided weekly or as needed. To subscribe to the Elementary School Parent Listserv send an email to: [es-parents-subscribe@houghton.k12.mi.us](mailto:es-parents-subscribe@houghton.k12.mi.us)

Parents are encouraged to visit our district/elementary school website for all announcements and general school information: [www.houghton.k12.mi.us](http://www.houghton.k12.mi.us)

### **CONFERENCES**

Regularly scheduled parent-teacher conferences are held in the fall and winter of each school year. An afternoon and evening is set aside for the convenience of parents. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates. The school staff welcomes additional

conferences. Arrangements can readily be made by calling or stopping in at the school office. Please make appointments with teachers for any special conference in advance by contacting the teacher. The principal may be called upon at any time to assist parents or teachers with problems. Students mature and develop at different rates physically, socially, emotionally and intellectually. In some instances, it may be advisable to retain a student at a particular level to allow academic growth and maturation to occur. Conferences with the parents/guardians and professional staff will be scheduled prior to any retention. The decision to retain or promote rests with the school principal. Each teacher is required to keep parents informed on a regular basis. Parents should be well informed as to what is happening in the classroom and the status of the progress of their child. Report cards are also used to communicate student progress. Praise your child's accomplishments and encourage additional effort where needed.

### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **COUNSELING SERVICES**

Counseling services are available and may be requested by staff or parents.

**DISCIPLINE - 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

Location	Hallways	Cafeteria	Playground	Restrooms	Classroom	Bus
Expectations						
<b>Take Responsibility</b>	Keep hallways clean Keep lockers organized Go directly to your location	Get all utensils, milk etc. when first going through the line Clean up after yourself	Keep playground free of trash Line up when signaled Stay in line until dismissed / listening and facing forward	Flush toilet after use Return to room/desk promptly Keep bathroom clean Report problems to an adult	Return borrowed items Be on time Take care of property	Follow rules Keep area clean
<b>Earn Respect</b>	Use quiet voices Walk silently in line Walk around people talking Hats off	Wait your turn in the lunch line Use quiet voices Use table manners	Take turns with playground equipment Play fair-follow rules Follow adult directions	Knock on door Give others privacy Use quiet voices	Use quiet voices Wait for your turn	Use quiet voices Hands to yourself
<b>Act Positively</b>	Be friendly Be courteous	Be friendly Be courteous	Be friendly Be courteous	Be friendly Be courteous	Be friendly Be courteous	Be friendly Be courteous
<b>Make it Safe</b>	Walk Stay to the right Hands at your sides	Keep food to self Sit with feet on floor, bottom on bench, facing table Raise hand for permission to leave bench Walk at all times	Walk to and from playground  Stay in playground boundaries  Follow all student handbook rules	Keep feet on floor Keep water in sink Wash hands	Keep hands and feet to yourself Sit with feet under desk walk	Sit on seat with feet on floor Remain seated Walk to buses Walkers follow adult instructions

### **DISCIPLINE-GENERAL CONDUCT**

Our goal is to help children to develop the self-discipline they need to become mature and responsible adults. It is important that the home and school work together for HIGH EXPECTATIONS of GOOD BEHAVIOR. Please remember that what is seen, heard and overheard by children outside of school is often imitated and repeated at school. The following are rules that MUST BE OBSERVED AT ALL TIMES:

1. Be honest, considerate, and respectful of others.
2. Listen to and follow directions of persons in authority.
3. Respect school and personal property.
4. Keep hands, feet and objects to one's self.
5. Speak quietly and walk in hallways.
6. Keep inappropriate toys such as yo-yo's, laser pointers, Pokémon cards, and other "fad toys" away from the school and off the bus.
7. Do not chew gum.
8. Do not engage in activities that are harmful to you or to others.

### **DISCIPLINE-LUNCHROOM 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 one's self 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.

### **DISCIPLINE-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 the following standards for behavior:

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, 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 such as swings and slides appropriately.
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.

