

# Student/Parent Handbook

for

## Houghton Middle School



(906) 482-0450 • FAX (906) 483-2566

Attendance - 482-0450 and follow the prompts

[www.hpts.us](http://www.hpts.us)

The faculty and staff of Houghton Middle School welcome you to another year of learning, fun, and opportunities for growth. The Middle School years are significant in your preparation for high school. We are here to help you in every way that we can. We want your time in the middle school to be a meaningful and enjoyable experience. Together, we will work for a successful school year.

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Adopted by the Board of Education on August 21, 2017  
Discipline Code adopted by the Board on August 21, 2017

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## FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board Policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the district. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or

administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevail.

### **HOUGHTON MIDDLE SCHOOL MISSION STATEMENT**

The mission of Houghton Middle School is to assist students in reaching their full potential through the teaching of *Goals, Respect, Integrity and Teamwork*.

### **HPTS MISSION STATEMENT**

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

### **HPTS VISION 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.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Julie Filpus  
Principal, Houghton Middle School  
Civil Rights Coordinator  
District's 504 Compliance Officer/ ADA Coordinator  
Anti-Harassment Compliance Officer  
(906)482-0450

Sara Marcotte  
Business Manager  
Civil Rights Coordinator  
(906)482-0450

Cole Klein  
Principal, Houghton High School  
District's 504 Compliance Officer/ ADA Coordinator  
Anti-Harassment Compliance Officer  
(906)482-0450

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **POWERSCHOOL**

PowerSchool can be accessed through the school website at: <http://www.hpts.us>, select the PowerSchool Access link.

## PARENT LIST SERVE AND WEBSITE

Parents that have access to a computer are encouraged to subscribe to the Middle School List Serve. This will keep you updated with daily announcements and various topics that come up on a regular basis. It also gives you another opportunity for input. All replies to the Middle School List Serve will go directly to the principal.

### To subscribe and unsubscribe to the middle school list serve:

<https://lists.remc1.net/mailman/listinfo/hptsmparents>

Scroll to subscribing, enter your email address, and no password is required - click "Subscribe".  
*or to unsubscribe*

Scroll to the bottom of the page, enter your email address and click "Unsubscribe or edit options". Please e-mail [mailman@lists.remc1.net](mailto:mailman@lists.remc1.net) if there are any problems.

## "Remind101" HPTS WEATHER NOTICE MESSAGES

This is a one-way text messaging system. To receive messages via text, text to 906-934-6014 and type @hpts in the message area. After sending your first text, you will be asked to reply with your name to confirm. Standard text message rates may apply and you can opt-out of messages anytime by replying with "unsubscribe@hpts" in the message area.

## DAILY SCHEDULE

Hour	Time Interval
1 <sup>st</sup>	8:10 – 9:06
2 <sup>nd</sup>	9:11 – 10:05
3 <sup>rd</sup>	10:10 – 11:04
Lunch (7 & 8)	11:04 - 11:34
4 <sup>th</sup> (6)	11:07 – 11:32
Lunch (6)	11:32 – 12:02
4 <sup>th</sup> (6)	12:04 – 12:33
4 <sup>th</sup> (7 & 8)	11:39 – 12:33
5 <sup>th</sup>	12:38 – 1:32
6 <sup>th</sup>	1:37 – 2:31
7 <sup>th</sup>	2:36 – 3:30

## LATE START SCHEDULE

Hour	Time Interval
1 <sup>st</sup>	10:10 – 10:48
2 <sup>nd</sup>	10:53 – 11:30
3 <sup>rd</sup>	11:35 – 12:12
Lunch (6,7,8)	12:12 – 12:42
4 <sup>th</sup>	12:47 – 1:24
5 <sup>th</sup>	1:29 – 2:06
6 <sup>th</sup>	2:11 – 2:48
7 <sup>th</sup>	2:53 – 3:30

## HALF-DAY SCHEDULE

Hour	Time Interval
1 <sup>st</sup>	8:10 – 8:39
2 <sup>nd</sup>	8:44 – 9:13
3 <sup>rd</sup>	9:18 – 9:47
4 <sup>th</sup>	9:52 – 10:21
5 <sup>th</sup>	10:26 – 10:55
6 <sup>th</sup> (7 <sup>th</sup> & 8 <sup>th</sup> )	11:00 – 11:29
Lunch (6 <sup>th</sup> )	11:00 – 11:29
Lunch (7 <sup>th</sup> & 8 <sup>th</sup> )	11:29 – 11:59
6 <sup>th</sup> (6 <sup>th</sup> )	11:29 – 11:59
7 <sup>th</sup>	12:04 – 12:33

**HOUGHTON-PORTAGE TOWNSHIP SCHOOLS ATHLETIC/CO-CURRICULAR  
CODE OF CONDUCT STATEMENT OF PHILOSOPHY - "Life of an Athlete".  
Please contact the Athletic Directors Office.**

### 2017-18 ACADEMIC ELIGIBILITY

#### HOUGHTON-PORTAGE TOWNSHIP SCHOOLS EXTRACURRICULAR ACTIVITY CODE

We believe that participation in extracurricular activities can be a valuable component of your middle and high school education. We also believe that academics come first, and extracurricular are extra. Participation in extracurricular activities is a privilege, not a right, that carries with it responsibilities to the activity, to the school, to the community, and to yourself. Do not assume that you will automatically be allowed to participate. You will need to earn the privilege of participation by adhering to the extracurricular activity code and all other Houghton Middle and High School codes of conduct and academic standards. This eligibility applies to all school sports, clubs and organizations.

#### AFTER SCHOOL

Students who stay after school may stay for acceptable reasons under adult supervision. Examples of acceptable reasons are:

1. Involvement in athletics
2. Supervised after school activities such as MathCounts, First Tech, special classes, homework room, detentions, research in the library, individual help with faculty, etc.
3. Students who stay after school must be in an organized or supervised setting. Students remaining for other reasons must have permission from the principal or a faculty member.

**All students need be picked-up by 4:00 PM. Students' remaining after school to loiter is unacceptable.**

#### APPOINTMENTS

The following appointments must be pre-excused and students must sign in and out of the office: doctors, dentist, orthodontist, physical therapy, counseling, etc. These appointments may be sanctioned provided a signed doctors note is received and the student remains in school until the time of the appointment or returns to school after the appointment on that day.

## ATTENDANCE AND TARDY POLICY

The Michigan School Code requires that student attendance at school be "continuous and consecutive." The code also indicates that absences are permissible only with "valid excuses." There are two aspects to attendance: presence and promptness. Both are very important. A student's attendance record is a measure of his/her ability and willingness to accept responsibility; it is a measure of maturity; it is a measure of reliability; it is a measure of student's respect for rules and regulations developed for the common good. Make your attendance record work for you after you leave school by practicing good attendance while you are here. Much of the learning in any class occurs as a result of being involved in the varied learning experiences provided during the time the class is in session. Much that is learned during that time cannot be measured by tests or homework grades. Absences and tardiness will deprive the student of many educational benefits.

