

2021-22 Student Handbook and Code of Conduct



Houghton High School

1603 Gundlach Road

Houghton, MI 49931

OFFICE: (906) 482-0450 FAX: (906) 487-5218

24-Hour Attendance Line (906) 482-0450 and follow the prompts

www.hpts.us

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

Those of us at HHS 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 students here at Houghton-Portage Township Schools.

Sincerely,

Cole Klein
Principal – Houghton High School

Handbook Accepted by the Board of Education: August 16, 2021

DISTRICT 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.

DISTRICT MISSION STATEMENT

Houghton-Portage Township School's mission is to provide an excellent education that prepares all students to become productive citizens and life-long learners.

HOUGHTON HIGH SCHOOL MISSION STATEMENT

Houghton High School's mission is to focus on high academic standards as we teach, support, and develop all students to reach their full potential.

FOREWORD

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. 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 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 as of **August 16, 2021**. If any of the policies or administrative guidelines referenced herein are revised after August 16, 2021 the language in the most current policy or administrative guideline prevails.

COMMUNICATION

Our school district website address is: <http://www.hpts.us>. Log on for up-to-date calendars, announcements and other information.

To receive announcements and other messages by email, please subscribe to our parent list serve. To subscribe, access <http://hpts.us/district-listserv.php>

Emergency School Closings: In case of bad weather and other local emergencies, please listen to any local radio or television stations to be advised of school closings or early dismissals. If bad weather or other emergency occur during the school day, please listen to local media stations for possible early dismissal information. If we dismiss early for an emergency, after-school functions may or may not be canceled. When in doubt, call the school to be sure.

Houghton High School Newsletter. If you would like to subscribe to our newsletter, click the link below and follow the directions. <http://hpts.us10.list-manage.com/subscribe?u=f41db83507c78af69b9a53239&id=8b4a48a5ab>



@HoughtonHigh

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Houghton High School

BOARD OF EDUCATION

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ADMINISTRATION AND STAFF

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GUIDANCE FROM THE WESTERN U.P. HEALTH DEPARTMENT

When a Student Should Stay Home and Will Be Sent Home

Students should not go to school or any school activities or sports if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. The complete list symptoms are listed on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> . The CDC recommends a shorter list be used for screening students to unnecessary exclusions of students who do not have COVID-19. Screening students for illness and return to school decisions should include

1. Symptom Screen: Students with any of the following symptoms should be excluded from school:
 - Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever
2. Evaluation for COVID-19 Exposure Risks: To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 14 days:
 - Had close contact with a person with confirmed COVID-19
 - Had close contact with person under quarantine for possible exposure to COVID-19
 - Had travel history

If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19.

For Students that Have Symptoms of COVID-19 AND have NONE of the High Risk Exposures:

- Keep out of school until they have met the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)
 - Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
 - Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
 - Cough/Shortness of breath: improvement
 - Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
 - Severe headache: improvement

For Students that Have Symptoms of COVID-19 AND have ANY of the High Risk Exposures:

If the findings from the health care provider and testing find:

Child has symptoms of COVID-19 and tests positive for COVID-19 with a nasal/throat swab*:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms
- There is no need to get a “negative test” or a doctor’s note to clear the child or staff to return to school if they meet these criteria

*If they have symptoms, they must stay out of school until test results are available

Child has symptoms of COVID-19 and no testing for COVID-19 was done:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms.

Child has symptoms of COVID-19 and tests negative for COVID-19*:

- If they were exposed to COVID-19 within past 14 days (i.e., a close contact to a case of COVID): They must complete their full 14-day quarantine.
- Otherwise, they may return based on the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)

*If they have symptoms, they must stay out of school until test results are available

GENERAL HOURS OF OPERATION:

HIGH SCHOOL OFFICE HOURS: 7:45 a.m. – 3:40 p.m.

BELL SCHEDULES

High School Daily Schedule

Hour	Time Interval	Length (min)
1 st	8:10 – 9:06	56
2 nd	9:11 – 10:05	54
3 rd	10:10 – 11:04	54
4 th	11:09 – 12:03	54
Lunch	12:03 – 12:33	30
5 th	12:38 – 1:32	54
6 th	1:37 – 2:31	54
7 th	2:36 – 3:30	54

High School Half Day Schedule

Hour	Time Interval	Length (min)
1 st	8:10 – 8:39	29
2 nd	8:44 – 9:13	29
3 rd	9:18 – 9:47	29
4 th	9:52 – 10:21	29
5 th	10:26 – 10:55	29
6 th	11:00 – 11:29	29
7 th	11:34 – 12:03	29
Lunch	12:03 – 12:33	30