### **IT IS VERY IMPORTANT THAT CHILDREN COME TO SCHOOL DRESSED FOR THE WEATHER**

### **CONSEQUENCES FOR DISCIPLINARY ACTIONS**

If a student has difficulty following basic rules and guidelines for safe behavior, their parents/guardians will receive communication from the principal or teacher asking for support. Students breaking rules will be subject to the following:

1. Warning
2. Time-Out
3. In-school Detention – Quiet room during recess
4. After School Detention – parents will be responsible for transportation home at 4:00 p.m.
5. Suspension
6. Expulsion

\* A copy of the School Board Discipline Policy is available upon request.

\* Level of consequence may not follow sequence depending on the severity of the misconduct.



### **DRESS CODE**

Students may dress according to individual choice as long as their manner of dress does not interfere with the learning process, endanger health and safety, or disrupt classes. Hats are not to be worn in the school building by students, faculty or volunteers except on special occasions. The principal will notify the students when that time will occur. Articles of clothing cannot contain words or pictures that are lewd, profane, target a specific group such as gender, race, religion etc., or promote illegal activities. Students who violate the dress code policy will be given one warning and may result in the student being sent home and marked unexcused for time missed.

All students must wear appropriate shoes for school use especially for gym participation and outside recess. Wearing a pair of sneakers on gym days is a requirement. A sneaker, a low or flat heel, or a closed shoe would be appropriate. Students that wear shoes that have no protection for their feet are not allowed to use the playground facilities. Students with sandals or open toe shoes are not allowed on the playground equipment and must remain on blacktop areas. Winter clothing is a requirement that includes a hat, gloves, boots, snow pants and a winter coat.

### **EARLY PICK UP OF STUDENTS**

Parents that are picking up their child, just prior to the end of the class day, need to wait by the office area until their child has been released. Parents standing in the hallway in front of the classrooms or taking their children out a few minutes early has a disruptive effect on the classroom.

### **EMERGENCY CARDS**

Emergency cards need to be updated yearly. The office must be informed of any change in information on emergency cards. **The school must have the student's current address and phone number at all times.** This information is especially important in cases of emergency. Please notify the school immediately when there is a change of address, telephone number, or emergency contacts.

### **FIRE, EVACUATION, LOCKDOWNS AND SEVERE WEATHER DRILLS**

Necessary fire, evacuation, lockdowns and severe weather drills will occur throughout the school year. These drill practices are necessary to assure the safety of everyone in the event a real emergency does occur. Teachers will explain drill procedures to students and directions for fire drills are posted in each classroom.

### **GIFTS**

With the exception of parents/guardians or permission from the principal, no packages, presents, gifts, or goods of any kind will be accepted for delivery to any

student. Such items, if delivered to the school, will be retained in the school office, and the parents will be called to pick up the item. The school will assume no liability for any such items lost or misplaced.

### **HEALTH REGULATIONS**

In accordance with state health regulations, all students must be immunized from communicable diseases. Proof of immunizations must be provided at the time of registration. Parents are required to complete, each school year, an updated emergency card that contains important health information, in addition to other data. Parents are urged to notify the school of any significant change in health that occurs in a child.

Parents should keep children home when they show symptoms of illness. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family cannot be reached, 911 may be called. (Information on the emergency cards will be used for these procedures.)

All communicable diseases must be reported to the school including German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis, scabies and lice. 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.

Children who have been out of school due to lice need be checked at the elementary office before returning to school. Children need to be "nit free" before they may attend classes.

### **HOMEWORK**

Although it is not recommended to take children out of school for an extended period of time, if a parent/guardian makes a decision to remove his/her child from school for an extended period (three or more days), the teacher and the school principal must be notified of the intended absence at least one week in advance of the first day of the absence. Advance assignments and sending classroom materials, etc., will be limited and at the discretion of the teacher, recognizing that homework may not always be ready or available at that time. Lesson plans are for school use and are not provided to parents. If you take your child out of school for an extended amount of time, teachers are not required to prepare a separate curriculum or reteach a lesson and parents are responsible for assisting their child with required missing work.