Therefore, Houghton Middle School has established and will enforce the following policies pertaining to attendance: Students who attend the Houghton Middle School are expected to be in attendance daily. Attendance records become part of your permanent record. Please note that the high school attendance policy is different from the middle school. In the high school excessive absences regardless of the reason do affect a student's grade. Middle school students taking high school classes will be subject to the high school attendance policy for the high school classes only. The following policy applies to all students in grades 6 - 8.

### There are three types of absences:

1. **Excused absences** are those approved by your parent or guardian, such as for an illness. To approve an absence, your parent/guardian must call the district (482-0450) and follow the prompts. The call may be made at any time; however, in order to excuse the absence, your parent or guardian must make the call **BEFORE noon** on the day of the absence. **YOU MUST CALL TO EXCUSE AN ABSENCE. We will not accept notes or calls to the office.** If no call is received, the absence will be considered UNEXCUSED.
  - A. You will be marked "Absent Excused" if you miss the first or last ten minutes of class.
  - B. Students must sign in and out of the building for appointments, late arrival or early departure from school. Failure to do so will result in an unexcused absence.
  - C. It is the student's responsibility to initiate discussions with your teachers concerning work to be made up.
2. **Unexcused absences.** The following situations constitute unexcused absences:
  - A. Absences not approved by your parent or guardians are unexcused.
  - B. If you leave the building during the school day without permission from the office, you will be unexcused.
  - C. If you are in the building, but fail to report to class, you will be unexcused.
  - D. If you miss more than ten minutes of any class without a valid pass, it will count as an unexcused absence.
3. **Sanctioned absences** are when you are in school, but not in class because you are participating in a school activity. ***There is no penalty for sanctioned absences.***

**NOTE:** In-school restrictions and out-of-school suspensions are not regarded as absences.

**Family Trips:** Extended family trips require a letter to the principal at least one-week in advance of the trip. It is the responsibility of the student and parents to make arrangements, in advance, for all missed assignments from each teacher.

### Consequences for excessive absences: Levels of School Intervention

Students will be allowed up to seven (7) excused absences per quarter in any class without consequence, provided you complete any make up work as prescribed by your teacher. It is the

students' responsibilities to request make up work from the teacher and to complete the work in a timely fashion. (**NOTE:** You will not be permitted to "bank" days for a future quarter.) Upon being absent the eighth (8<sup>th</sup>) time in a quarter, parents will be notified by a letter, regarding the status of your attendance. This letter will include a record of your attendance and a warning about being referred to the truancy officer.

Students, who are absent ten times in a quarter, will be scheduled for a meeting with the principal, counselor and parent(s). A letter will be sent to the parents concerning the results of this meeting. The truancy officer will be informed of your excessive absences at this level. If additional absences are incurred during that semester, the truancy officer will be contacted.

Exceptions to these rules might be made for extenuating circumstances, such as an extended illness, which would require a written statement by a medical doctor. Such statements must be received by the principal prior to your return to school and must include an explanation of how much school was missed due to the illness. An administrative committee, at the parent's request, will review such cases. Parents or guardians must initiate this request. Extenuating circumstances will be dealt with on a case-by-case basis.

**Tardiness:** Tardy is defined as any time you report to any class without a valid excuse after the second bell has rung. If you are late for a class, you will be marked tardy. The only exception to tardiness is when a student has a valid pass written by the principal, a teacher, guidance counselor or office personnel. One lunchtime detention will be assigned for three tardies.

Excessive tardiness during 1<sup>st</sup> hour (7 or more) will be considered a truancy issue. The truancy officer will be contacted and informed of the situation.

### **BIKES & SCOOTERS**

Students who ride bikes or scooters to school must place them in the racks that are provided in front of the building. Students are encouraged to lock their bikes. Bikes are not to be used during the school day without permission from a school authority. The school assumes no liability for damage to bikes.

### **BIRTH CERTIFICATES**

Public Act 84 of 1987, State of Michigan, requires that a district have a certified copy of the birth certificate on file for all new students. If a certified copy of the birth certificate is not available, the district may accept other reliable proof of the child's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate.

### **BOOK BAGS AND BACK PACKS**

Backpacks and book bags are not permitted in the classrooms. We ask that you use your locker to store books and other personal items. Take to class only what you need for that class.

### **BULLYING/HARASSMENT**

Each student has the right to attend school without fear of harassment. Students have the responsibility to refrain from conduct that is demeaning, derogatory, or threatening to an individual or group. Students are to respect the rights of others. The Board of Education maintains a zero tolerance (incidents will be addressed) policy on discrimination, sexual insult, intimidation, or harassment.

**BOARD POLICY:** Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally,

in writing, or electronically transmitted (often referred to as "cyber bullying"). Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

**WHEN AND WHERE THE BOARD POLICY IS IN EFFECT:** Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school, are subject to disciplinary action, up to and including suspension or expulsion.

**WHAT DOES HARASSMENT AND BULLYING LOOK LIKE?** It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school.

**WHAT TO DO IF YOU BELIEVE THAT YOU HAVE BEEN BULLIED/HARASSSED:** Individuals who feel that they have been bullied or harassed should:

1. Tell the person to **STOP**.
2. **WALK** away.
3. **TALK** to an adult.
4. Fill out a Bully Report Form (available in the office and each hallway brochure rack)

**CONSEQUENCES FOR HARASSMENT AND BULLYING:** Consequences would follow board approved discipline procedures, please review the Discipline Rubric in the Student Handbook for more complete information. Consequences may include the following:

- Verbal Warning
- Peer Mediation
- Parent Contact
- Apology
- Core Classes Only
- Detention
- Student/Parent Conference
- Suspension
- Expulsion
- Law Enforcement

Some behaviors are more severe than others and the consequence will fit the behavior.

**EDUCATION/PREVENTION:** All Houghton Middle School students have the opportunity to benefit from harassment/bullying awareness and preventions lessons. Some examples include:

- All school assembly to review rules, expectations and procedures.
- Teacher training on bullying
- Bully survey(s)
- Review with each homeroom - bullying definitions, consequences and resources
- Guidance lessons

All school assembly to educate about bullying

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who purposely disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage done or to replace the item.



### **CELL PHONES/ELECTRONIC DEVICE POLICY**

- The student takes full responsibility for his/her electronic device. The school is in no way responsible for the security of the student's electronic device.
- Cell phones/electronic devices may be used prior to 8:00 AM and after 3:30 PM dismissal.
- Cell phones/electronic devices must be turned off and stowed in your locker during the school day unless directed otherwise by a school employee.
- Cell phones/electronic devices shall not be used during instructional time or in the passing time between classes unless there is a bona fide health or safety emergency.
- Cell phones/electronic devices may also be used in the multipurpose room during lunch. Any use of these devices outside the multipurpose room will result in consequences under the policy.
- Cell phones/electronic devices must be temporarily forfeited by the student during make-up time, in-school suspension, or detention. If a teacher, administrator, or other school employee witnesses a student using a cell phone during make-up time, in-school suspension, or detention, the time served will not apply.