High School Late Start Schedule

Hour	Time Interval	Length (min)
1 st	10:10 – 10:48	38
2 nd	10:53 – 11:30	37
3 rd	11:35 – 12:12	37
4 th	12:17 – 12:54	37
Lunch	12:54 – 1:24	30
5 th	1:29 – 2:06	37
6 th	2:11 – 2:48	37
7 th	2:53 – 3:30	37

Loitering

The High School is open to students from 7:45a.m. – 4:00p.m. Students are expected to leave the building and grounds following their final class of the day and should be clear of the building by 4:00pm. Exceptions to this general policy will be made for students participating in a school sanctioned activity that is under adult supervision (i.e. after school make-up time, clubs, activities, or athletic practices). Transportation arrangements are your responsibility. Please do so with those time factors in mind. Students leaving a school sanctioned activity after 4:00 pm must immediately exit the building. Students waiting for an athletic practice to begin must stay in the gym or in the main athletic atrium (large glass door entrance) under the supervision of a coach. If a scheduled activity does not begin immediately after school, students must leave the building and come back if there is no staff or coach supervision. At no time will a student be allowed to be in the high school before or after hours without adult supervision.

GRADUATION REQUIREMENTS

- **48 CREDITS**
 - 4 years (8 semesters) of English (English 9, English 10, English 11 and English 12, or AP Language, or AP Literature)
 - 4 years (8 semesters) of math (Algebra, Geometry, Algebra II and Pre-Calculus, or Personal Finance, or other math related course during senior year)
 - 3 years (6 semesters) of science, including both biological and physical science
 - 3 years (6 semesters) of social science, including 1 year of World History, 1 year of U.S. History, 1 semester each of government and economics,
 - 1 year (2 semesters) of physical education/health
 - 2 years (4 semesters) of a World Language *See Guidance Counselor or Principal about possible amendments to this requirement
 - 1 year (2 semesters) of Visual Performing Applied Arts
 - 6 full-year (12 semesters) Elective classes

Students who do not meet all graduation requirements on or before the Tuesday before graduation (Tuesday, May 24, 2022) will not be permitted to participate in the Graduation Ceremony.

GRADES

Grades are available on PowerSchool with your personal login and password. Semester grades: Each marking period equals 40% and the semester exam equals 20% of the semester grade. GPA is calculated on the basis of the 4-point system.

A = 4.00	B+ = 3.333	B- = 2.667	C = 2.00	D+ = 1.333	D- = 0.667
A- = 3.667	B = 3.00	C+ = 2.333	C- = 1.667	D = 1.00	E = 0.00

HOUGHTON HIGH SCHOOL GRADING SCALES

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

HONOR ROLL

In order for a student to achieve honor roll designation at the end of each semester, the following criteria must be met:

1. Student must possess a B or better (3.00) average. E's and incomplete grades disqualify students.
2. All high school credits will be counted.
3. Satisfactory/Unsatisfactory grades will not be counted.

VALEDICTORIAN REQUIREMENTS

The valedictorian is determined based upon the highest earned GPA within the graduating class. In the event of a tie, students earning the top GPA share valedictorian honors. In order to be awarded valedictorian honors, a student must have attended high school in a public or private school for at least 6 semesters (3 years) with at least 4 semesters (2 years) at Houghton High.

DROP/ADD POLICY

- Once the scheduling is completed, students will not be permitted to make changes in their schedules unless said changes are deemed necessary by the counselor, principal, and parent/guardian.
- A request to change a schedule can be submitted to the school counselor and will only be considered prior to the fourth day of a semester. If a class is dropped on or after the fourth day but before the end of the 6th week, the student's transcript will indicate "W" (withdrew) followed by either a "P" (passing) or "F" (failing). The GPA will not be affected and no credit will be awarded.
- Specialty courses such as Dual Enrollment, virtual courses, and Work-Based Learning cannot be added through a student request after the schedule has been set. Information on how and when to request these specialty courses is available in our [Course Description Booklet](#) that can be found on our [school website](#).

FINAL EXAMS

All teachers in grades 9-12 will give written examinations at the end of each semester in all classes. An exam schedule will be made available before the end of each semester. All exams must be taken at the scheduled time. There will be no exceptions to the exam schedule unless approved by the principal.

No student may be exempted from taking an exam except 2nd semester seniors who maintain a "B" average and who have no unexcused absences (including those resulting from tardies) in that class, even if time is made up for the purpose of preserving your grade. The senior exemption applies to each individual course. For example, you may have an A and no unexcused absences in English and an A with 1 unexcused absence in math. You would not be required to take your English exam, but you would be required to take your math exam. Teachers have the authority to require seniors to take exams, overriding this exemption clause.