### **INTERNET ACCESS**

Students enjoy a variety of computer experiences at our school, including the Internet. Students MUST have a Houghton Elementary Technology Use form completed and signed by a parent before he/she can access the Internet at school. Although the Houghton Elementary School will try to limit a student's access to offensive sites by Internet filtering software and adult supervision, it cannot guarantee that a student will not access offensive sites. Students are prohibited from knowingly accessing offensive sites and should immediately exit and inform an adult if they accidentally access an offensive site. Failure to comply with these measures will result in the immediate revocation of the student's ability to use the Internet at school. The Houghton School District network uses district wide Internet filtering system. Students will be assigned a Google e-mail address and password to Google Drive to access online tools. Parents can request username and password to their child's account if they wish to monitor use.

### **LOST AND FOUND**

A lost and found area is located in our building. Your child may check for lost articles. All coats, hats, boots and gloves should be labeled with your child's name. Parents may also come and check for missing items. Items not picked up will be donated to local charities in December, March and June.

### **LUNCHROOM PROGRAM**

Our school provides a breakfast and hot lunch program for students. Milk can be purchased separately for students who bring their lunch. Student accounts are kept current by the hot lunch clerk and work off of a debit system. Families who qualify for the free/reduced lunch program must obtain and submit application forms that are available in the office.

### **MANDATED REPORTERS**

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### **MEDICATIONS**

If it becomes necessary for a child to take medication at school, arrangements can be made with the office. **Children are not permitted to keep medication of any kind on their person, in their lunch boxes or in their desks. All medication will be dispensed from the office. Parents of students needing medication must fill out and sign a medication contract.** Forms are in the office.

To maintain the most accurate and safe administration of medications and treatment to your child, we would like you to be fully aware of the information below:

- The student's parent/guardian must provide the school with written permission and request to administer medication (prescription/nonprescription). The Medication Administration Permission slip needs to be completed for any medication your child needs to take. Forms are available in the elementary office.
- **Nonprescription Drugs** must be in the original container and labeled by a parent with child's name, time and dosage to be given.
- **Prescription Medications** must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration (this includes refills).
- **Inhalers/Epipens-** Parents/guardians must provide written permission and request to the school to allow a student to self-possess and to self-administer medication. Many children with asthma or severe allergic reactions are taught to carry their medication and to self-administer as part of their doctor-prescribed treatment regimen. Written instructions that include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.

Medication supply renewal is the responsibility of the parent/guardian and medication left over at the end of the year shall be picked up within 15 working days after school has ended. If medication is not retrieved by parent/guardian, the school will appropriately dispose of the medication and record this disposal on the medication log.

### **MONEY AND OTHER VALUABLES**

If money is being sent to school, parents should realize the responsibility the child has. It would be wise to:

1. Place the money in an envelope;
2. Include a note inside, stating reason for the money being sent;
3. Place the teacher's name and the child's name on the outside of the envelope.

We discourage parents from allowing children to bring large amounts of money to school. **Valuable equipment such as radios, computer games, calculators, etc. are not permitted unless there is a special occasion, and prior permission of the teacher and parent is granted. Any toy requiring a battery should not be brought to school without permission from the teacher.**

### **PARENT TEACHER ORGANIZATION (PTO)**

We urge all parents to become active participants in the PTO. The success is dependent on an active and large membership. The first step you can take in contributing to that success is becoming an active member. This group has made many valuable contributions to the district. Their support has provided our students with many special events, activities, and supplies.

### **PERIODIC HEALTH EXAMS**

In compliance with the law, the Board of Education may require students to submit to periodic health examinations to protect the school community from the spread of communicable disease and determine that each student's participation in health, safety, and physical education courses meets his/her individual needs. The District shall specify the need for services which may include, but not be limited to: athletic physical examinations, dental examinations, tests for communicable diseases, vision screening, audiometric (hearing) screening, scoliosis, or head lice.

### **PICTURES**

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Class pictures are taken towards the end of the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day.

### **SCHOOL SUPPLIES**

Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. The school will supply pencils, paper, crayons, scissors, rulers and other necessary supplies.

### **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **SCHOOL PROPERTY AND EQUIPMENT, PERSONAL EFFECTS OF STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons,

or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

### **STUDENTS**

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **STUDENT PLACEMENT**

Many variables enter into a student's placement each year. Reading levels, math levels, combination classroom assignments, separating certain children, and providing a proper boy/girl ratio in each classroom are considered. The building staff works hard to place every child in a good educational environment. Final responsibility for class assignments will rest with the principal. Teacher requests are not permitted due to the difficulty in developing balanced classrooms. Placements are available to parents mid-August before each school year and must be picked up at the elementary office (dates will be sent out on our email listserv and are available on our website).