#### **Cell Phone/Electronic Devices Consequences:**

- If a teacher, administrator, or other school employee witnesses a student using a cell phone/electronic device during non-designated times or in non-designated areas the phone will be confiscated and will not be returned to the student. It will be given to the student after school on the first offense. Thereafter, the student must notify a parent or guardian and they must pick up the phone from the middle school office.
- If a teacher, administrator, or other school employee witnesses a student using a cell phone/electronic device during a quiz or test, the student will receive a zero on that quiz or test and the phone will be confiscated and returned to the students' parent/guardian only. **It is important that you share this rule with your parents because it will be enforced even if a family member is texting or calling you during a test!!**
- If a student refuses to relinquish his/her cell phone upon request of a teacher, administrator, or other school employee, it will be considered insubordination, and the student will be suspended for a minimum of one full day.
- A student who repeatedly violates the cell phone policy will be issued a suspension.
- Students using cell phones to harass or intimidate or engage in "sexting" will be referred to law enforcement.

### **CLOSED CAMPUS**

Houghton Middle School operates under a closed campus policy. Students must stay in the building from the time you arrive until you are dismissed. During lunch periods, students may use designated outdoor areas. Students who must leave the building during the day will be required to call their parents prior to their departure. A member of the principal's office staff must speak to a parent. Students may then sign out in the principal's office. Failure to do so will result in an unexcused absence. Leaving the building without permission will be considered an unexcused absence.

## CORE CURRICULUM GUIDE

	<b>English</b>	<b>Science</b>	<b>Social Studies</b>	<b>Math**</b>
<b>6<sup>th</sup> Grade</b>	Language Arts 6	Science 6 Life, Physical & Earth Sciences	Social Studies 6 World Geography	Math 6
<b>7<sup>th</sup> Grade</b>	English 7	Science 7 Life, Physical & Earth Sciences	Social Studies 7 Ancient World History and Geography	Transition Math 7 or Transition Math 7/8
<b>8<sup>th</sup> Grade</b>	English 8 or English 9 (For High School credit)	Science 8 Earth Science	Social Studies 8 Integrated United States History	Transition Math 8 or Algebra I (For High School credit)

### Mapping Out the Math Curriculum Grades 6 - 12

	<b>Option 1</b>	<b>Option 2</b>
Grade 6	Math 6	Math 6
Grade 7	Transition Math 7	Transition Math 7/8 (accelerated)
Grade 8	Transition Math 8/Intro. to Algebra	Algebra 8 (If completed Transition Math 7/8)
Grade 9	Algebra	Geometry
Grade 10	Geometry	Algebra II
Grade 11	Algebra II	Functions, Statistics & Trigonometry (FST)
Grade 12	Functions, Statistics & Trigonometry (FST)	AP Calculus

**Notes:**

- ✓ Both options, if successfully completed, do prepare students for college Calculus.
- ✓ Students are required to take 4 years of Math to graduate.
- ✓ Because of this requirement, other High School Math options may be offered in addition to what is listed here.

**Criteria used in choosing which curriculum to follow:**

1. Recommendation of Math 6 Teacher (based on grades, timely completion of homework and attitude)
2. Scores on the MEAP tests (Math and Reading)
3. End of Year Math 6 Assessment

A new student entering the district, wishing to take Transition Math 7/8 or Algebra, will be required to take a math placement test.

**Any high school courses taken in middle school will count for high school credit and GPA. The high school attendance policy applies to any high school courses taken.**

### COUNSELING SERVICE

Counseling is a face-to-face meeting between a pupil and a counselor where the problem of the pupil is presented and together a solution is sought. The relationship between the counselor and student is one of strict confidence, and it is often this confidence that allows true problem areas to come to the surface. Counseling services are offered on a voluntary basis and a focus on personal and educational issues. The counselor's office is open during regular school days/hours and by appointment.

## DELIVERIES TO STUDENTS

With the exception of parent(s)/guardian(s) or permission from the principal, no "packages, presents, gifts, or goods of any kind will be accepted for delivery to any students." Such items, if delivered to the school, will be retained in the school office, and the parents will be notified to pick up the item. The school will assume no liability for any such items lost or misplaced.

## DETENTION

Students may be assigned detentions by the principal or any member of the faculty. Detentions are for students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems. Students may be assigned a detention before school, lunch time or after school or as soon as possible following the offense. Parents will be notified of the problem prior to students being detained before or after normal school hours. All information concerning disciplinary infractions will be obtained before a detention is assigned.

## DISCIPLINE

Houghton Middle School believes that every child in its school system should have an equal opportunity to learn and succeed to the fullest extent, and that every child is entitled to the rights and responsibilities of a democratic society. Two major points on student conduct and discipline include:

1. To guide the student so that he/she is responsive to the immediate efforts of teachers and other students in maintaining a safe and orderly learning environment.
2. To assist the student in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities.

## DISCIPLINE RUBRIC

Any or all of the following consequences could be imposed as a result of Mildly Improper, Seriously Improper, or Severely Improper behavior, depending on the degree of impropriety and the number of times it has occurred.

	<b>Undesirable Behaviors</b>	<b>First Offense</b> Suggested Consequences	<b>Second Offense</b> Additional Consequences	<b>Third Offense</b> Additional Consequences
<b>Level 1</b>	<b>(Mildly Improper)</b> Listed below are <i>examples</i> of Mildly Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses. Disrespect, Name Calling, Teasing, Pass Violation, Dress Code, Cell Phone, Insubordination, Classroom Disruption, Lying, Public Display of Affection, Possession of Electronic Devices, School Rule Violation	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Peer Mediation</li> <li>• Apology</li> <li>• Lunch Detention</li> <li>• Attendance Redemption</li> <li>• Confiscation - 1 day</li> <li>• Pass Restriction</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Apology</li> <li>• Attendance Redemption</li> <li>• Lunch Detention</li> <li>• In/Out of School Suspension</li> <li>• Confiscation - 1 Week</li> <li>• Pass Restriction</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Apology</li> <li>• Attendance Redemption</li> <li>• Multiple Detentions</li> <li>• In/Out of School Suspension</li> <li>• Confiscation - 1 Month</li> <li>• Pass Restriction Continued</li> </ul>
<b>Level 2</b>	<b>(Seriously Improper)</b> Listed below are <i>examples</i> of Seriously Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses. Bullying, Bus Misconduct, Academic	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Warning</li> <li>• Detention</li> <li>• In/Out of School Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Detention</li> <li>• In/Out of School Suspension</li> <li>• Computer Restriction - one</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Responsible for own Transportation</li> <li>• Detention(s)</li> <li>• Suspension(s)</li> </ul>