Students who have an unexcused absence during a scheduled exam will receive a zero on the exam.

PERSONAL CURRICULUM

Certain elements of the Michigan Merit Curriculum may be modified for certain students, with a Personal Curriculum, which must be requested by the parent or guardian of the student. Eligibility is determined by a team of school personnel, working collaboratively with parents and students. For more information about a Personal Curriculum, or to request a determination of a Personal Curriculum for your child, please contact:

- Cole Klein, Principal (906-482-0450, ext. 1110)
- Nancy DeForge, School Counselor (906-482-0450, ext. 1130)

DUAL ENROLLMENT

Students may qualify for dual enrollment at HHS and Michigan degree granting postsecondary institutions if certain criteria are met:

- Student must be enrolled in at least one high school class.
- Student must earn qualifying scores on state required assessments.
- Eligible courses are those not available at HHS.
- Hobby, craft, recreation and religion courses are not eligible.

Our school district will pay the lesser of (a) the actual charge for tuition, mandatory course fees, material fees and registration fees or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year he/she attends the postsecondary institution.

- Information on how and when to request dual enrollment courses is available in our [Course Description Booklet](#) that can be found on our [school website](#).

ONLINE CLASSES

The ability to take online courses will comply with current Michigan laws. The structure of online classes requires students to be self-motivated focused, and driven in order to be successful. Students must successfully pass one online class before attempting to take multiple online classes during a semester.

- Information on how and when to request these online courses is available in our [Course Description Booklet](#) that can be found on our [school website](#).

HOME-SCHOOLED STUDENTS

Students in home school families operating under exemption (f) families may enroll in only non-core courses such as band, physical education, music, or art, in their *resident* public school. Home-schooled students may not enroll in core classes (English, Math, Social Studies, and Science). In the event that a student is enrolled in more than one non-consecutive class at the school and he/she will need to request permission with the principal to stay in the building during off-periods.

TESTING OUT

Houghton High School students are permitted to “test out” of any course offered at the high school and any middle school course that encompasses all the high school content expectations required by the Michigan Department of Education. The purpose of testing out is to bypass prerequisites in order to take advanced classes. Students are expected to take the next course in sequence or provide room in a schedule for additional advanced classes.

Successful testing out is contingent upon reasonable mastery of the required assessment.

1. Successful testing out will be accepted as fulfillment of a requirement or a pre-requisite in a course sequence if the student achieves a B- or better on the overall grade of a comprehensive final examination. Students will be required to demonstrate mastery through assessments which may include, but are not limited to, components such as portfolios, performances, papers, projects, and/or presentations.
2. Results will be recorded on the student’s transcript as “Test Out” and a “P”, but it will not count in the computation of the grade point average.
3. High school course credit will be granted for successfully testing out of a high school or high school equivalent course.
4. A student may not attempt to test out of a course that he/she previously failed.

Testing Out Process:

1. To be eligible to test out of classes for the upcoming school year, a student must complete a Testing Out Application by the required due date, which is typically in early May.
2. The course syllabus, textbook, and any other materials deemed necessary by the teacher of the course will be made available on the last day of school for students who have met the application deadline.
3. Testing is limited to one time only for the intended course.
4. A testing window in August will be established each year and communicated to eligible applicants. At the discretion of the principal, other testing times may be made available because of extenuating circumstances.

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 Mr. Klein (principal), Mrs. DeForge(10-12 grade counselor), or Mrs. Rundman (9th grade counselor).

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

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:

Goals Respect Integrity Teamwork



HOUGHTON MIDDLE & HIGH SCHOOLS GRIT BEHAVIOR EXPECTATION MATRIX

Taking ownership of our school and community

	Classrooms	Public Areas (hallways, cafeteria, restrooms, school grounds)	Bus/Transportation and Parking Lots	School Related Activities (any event involving HPTS)
Goals	<ul style="list-style-type: none"> • Prepare for your future • Be physically and mentally present • Participate in class • Do your best work • Prioritize 	<ul style="list-style-type: none"> • Prioritize safety • Travel to destination efficiently • Accomplish tasks quickly • Allow for flow of traffic • Stay to the right in hallways 	<ul style="list-style-type: none"> • Obey laws and safety rules • Use caution when entering and exiting the parking lot • Park in designated areas 	<ul style="list-style-type: none"> • Engage in school activities • Support your peers • Make everyone feel welcome
Respect	<ul style="list-style-type: none"> • Be prepared and on time • Be engaged/follow directions • Use positive tone and language • Participate when appropriate • Treat materials/property with care • Dress for school 	<ul style="list-style-type: none"> • Listen to staff/volunteer directives • Use appropriate language/ voice level • Treat materials/property with care • Keep hands to yourself • Keep it clean 	<ul style="list-style-type: none"> • Listen to staff/volunteer directives • Treat materials/property with care • Use positive tone and language • Keep hands to yourself • Be courteous • Keep it clean 	<ul style="list-style-type: none"> • Listen to staff /volunteer directives • Be positive and courteous • Dress for school events • Keep it safe • Keep it clean
Integrity	<ul style="list-style-type: none"> • Lead by example • Own your behavior • Academic honesty • Report concerns/issues to staff/volunteers 	<ul style="list-style-type: none"> • Lead by example • Own your behavior • Use passes for intended purposes • Report concerns/issues to staff/volunteers 	<ul style="list-style-type: none"> • Lead by example • Own your behavior • Report concerns/issues to staff/volunteers 	<ul style="list-style-type: none"> • Lead by example • Own your behavior • Report concerns/issues to staff/volunteers
Teamwork	<ul style="list-style-type: none"> • Respect others and their opinions • Help and include one another • Participate in class and activities • Keep it clean 	<ul style="list-style-type: none"> • Make everyone feel welcome • Be aware of others' needs • Wait your turn and be courteous • Keep it clean 	<ul style="list-style-type: none"> • Model positive behavior • Remain seated on bus • Keep it clean 	<ul style="list-style-type: none"> • Represent Houghton positively • Support participants • Make everyone feel welcome • Model positive behavior



Houghton High School

GRIT Remote Learning Behavior Expectation Matrix

Goals	<ul style="list-style-type: none"> ● Set aside time each school day to spend on classwork ● Check your school email and Google Classroom ● Complete and turn in assignments on time ● Make time each day to do things you enjoy
Respect	<ul style="list-style-type: none"> ● Mute your microphone when not speaking during online meetings ● Take turns commenting during online meetings ● Follow all regular school rules ● Display/share school appropriate content
Integrity	<ul style="list-style-type: none"> ● Turn in your own work ● THINK before posting <ul style="list-style-type: none"> ○ Is it True? Helpful? Inspiring? Necessary? Kind? ● Ask permission to record sessions or take screenshots ● Report concerns/issues to staff ● Only teacher invited members should participate in sessions
Teamwork	<ul style="list-style-type: none"> ● Actively participate ● Support classmates who might need assistance ● Email teachers when you need help

STUDY HALL EXPECTATIONS

1. The study hall is to be used for study purposes only. No other activities are acceptable unless by special permission of the teacher.
2. Teachers will create 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 student. Exceptions are considered for daily library passes from the study hall.
3. 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.

4. Students going to the library will leave as a group, go directly to the library, and remain there for the duration of the hour.
5. Students going elsewhere for tutoring must first report to study hall for attendance.
6. Only one student at a time will be permitted to leave with a hall pass.

ATTENDANCE POLICY

Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. Strong attendance is a foundation for success. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student’s control prevents attendance. You are responsible for tracking your own attendance through Power School.

Excused Absences

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 Attendance Line, available 24 hours a day, at **482-0450 (and follow the prompts)**. The call may be made at any time; however, in order to excuse the absence, the call must be made BEFORE noon on the day of the absence. **WE WILL NOT ACCEPT NOTES OR CALLS TO THE OFFICE. YOU MUST CALL THE ATTENDANCE LINE TO EXCUSE AN ABSENCE.**

Each marking period, students need to make up time after (5) excused absences (i.e., “sick days”) in any class without a grade penalty, provided you complete any make-up work as prescribed by your teacher. It is your responsibility to request make-up work from your teacher and to complete the work in a timely fashion. (NOTE: You will not be permitted to “bank” days for a future marking period, but time may be made up in advance of a planned absence.) ***Although (5) excused absences are permitted per marking period, understand that chronic absenteeism is defined as missing 10% or more of school. Using all (5) excused absences in a marking period falls within being chronically absent. This puts the student at risk for falling behind academically, displaying social and behavioral problems, and dropping out of school. Excused absences should not be viewed as “vacation” days that a student should “use them or lose them.” Good attendance is essential for the academic success of a student!***

What is the consequence for excused absences?

Upon each excused absence after five, your grade in that class will be lowered by 3.3% for the marking period.

How are excused absences made up?