### **STUDENT SIGN OUT PROCEDURE**

Anyone coming into the school to take a child from the premises is to report to the office. Arrangements will be made for your child to meet you. Parents are required to sign the child out.

### **TESTING, ASSESSMENTS & DATA COLLECTION**

As part of our efforts to meet the needs of all students, we provide several assessments to identify any areas where students may need extra support, and to measure the overall effectiveness of the instruction and supports we provide. The following are screenings and assessments that are used in our school system:

Michigan Statewide Assessments are given annually to most grades to gauge how well students are mastering state standards. These standards broadly outline what students should know and be able to do in order to be prepared to enter the

workplace, career education training, and college. Statewide assessments are administered online and include M-Step Assessments (starting in 3rd grade), K-2 Benchmark Assessments. Paper and pencil testing includes PSAT in grades 9 & 10, in grade 11 the SAT, and ACT WorkKeys.

Hearing/vision screenings take place on alternating years depending on grade level. Hearing screenings take place every other year between the ages of 5 and 10. Vision screenings occur in grades 1, 3, 5, 7, and 9. For each of these screenings, you will be notified if there are any concerns from the Health Department.

DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills) is a set of curriculum-based measures for reading that assesses a student's development as a reader. Each assessment is designed for a specific grade level ranging from kindergarten to sixth grade and measures critical reading skills.

School Wide Information System (SWIS) SWIS is a data system that helps us to keep track of any office discipline referrals that are completed throughout the year. By analyzing where, when, by whom, and how often discipline referrals are occurring, we are better able to target problem areas and be proactive in our approach to supporting all students, often re-teaching behavioral expectations in specific locations or times of day/year where we notice spikes in referrals. By using this data system, we can see if our efforts result in student progress.

Student Risk Screening Scale (SRSS) is a brief assessment completed by teachers in an effort to screen for social, emotional and behavioral concerns. The assessment is designed to be used in a proactive manner to provide students more support before problems escalate.

Early Warning Indicators (EWI) are data points that school staff use to determine which students are at-risk of dropping out or becoming less engaged in school. Attendance, behavior and course proficiency data for all students in grades 6 through 12 are reviewed by school leadership three times per year to identify students who may need more support to stay engaged in school.

Should any students be identified as needing additional support, our school uses a proactive approach to match supports to a student's need. Parents are informed of any extra assistance the student is receiving, as well as progress made as a result of our efforts. We find that using a combination of parent input, teacher input and data for problem solving results in the best gains for our students.

### **TRUANCY**

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

### **VIDEO MONITORING SYSTEMS**

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **VIRTUAL LEARNING**

Houghton Elementary School does not approve of the use of or offer virtual learning options to students in kindergarten – 5<sup>th</sup> Grade. We do reserve the right to allow a virtual learning offer if extenuating circumstances apply and we deem it in the best interest of the student.

### **VISITORS**

We would like to indicate that parents are always welcome to visit the school. Please make an appointment through child's teacher or with the office. When you do visit, please make your presence immediately known by stopping in at the office. Children will not be allowed to bring visiting friends or relatives to school because it creates unnecessary interruptions. If you would like to eat lunch with your child you must have prior approval from the principal and we limit this to once per quarter during the school year.

### **VOLUNTEERS**

The district encourages volunteerism in the schools. A very positive benefit, when working with students, is the relationship developed between the volunteer and student. We take seriously the relationships that are formed. For this reason and to safeguard our students, your signature on the Volunteer/Chaperone form assures us that you understand and agree to our building policies. Failure to abide by our policy will result in exclusion from supervisory school activities. A volunteer form is available in the school office.

### **WEAPONS LAW**

Every parent must be alerted to the legislation that went into effect on January 1<sup>st</sup>, 1995, which prohibits anyone from bringing a weapon onto school property. An elementary student will be expelled for a minimum of 90 days (high school is 180 days) if they are caught with a weapon at school. A weapon is clearly defined to include guns as well as knives with a blade of 3 inches or longer. Every family must be aware of these very strong consequences.