	Dishonesty, Computer Violation, Damage to Property, Hitting & Pushing, Harassment (verbal, physical, sexual), Profanity, Theft < \$10.00.	<ul style="list-style-type: none"> <li>• Computer Restriction-2 Weeks</li> <li>• Assignment Failure</li> <li>• Seat Assignment-2 Weeks</li> <li>• Core Class with Escort</li> </ul>	Month <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Failing Grade for Marking Period (<i>Conference with Principal</i>)</li> <li>• Seat Assignment-1 Month</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Restriction - 1 semester</li> <li>• Restitution</li> <li>• Failing Grade for Semester (<i>Conference with Principal</i>)</li> </ul>
<b>Level 3</b>	<p align="center"><b>(Severely Improper)</b></p> <p>Listed below are <i>examples</i> of Severely Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses.</p> <p>Vandalism, Theft &gt;\$10.00, Physical Assault, Tobacco &amp; Alcohol *Possession/Consumption (see also tobacco section in handbook), Student on Adult Assault, Possession or use of Illicit Drugs, Bomb Threat, Sexual Assault, Weapons Possession, Extortion</p>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Restitution</li> <li>• Detention(s)</li> <li>• Police Referral</li> <li>• Suspension (1 - 180 days)</li> <li>• Expulsion - State Mandate for dangerous weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Restitution</li> <li>• Detention(s)</li> <li>• Police Referral</li> <li>• Suspension (1 - 180 days)</li> <li>• Expulsion - State Mandate for dangerous weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Call to Parent</li> <li>• Restitution</li> <li>• Detention(s)</li> <li>• Police Referral</li> <li>• Suspension (1 - 180 days)</li> <li>• Expulsion - State Mandate for dangerous weapon</li> </ul>

**MICHIGAN LAW PA 328 (WEAPONS LAW)**

No weapons of any sort may be brought to Houghton Middle School. If you are found in possession of a dangerous weapon, or are convicted of arson or rape on our campus, Michigan Law PA 328 of 1994 requires that you be expelled from this and all Michigan schools for at least 180 days. This law is specific and the penalties are harsh!

**MICHIGAN LAW PA 104 (STUDENT ON ADULT ASSAULT)**

Mandatory expulsion is required of students who physically assault an employee or volunteer of a school district. Expulsion of up to 180 days is also required of any student who commits a verbal assault against a person employed by the school board OR, makes a bomb threat or similar threat directed at a school building, other school property, or a school related event.

**MICHIGAN LAW PA 102 (STUDENT ON STUDENT ASSAULT)**

The Board shall expel a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event.

**DEFINITION OF PHYSICAL ASSAULT:** Intentionally causing or attempting to cause physical harm to another through force or violence.

**DEFINITION OF VERBAL ASSAULT:** Any willful verbal threat that is intended to place another in fear of immediate physical contact, which will be painful and injurious, coupled with the apparent ability to execute the act.

**EXPLANATION OF CONSEQUENCES**  
*This is not listed as a continuum or sequential*

<u>Consequence</u>	<u>Description</u>
<b>Verbal Behavior Reminder</b>	Teacher clearly explains appropriate behavior expectations and gives examples of what to do differently next time.
<b>Privilege Loss</b>	Student loses a privilege (examples: lunch detention, hallway escort, recess).
<b>Parent Contact</b>	Staff member may call, e-mail or send note home to alert parent of an incident or inappropriate behavior.
<b>Reflection</b>	Student fills out a behavior reflection and parents are asked to read and sign.
<b>Core Classes Only</b>	Student attends only academic classes. "Classes only" also includes a silent lunch.
<b>Time in the Office</b>	Student is sent to the office for inappropriate behavior, upon inquiry student may return to class, spend more time in the office or be given an additional consequences.
<b>Individual Plan</b>	Student, parents, teacher(s), principal, and other staff members, as needed, meet to create an individual behavior plan that outlines clear expectations and if consequences.
<b>Collaborative Behavior Plan</b>	The plan created as above will be modified, with help from behavior support professionals from the CCISD.
<b>Suspension</b>	In-school or out-of-school suspension as determined by Principal or Student Affairs Coordinator and in concurrence with district policy.
<b>Police Contact</b>	If a poses danger to themselves or others or has broken the law, the principal must notify the police.
<b>Expulsion</b>	Permanent expulsion from HPTS and/or all State of Michigan Public Schools

**DRESS for SUCCESS**

An education is about more than learning academic content. At Houghton Middle School, we pride ourselves on nurturing civic-minded, globally competent, compassionate, and creative problem solvers who can navigate real challenges in the real world.

Part of navigating the real world is understanding the importance of context. Choosing the right attire for different contexts is an important life skill. Houghton Middle School's Dress for Success Norms encourage students to keep their focus on learning, maintaining age-appropriate expectations, and provide an environment that allows students to feel comfortable and express individuality appropriately. We strive to enforce these rules respectfully and without judgement.

With these interests in mind, Houghton Middle School has derived its Dress for Success Norms.

### **Dress for Success - What to Wear:**

All students must follow these Dress for Success Norms at school, and all school-sponsored events. This includes, but is not limited to, school activities, dances, field trips, and school sponsored after school programs.

- All students must be covered completely from mid-thigh to top of chest in non-see-through materials. Clothing must rest at or below your extended arm length.
- The front and back of a shirt (or top of any kind) must be connected over both shoulders.
- Clothing must cover all undergarments.
- Hats, hoods, and head covering (except those worn for religious purposes) are not allowed.
- Clothing must be free of obscene or inappropriate words and/or logos.

### **Outside the Norms:**

When a student's outfit does not meet the Dress for Success Norms, he or she will be asked politely to address the issue immediately. This can be done in whatever way the student feels works best for him/her. Options include:

- Adjusting the fit of the clothing (if possible to do so and still meet the guidelines).
- Putting on something else that is already at school.
- Calling home and requesting a change of clothes.

Houghton Middle School Staff will address non-compliance with the Dress for Success Norms in a respectful and professional manner; our intent is not to shame individual students for their wardrobe choices. We would expect that no student should need to be asked more than once, in one year, to adjust their attire to meet the norms. Having to ask more than once becomes an issue of disrespect rather than an issue about dress.

### **ELECTRONIC RESOURCES**

All students have access to computers and the Internet. Every time you login on a school computer, you must agree to abide by our Electronic Resources Policy. You are responsible for knowing the contents of the policy. A copy of our Student Computer, Network, and E-Mail Acceptable Use Agreement must be signed by the student and parent/guardian, returned to the middle school office prior to the student being granted computer access. Please refer to the handbook.

The following sites or accesses are not permitted: Internet based game sites, chat rooms, instant messaging, My-Space, Face Book, Napster, Telnet, on-line auctions, purchases, gambling, personal ad sites, or down loads. Personal website creation or modification is not permitted at this time. This list is not limited to the aforementioned items. Our concern is in regard to violent, pornographic and other age inappropriate material and actions. Unacceptable web sites include, but are not limited to: those of sexually explicit nature, promotion of drugs, alcohol, violence or gang activity.

### **EMERGENCY DRILLS**

Emergency drills will be practiced at regular intervals as required by law. Drills include safety precautions and procedures for fire, tornado, lock-down and evacuation. It is essential that when the first signal is given, students follow directions promptly. The teacher in each classroom will give the students instructions depending on the type of drill being practiced. Please remain out of the building until directed to return.

### **EMERGENCY SCHOOL CLOSINGS**

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to

local media stations for possible early dismissal information. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### **FIELD TRIP AND SCHOOL ASSEMBLY EXPECTATIONS**

When on a field trip or attending an assembly all students are expected to be polite, prompt, and attentive. Students are expected to abide by the same Code of Conduct as during a regular school day. Additional rules may be incorporated to ensure the safety of students and to enhance the field trip or assembly. Students participating in a field trip or assembly will not be considered absent from school, but they must make up missed work in a timely manner in agreement with the teacher.

Students may be excluded from field trips or assemblies if a suspension concurs with the date(s) of the trip/assembly or if the student's behavior, in the judgment of the teacher based on prior incidents and documentation would disrupt the orderly execution of the trip or assembly and lessen its educational value for other students. The principal must approve all decision to deny a student access to a field trip or assembly. Parents will be notified.

### **FREE AND REDUCED LUNCH**

Students that qualify for free and reduced lunch are encouraged to do so. This benefit helps insure that all children eat breakfast and lunch. Studies have proven that eating breakfast and lunch increases mental, physical and emotional productivity. Forms are available on line at [www.lunchapp.com](http://www.lunchapp.com) and all district offices.

### **GRADING SCALE**

Houghton Middle School uses the 4-point grading system to calculate academic grade points.

A	4.0	B-	2.67	D+	1.333	I	Incomplete
A-	3.67	C+	2.333	D	1.0	O	Outstanding
B+	3.333	C	2.0	D-	.067	S	Satisfactory
B	3.0	C-	1.67	E	0	U	Unsatisfactory

### **GUM CHEWING**

Gum chewing is not permitted. Violation of this rule can result in a lunch detention or clean-up session.

### **HALL PASSES**

Students leaving a classroom when classes are in session must possess a pass from a teacher, counselor, or administrator. Students found in the halls without a pass will be subject to disciplinary action. Students must go directly to the destination indicated on the pass.

### **HEALTH ISSUES**

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.

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 prior to returning to school. Children need to be "nit free" before they may attend classes. Parent and student(s) need to report to the office on the morning of their return.

### HOMWORK REQUEST

Daily homework assignments are posted on our website [www.hpts.us](http://www.hpts.us). Click on the Middle School link and select Homework Assignments. A calendar will appear. Select the date and grade you would like to view. Worksheets may be picked up from the teacher upon the students' return.

Homework assignments are posted on our website daily by 3:00 p.m. Students will be given one (1) day for every day absent-excused to make up homework. It is the students' responsibility to initiate discussions with your teachers concerning work to be made up.

### HOME-SCHOOLED STUDENTS

Students in home school families operating under exemption (f) are not entitled to Special Services. Students in these home school families may enroll in only non-core courses such as band, physical education, music, or art, in their *resident* public school. Home-school students may not enroll in core classes such as English, Science, Math and Social Studies. In the event that a student is enrolled in more than one non-consecutive class at the school, he/she will not be permitted to remain in the building without parental supervision.

### HONOR ROLL

In order for a student to achieve honor roll designation the following criteria must be met:

1. Student must possess a B or better (3.0) average. E's and incomplete grades disqualify students.
2. All classes in grades 6-8 will be counted including Band, Chorus and Encore classes.
3. Satisfactory and unsatisfactory grades will not be counted.

Students receiving an Incomplete (I) may qualify for the honor roll upon completion of missing work, but may not be published as such because of timing. Honor roll will be posted as follows: All A's (nothing less than straight A's or 4.0 GPA) and B or Better Average (3.000 GPA or above). Honor roll is calculated each semester. Students who have achieved a grade point average of 3.333-4.000 may be eligible to receive academic medals. Honor roll ribbons may be awarded to students with average of 3.000-3.332.

### IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- Beginning January 1, 2015, Michigan parents and caregivers who wish to sign a non-medical waiver exempting their children from immunizations will be **required** to obtain a waiver from their local county health department.

### INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.



A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Julie Filpus, Principal, at (906) 482-4871 to inquire about evaluation procedures and programs.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **INTERSCHOLASTIC ATHLETICS**

The Houghton-Portage Township School system encourages participation in interscholastic athletics by both boys and girls. The sports offered to middle school students are: football, basketball, volleyball, and track. (See academic eligibility.)

### **LOCKERS**

Each student has been assigned a locker. Students may not exchange lockers. Students are responsible for the condition of the locker to which they have been assigned. Lockers will be inspected on a regular basis and appropriate fines assessed if they have been damaged or rigged. Please use magnetic holders to keep locker decorations in place. Other substances, such as tape and "stickum", may damage the finish and should not be used. The outsides of the lockers are not to be decorated or written upon without authorization from an employee of the school district.

**School authorities, for any reason, may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.**

### **LUNCH PERIOD GUIDELINES**

1. Lunches will be eaten in the multi-purpose room. Club advisors may choose to have their members eat in their classrooms during lunchtime meetings. Any spills and consequent stains are the responsibility of the organization that is meeting at that time.
2. Students are to remain in the lunchroom, commons area or gymnasium until dismissed. 7<sup>th</sup> and 8<sup>th</sup> grade students will be dismissed at 11:35. 6<sup>th</sup> grade students will be dismissed at noon. The library may be open for student use during the lunch periods.
3. Restaurants may not make deliveries to the school.

### **MEDICAL AUTHORIZATION**

A parental signature will permit school district personnel to administer first aid and/or medication. The form also provides authorization for action in cases of medical emergency. First Aid may consist of, but not be limited to, applying first aid cream, Band-Aids, bandages or slings, and cold compresses. Should a serious medical event occur 911 and parents will be notified.

Prescription medicines must be provided by the parent or guardian in its original container; labeled with date; prescription; student name; and exact dosage to be administered. Medications must be brought to school by a parent/guardian. **NO secondary containers or handwritten labels will be accepted.** A medical authorization form signed by the parent/guardian must be on file. Physician's authorization or written prescription should accompany the written request of the parent/guardian.

### **ONLINE CLASSES**

The ability to take online courses will comply with the current Michigan laws. Students interested in this option must see a guidance counselor in the previous semester to taking any course.