### **INSTRUCTIONAL PROGRAMS AND SPECIAL SERVICES**

#### **ART CLASS**

Art is offered to students in kindergarten through fifth grades. The art classes meet once a week and are an extension of the regular educational program. The art program provides a variety of experiences to build a lifelong foundation for expressing and appreciating ideas, concepts, and creativity. Visual and aesthetic perceptual abilities are developed.

#### **COMPUTER LAB**

The elementary school is equipped with a 30 station, (IBM platform) and 30 Chromebooks, (Google Drive) platform computer lab and is staffed by a certified teacher. In order to maximize the use of technology throughout the curriculum, computer classes are designed so that the classroom teacher may use the computers for projects as well. Students will develop specific technology skills that will enhance classroom curriculum. Keyboarding skills are taught in grades three, four, and five.

#### **LIBRARY**

Houghton Elementary School has an outstanding library that is maintained by a full-time librarian with assistance from volunteers. Library books must be properly cared for and returned on time. Students are responsible for all books checked out in their name and will be charged for lost or damaged books. Please help your child remember to return books on "library day."

#### **MUSIC CLASS**

Students at Houghton Elementary School are scheduled weekly for music class. The musical experience they receive will help the children to learn, understand, and hopefully, enjoy music. The music program supports and enhances the children's regular classroom lessons. A "Winter Program" is presented each year for the community.

#### **PHYSICAL EDUCATION**

Physical Education class is a weekly experience for the students at Houghton Elementary School. It is an integral part of the elementary curriculum. Students

should dress appropriately on the days they are scheduled to attend gym class. Tennis shoes are required. Sometimes, after a serious illness, a parent may wish to have their child excused from recess and/or physical education. Please send a note with that information to the teacher. After a severe illness or injury, a doctor's note is required to return to gym class activity.

#### **ACCELERATED MATH CURRICULUMS**

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 3<sup>rd</sup> – 5<sup>th</sup>. 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

#### **SPECIAL EDUCATION SERVICES**

Students may be referred for a special education evaluation by parents, school staff or other professionals. A comprehensive evaluation is then conducted by a multidisciplinary team, which makes a recommendation regarding eligibility. An individualized educational planning committee (IEPC) meeting is held to determine eligibility and appropriate programs and services. If a student is eligible for services, the IEPC will develop the student's individualized educational program.

#### **District 504/ ADA Compliance Officers**

Julie Filpus

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1603 Gundlach Road

Houghton, MI 49931

[jfilpus@houghton.k12.mi.us](mailto:jfilpus@houghton.k12.mi.us)

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906-482-0456

## **TITLE I**

Title I is a federally funded program aimed at assisting students who are failing to meet (or are at increased risk of failing to meet) curriculum standards. At Houghton Elementary School, Title I assistance is in the form of a teacher or paraprofessional at each of the grade levels kindergarten through fifth. Title I also supports a before school learning lab for students in grades K-5 as well as a three week summer

## **NONDISCRIMINATION ACT**

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975.

### Section 1

Any person believing that the Houghton-Portage Township 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) Title II of the Americans with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as grievance, to the local Civil Rights Coordinator at the following address:

Mrs. Sara Marcotte or Ms. Julie Filpus  
Houghton High School  
1603 Gundlach Road  
Houghton, MI 49931  
[smarcotte@houghton.k12.mi.us](mailto:smarcotte@houghton.k12.mi.us) or [jfilpus@houghton.k12.mi.us](mailto:jfilpus@houghton.k12.mi.us)  
906-482-0450

### Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within (5) business days. The complainant may initiate formal procedures according to the following steps.

program for recommended students when funding permits. While teachers refer students, examinations of student work and test scores are also used to determine participation. All students may occasionally receive help from the classroom teacher aide.

### Step 1

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

### Step 2

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

### Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within (5) business days of receiving the superintendent's response in Step 2. In attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within (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 (10) days of this meeting.

### Step (4)

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20202. The local coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

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

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Questions or concerns regarding the non-discrimination civil rights policies should be directed to Mrs. Sara Marcotte or Ms. Julie Filpus, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0450.