### **POSTINGS AND PUBLICATIONS**

All external publicity, newsletters and mailings must be approved by the office before publication posting or distribution.

### **POWER OF THE BOARD**

The Houghton-Portage Township School Board of Trustees has the authority to control extracurricular activities, and to take action with regard to student conduct regardless of whether or not the court system imposes a penalty. The school district is not required to wait for the court to take action before imposing its own penalties for violations of this or any other code of conduct.

The Houghton-Portage Township School District reserves the right to suspend or terminate the participation in extracurricular activities of any student pursuant to review by the school district and/or Board of Trustees. The Houghton-Portage Township School District Board of Trustees, its administrators and staff review behavior and performance of participants engaging in the school extracurricular program and require compliance with standards as a condition of continued participation in the program.

The Houghton-Portage Township School Board recognizes the value of extracurricular activities and desires to provide equitable access to a wide variety of activities to promote the full development of all students. This code of conduct is intended to help promote the care, welfare, and safety of students involved in extracurricular activities.

### **PROMOTION AND RETENTION**

Grade level placements shall be the responsibility of the building principal. The middle school teachers shall meet with the Principal to determine whether or not a student should be retained. Such things as academic record, attitude, motivations, attendance, ability, interest, cooperation and achievement are taken into considerations when making the decision. Parents of students who are in jeopardy of failing will be notified at the beginning of the fourth quarter. Parents of students who are to be retained will be notified at the end of the fourth marking period by mail through the Office of the Principal. Parents will be informed in this letter of their opportunity to consult with the teachers and/or Principal regarding this matter. Teachers have an obligation to communicate with parents concerning the lack of progress of any child who is in danger of academic retention.

## **REPORT CARDS**

Grades, progress reports and student information may be accessed through PowerSchool. If you do not have computer access, please contact the middle school office. Teachers will post grades on PowerSchool at a minimum of twice per quarter (mid-quarter and at the end of the quarter.)

## **REPRODUCTIVE HEALTH EDUCATION**

According to Michigan law, school districts are required to teach about dangerous communicable diseases, including, but not limited to, HIV/AIDS, at least once a year at every building level. The Board may engage qualified instructors and provide facilities and equipment for instruction in sex education, including family planning, human sexuality, and the emotional, physical, hygienic, economic, and social aspects of family life.

Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease. The instruction shall include the teaching of abstinence from sex as a responsible method of preventing unwanted pregnancy and sexually transmitted disease and as a positive lifestyle for unmarried young people.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parents/guardian is notified in advance of the course. Parents and guardians are given an opportunity to review the materials to be used in the course, and are notified in advance of his/her right to have the student excused from class. The state board shall determine the form and content of the notice required. Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending the class.

## **REQUEST FOR EXTRA BOOKS**

An extra set of classroom books will only be provided for students under a 504 Plan or an IEP. There will be a rental fee of \$25.00 per book. Books will be checked out of and returned to the middle school office. Refund of the rental fee will be issued at the time of book return and book condition has been assessed.

## **SCHEDULE CHANGES**

Students are asked to plan carefully for the next academic year so that the best possible schedule of classes can be devised. Schedule changes will only be permitted the first week of the 1st semester and the week prior to the start of the 2nd semester. The parent and counselor or principal must approve all changes.

## **SEARCH AND SEIZURE**

Students should not expect privacy regarding items brought to school. School authorities, for any reason, may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit search and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, pockets, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, such finding shall be turned over to legal authorities.

## **SEAT TIME WAIVER PROGRAM**

The Seat Time Waiver (STW) Program provides students with an alternative to the traditional classroom learning experience. A STW student may take a full-time online schedule, or have a

blended schedule that includes traditional classes and 3 or more online classes. Participation in the STW program is an important decision that should be supported by thoughtful planning with parents, counselors, educators and school administrators. STW students will only be allowed in our building during their traditionally scheduled classes. Schedules will be developed according to our grade level sequence. Weekly contact with a school mentor is required. Grades earned through this program will be recorded as STW classes on the student's transcript and will impact the student's GPA. Students who are interested in this program need to complete and submit an application due no later than 10 school days prior to the start of a semester. Applications will be submitted to a committee for review. If the committee approves, the student will be given a STW. A signed contract, by student and parent/legal guardian, will be required to participate in the STW program. More information is available from the middle school counselor.

### **SECURITY CAMERAS**

Security cameras have been installed to protect students, staff, visitors and school property. If a discipline problem is captured on the system, the recording may be used as a basis for imposing student discipline. If criminal conduct is recorded, a copy of the video may be provided to law enforcement personnel.

### **SNOWMOBILES**

Snowmobiles may not be driven to school or on school property.

### **SPORTSMANSHIP**

Anytime students attend or participate in a school event they represent themselves, their family, their school, and their community. At athletic or extra-curricular events, be enthusiastic without being negative, whether on our premises or visiting another school. Students are required to remain at home sports events and will not be readmitted after leaving unless authorized arrangements have been made in advance with a school administrator. At school assemblies, be respectful and appropriate in your behavior. Obnoxious, offensive behavior has no place at a school event and may result in disciplinary action.

### **STUDENT RECORDS AND THE PRIVACY ACT (FERPA)**

School student records are confidential and information from them will not be released other than as provided by law. The "Family Education Rights and Privacy Act" ("FERPA" gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provision of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your

complaint should be directed to: Family Policy and Compliance Office; U.S. Department of Education; 600 Independence Ave, SW; Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained from the superintendent's office.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information": Name, address, telephone number, date and place of birth, participation in school activities, honors and awards, height and weight of athletes, information generally found in the yearbook.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal or Counselor.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **STUDY HALL RULES**

The study hall is to be used for study purposes only. No other activities are acceptable. Sleeping is not permitted. All personal electronic devices are prohibited! **Electronic devices used in conjunction with course work projects must be approved by the teacher and principal.** Teachers will have a seating chart for the study hall and take attendance each day. In the absence of the regular teacher the substitute will not write or accept passes for any students. Exceptions are considered for daily library passes from the study hall. Study hall teachers will not write out

passes for you to go see another teacher. Only if you come to study hall with a pass from another teacher will you be allowed to leave.

Students going to the library will leave as a group, go directly to the library, and remain there for the duration of the hour. The study hall is considered to be a class and the same rules of discipline are followed as in the classroom.

### **SUBSTANCE ABUSE POLICY**

The Middle/High School building and school grounds have been designated a drug-free area. Controlled substances may not be consumed, bought, sold, exchanged, or brought onto school property. The use of these mood-altering substances is dangerous to physical, mental, and emotional well-being. Students in violation of the school policies dealing with alcohol and drug use or paraphernalia face suspension from school and loss of extracurricular activity privileges.

#### **Enforcement Procedure**

Penalty for the possession or use of any substance including alcohol, drugs, tobacco, electronic/vapor/other substitute forms of cigarettes, or medication for illicit purposes:

**First Offense** - Parent contact and a minimum suspension of (3) days.

**Second Offense** - Parent contact and a minimum suspension of five (5) days. Issue a letter of suspension for (5) days, and counseling referral to parents. A mandatory parent conference must take place in order for student to return to school.

**Third Offense** - Parent contact and minimum suspension of (10) days. Issue a letter of suspension for (10) days, and counseling referral to parents. A mandatory parent conference must take place in order for student to return to school. The superintendent will also be notified. If a special education student is involved, contact will be made with the appropriate teacher/consultant.

**Penalty for the sale or distribution of any substance including alcohol, drugs, or medication for illicit purposes:** immediate petition for expulsion to the Board of Education.

#### **Procedure:**

Students that sell illegal substances will have formal charges brought against them. Their parents will be notified and the student will be suspended or expelled. A conference with the student, parents, and principal will review charges, evidence, rationale, and other pertinent data. The conference will clarify the duration of the expulsion and/or alternatives. If a special education student is involved, contact Special Education Director and schedule individual educational planning conference. The superintendent will present a letter extending suspension, if necessary, and schedule of expulsion hearing.

The superintendent will schedule expulsion hearing and inform the parents.

The principal will prepare and forward to the superintendent appropriate written expulsion materials including report of incident(s), review of student's discipline, academic performance, attendance, and intervention steps that have been taken by the district.

If an expulsion occurs, the principal will notify the staff to facilitate an orderly withdrawal.

The principal will place appropriate communication in the student's permanent file.

The superintendent will notify the student and parents of the expulsion.

### **SUSPENSION, IN-SCHOOL RESTRICTION AND EXPULSION**

Every effort will be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. Please note that suspension days are counted for only in-

session school days. If a snow day occurs during a suspension, the next school day in-session counts as the suspension day.

If disciplinary action cannot be done within the school setting, exclusion may be necessary; such exclusions may fall in the following categories:

1. **In-school Restriction** - defined as exclusion from classes but reporting to school to be under the supervision of the principal or office staff. **Purpose:** The main purpose of the in-school restriction room is to improve undesirable behavior. It also serves to separate students who have acted inappropriately from the general student population, yet keep them in school, doing their homework. **Structure:** In-School Restriction runs the entire length of a regular school day. This is a positive alternative to out-of-school suspension. However, if behavior or attitude proves to be inappropriate, this privilege may be immediately eliminated for a particular student and may no longer be an option in the future. Students are to report to the Principal's office before the first hour bell rings. They are to have all of their books and materials from all of their classes with them when they arrive. If a student refuses to work, appropriate disciplinary action will be taken (see below). In-school restriction helps a student who is being disciplined to remain caught up on his/her schoolwork. **Expectations:** 1. All school guidelines are in effect during the restriction. 2. Students may not sign out of school during their restriction for any reason. 3. If a student is removed from in-school for behavior problems, he/she will be sent home for the remainder of the day as soon as the parent can be reached. 4. The in-school restriction supervisor may post any other rules in accordance with the school policy. These rules will be enforced as in any classroom. 5. Parents will be notified by phone and/or in writing when a student is to be restricted or suspended from school. Added: 11/10/11
2. **Short-term Out-of-School Suspension** - defined as exclusion of a student from school for up to ten days.
3. **Long-term Out-of-School Suspension** - defined as exclusion of a student from school for a specific period of time, more than ten days, specific conditions may have to be met before the student may return.
4. **Expulsion** - defined as a minimum of 180 days of school or the permanent exclusion of a student from school.

Parents shall be informed and involved when a student exhibits a history of unacceptable conduct. The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing. This information will be kept in the student attendance file.

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the School Code. Section 340.613 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school.

Below is a list of prohibited behaviors that may result in suspension or expulsion from Houghton Middle School. This list is not limited to only these actions, but may be added to as the need arises:

1. **Alcohol, Tobacco and Drugs** - Students under the influence of alcohol may not attend or participate in school activities. He/she may not consume any form of alcohol at any school activity or be in possession of alcohol, whether said activity is held on or off public school property. No student may use tobacco.
2. **Paraphernalia** - Drug paraphernalia, instruments and any other items normally or actually used for packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance.

3. **Obscenity** - The act of using obscene language or gestures on any school property is strictly prohibited.
4. **Stealing** - The act of dishonestly acquiring the property of another or others.
5. **Forgery** - The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
6. **Cheating** - "Academic Dishonesty" is the actual or attempted practice of fraudulent or deceptive acts intended to gain an unearned academic advantage. This includes possession of written or electronic resources, copying work, having someone complete your work; theft of exams, tests, or quizzes; receiving or giving answers to students prior to test taking.

**Collaboration** - The HMS Faculty recognizes the benefits of students working collaboratively toward a common goal. True collaboration, when authorized by the teacher, is not considered cheating. Following are some guidelines:

- a. Getting help on your homework from your parents, siblings, or a tutor is standard practice and encouraged. Going beyond what would reasonably be considered "help" and having your parents, siblings, or tutor do the work for you is cheating.
  - b. Getting together with friends and doing your homework together is also standard practice and encouraged. However, when others do the bulk of the work and you simply use their work and their thinking to complete your assignment, you have cheated.
  - c. When you are assigned to a cooperative learning group by the teacher, you must make sure you understand what the teacher's guidelines are for working within the group and contribute equally to the project.
7. **Plagiarism** - Plagiarism is a form of robbery. The act of stealing and/or using the ideas, writings, or answers of another to use as one's own. No matter where you get the information, whether from a book, magazine, Internet, television, friend, parent, or classmate, if you do not cite it, it is plagiarism.
  8. **Fighting** - The act of quarreling involving bodily injury in or on school property, or going to/from school, including any activity under school sponsorship; dance, athletic events, etc.
  9. **Bullying** - The repeated intimidation or emotional abuse of others by the infliction of harm of any kind (physically or emotionally) to the person or property of other whether real or threatened, as transmitted verbally, in writing, or electronically transmitted either in or outside of school.
  10. **Insubordination** - The failure to respond to or carry out a reasonable request by a staff member.
  11. **Deliberate Misbehavior** - The act of deliberate or willful conduct detrimental to normal functions of the programs or activity under school sponsorship, or the act of threats to staff members or to other pupils.
  12. **Vandalism** - The act of willful destruction of property belonging to another or others.
  13. **Possessing or Using Weapons** - The act of possessing, using or threatening to use any weapons or instruments capable of inflicting bodily injury.
  14. **Arson** - The willful and malicious burning of, or attempt to burn any building structure or property.

Any unlawful act-taking place on school grounds or buses not only makes the student subject to legal penalties, but also will result in a suspension or dismissal from school.

### Appeal Procedures

Under present school law, the principal is delegated the authority to temporarily separate or suspend a student from school. In such actions, the following procedure will be followed: A student shall be fully informed of the charges brought against him/her including the rationale for the action and the conditions of time of termination.



Parents shall be immediately notified by phone or personal contact when a student is to be temporarily separated or suspended from school. Written notation of such contact shall be made in each instance. Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons and conditions of the separation or suspension.

The superintendent shall be notified for any separation or suspension. Appeal procedures shall include:

1. In cases of short-term suspension (less than 10 days), parents may request a conference with the principal. Such requests shall be made within the period of separation or suspension. Outcomes from the parent-principal conference will be implemented as soon as possible.
2. In reference to long-term suspensions (more than 10 days), the parents may appeal such decisions to the superintendent of schools within five school days from the principal's decision. The superintendent shall affirm or modify the decision of the principal within two school days.
3. The superintendent's decision may be appealed to the Board of Education within five school days of such decision.
4. The Board of Education shall schedule a hearing within 10 school days and shall notify parents.
5. The Board of Education shall render a written opinion of its determination within 2 school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

### **TELEPHONE USE AND MESSAGES**

In case of emergency, students will be permitted to use the telephone in the middle school office. You must obtain permission from the office staff before using the telephone. Use of the phone in the principal's office will be limited to school related activities, medical and illness. Telephone messages from parents/guardians will be delivered to students when possible. No other messages will be taken by the school secretaries.

### **TESTING OUT**

To see a progression of Middle School courses, refer to the *Core Curriculum Guide* in this handbook. Students are permitted to test-out of courses at Houghton Middle School. The requirement guidelines are listed with the *Core Curriculum Guide*. The test out for classes will only be given in August and students must sign up by the end of the prior school year.

### **TOBACCO**

The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event. A "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth. The "use of a tobacco product" means any of the following:

- the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
- the inhaling or chewing of a tobacco product
- the placing of a tobacco product within a person's mouth
- and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Please note that possession of tobacco in a locker is a violation of this rule. Any student, who is with another student, when smoking occurs, may also be suspended.

### **VENDING MACHINES**

Purchases from the vending machines will be permitted before and after school and during lunch periods. These items may be eaten in the commons area and in the multipurpose room. They are not, however, to be consumed in any other areas of the building. Also, empty containers are not permitted in other parts of the building. If you bring a beverage from home, it must be consumed in the commons or multipurpose room. Do not leave empty beverage cans in your locker.

## VISITORS

Students considering enrollment at Houghton Middle School and would like to visit, must make arrangements through the office at least 24 hours in advance. Students must check in with the office the day they will be visiting and provide guardian contact information. A current student will accompany the guest. The administration reserves the right to grant or deny any visitors.

## ELECTRONIC RESOURCES POLICY

### **Student Computer, Network, and E-Mail Acceptable Use Agreement**

Students and their parents or guardians are expected to read and sign this agreement. The signatures represent their understanding of and promise to abide by it. The signed agreement remains in effect as long as the student is enrolled in the Houghton-Portage Township Schools, or until a new version of the agreement is issued and signed.

**Students will not be permitted to use school computers or related equipment prior to the return of a signed agreement.**

*Appropriate use of computers and related technology shall always reflect ethical and moral responsibility, academic honesty, and restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and for individuals' right to privacy and rights to freedom from harassment, intimidation, and unwarranted annoyance.*

#### **I UNDERSTAND THAT:**

1. My use of the computer is a privilege, subject to revocation.
2. Any text or graphics I place on the Internet or other computer network via e-mail, UseNet news, Internet relay chat, the World Wide Web, or other technologies may reflect upon my school and the school's image.
3. Schools computers were purchased and the network established for a limited educational purpose – activities involving schoolwork or personal growth – and were not provided as a public access service or public forum.
4. I will be given an individual account, which will require me to use my school's computers and the Internet.
5. Teachers and administrators will be the judge of the value or appropriateness of my use of my account.
6. Teachers and administrators may monitor my account, electronic files, and Internet access for appropriateness of the language and images I look at or use, without my prior consent.
7. Teachers and administrators may monitor my e-mail messages sent and received for appropriateness of the language and images I look at or use, without my prior consent.
8. Evidence of attempted or actual system security, integrity, or performance related incidents will be cause for immediate access denial.
9. Demonstrated intent to violate this agreement will be considered the same as an actual violation. Demonstrated intent means evidence of actions that, if successful or if carried out as intended, would result in a violation of this agreement.

#### **I PROMISE I WILL:**

1. Use only the account assigned to me and log off of my account prior to leaving the computer.
2. Notify a teacher or administrator when I discover a computer that is logged on and not being used.
3. Keep my password confidential.
4. Access resources for valid educational purposes, at such time and in such manner as determined by a teacher, a school official, or an administrator.
5. Stop what I am doing and leave a computer immediately when a teacher or administrator asks me to do so.
6. Immediately report to a teacher or administrator any obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images I see.
7. Modify, change, or delete only my own data and files and create them only in my own directories unless given explicit permission to modify another user's data or files.
8. Immediately report to a teacher or administrator anything that has been misused or broken or is missing.
9. Leave switches, buttons, icons, and other operational settings as they are.

10. Be polite and treat others with respect and courtesy when using e-mail, Usenet news, chat rooms and other communication forums.
11. Get approval from the principal or other administrator for all work done on behalf of my school for publication on the Internet.
12. Follow all district policies and all laws regarding copyright and intellectual property.

**I PROMISE I WILL NOT:**

1. Use classroom telephones unless directed by an adult in charge.
2. Knowingly allow another person to use my account.
3. Use my account for any illegal activity.
4. Use my account to offer or provide any product or service for commercial gain.
5. Look at people's personal messages or files.
6. Post on the Internet personal messages or files without the original author's consent.
7. Post on the Internet anonymous messages, send anonymous e-mail, or use pen names.
8. Use or send my home address or phone number in e-mail messages.
9. Send or forward e-mail chain letters or petitions.
10. Try to open, look at, or change the information that controls a school computer, my school's network, or any other network.
11. Make, use, or show to another student any obscene, profane, lewd, harassing, vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files or images.
12. Install or download any software to a computer or the network.
13. Use any program or enter any information that slows, disables, stops or harms another program, a computer, or the network.
14. Play games, except in the presence of a teacher or administrator who gives me permission.
15. Store or transmit programs or files that I do not legally own or that use too much storage space.
16. Give any information beyond a first name and last initial that specifically identifies or would allow one to determine the specific identity of another student or myself in a picture, movie, or sound recording that I put on the Internet, except when directed to by an adult in charge in conjunction with an on-line course.
17. Misuse, break, or take any part of a computer or the network.
18. Try to repair things myself.
19. Make copies of any software or commercial diskettes.
20. Use school computers, Internet access, or network accounts, to order any commercial product for which there is a fee, cost, or charge.