You can avoid the grade penalty by making up time outside of the regular school day. Teachers have the authority to establish policy regarding make-up time in their classes. When you have more than five excused absences in any class, you must first consult with your teacher. If there is no specific classroom policy regarding make-up time, you may attend one 30-minute Study Hub make-up session for each class period missed beyond five. All time must be made up within two weeks of the 6th and subsequent excused absences. In some cases (for instance, if you need to make up an absence which occurred during the last three days of the marking period) you may be permitted to make up time during the next marking period.

Make-up sessions are held daily in the Study Hub from 7:30-8:00am, 12:03-12:33pm, and 3:30-4:00pm. You will be expected to work on your assigned make-up work during the session. If you are not focused on academics during the make-up session, the supervising adult can ask you to leave, resulting in the session not counting towards make-up time.

Medical Exemptions

Medical exemptions 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 a diagnosis and prognosis, as well as an explanation of how much school was missed due to the illness. Such cases will be reviewed by an administrative committee at your parent’s request. Your parent/guardian must initiate the request prior to or on the day of your return to school. **A doctor’s note does not necessarily mean your absence will qualify for a medical exemption. Medical exemptions will not be made for doctors’ appointments or short-term (less than five days) illnesses.**

Sanctioned Absences

Absences are “sanctioned” when you are in school, but not in class because you are participating in a school activity. There is no penalty for sanctioned absences; HOWEVER, you will be held responsible for any work you miss and must make it up according to the teacher’s specifications.

Unexcused Absences

The following situations constitute unexcused absences:

- A. Absences not approved by your parent or guardian are unexcused.
- B. If you leave the building during the school day without signing out in the office, you will be unexcused. If you need to go to your car for any reason during the school day, you **MUST** get permission from the office or 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 a class without a valid pass, it will be counted as an unexcused absence.
- E. If you leave class without permission for any amount of time, it will be counted as an unexcused absence.
- F. Three tardies in any one class will equal one unexcused absence. (Does not apply to unexcused absence rule in athletic code). Each tardy in excess of three in any one class will equal one unexcused absence.
- G. If you leave campus (or attempt to leave campus) during the lunch period, it will be counted as an unexcused absence for the entire day. Three hours of make-up time will be required to redeem the whole day, regardless of your schedule.
- H. An unexcused absence in a study hall will result in an unexcused absence for the entire day. Three hours of make-up time will be required to redeem the whole day, regardless of your schedule.

What is the consequence for an unexcused absence?

Each unexcused absence per marking period per class will result in your grade being lowered in that class by 3.3%. It is at the teacher’s discretion to allow you to make up any assignments or tests missed during an unexcused absence.

How are unexcused absences made up?

Unexcused absences, including those resulting from tardies, may be made up by special arrangement only. Such arrangements must be made with Mr. Klein or Mrs. Palosaari. *One make-up session for one unexcused absence is 45 minutes. One make-up session for a tardy is 30 minutes. **These make-up sessions are to be done before school, during lunch, or after school in the office (NOT in the Study Hub).***

DEFINITION OF TARDY: A “tardy” is any time you report to any class less than ten minutes after the second bell. After ten minutes, it becomes an absence. ***Tardies are never “excused.” If you are late for a class, even for first hour, you will be marked tardy, regardless of the reason that you are late.***

There is one exception to the above tardy definition, and that is when a student has a valid pass. A valid pass is written by a school authority, such as the principal or a teacher, and must be completely filled out in order to be considered valid.

NOTE: Suspensions, whether in or out of school, are not regarded as absences.

POLICY ON CHEATING AND PLAGIARISM

PLAGIARISM:

Plagiarism is a form of robbery. If you copy someone else’s work and call it your own or neglect to give proper credit or citation, it is plagiarism. This includes quoting, paraphrasing, condensing, cutting and pasting, or using any part of another’s work without giving proper credit. Plagiarism includes published and unpublished sources. 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.

CHEATING:

Otherwise known as “Academic Dishonesty,” cheating is the actual or attempted practice of fraudulent or deceptive acts intended to gain an unearned academic advantage either for yourself or someone else. Such acts include, but are not limited to:

- Consulting or being in possession of resources (written, electronic, etc.) during a testing situation, which are not allowed by the teacher.
- Copying someone else’s work or having someone do it for you.
- Stealing or arranging for the theft of an exam, test, or quiz.
- Reviewing a copy of an exam, test, or quiz, or getting answers from someone who took it before you. Also giving or receiving answers to someone before the test.

COLLABORATION:

The HHS 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:

- 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.

- 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.
- 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. Do not just assume that because you are in a group, you can sit back and have the other members do all the work.

CONSEQUENCES FOR CHEATING/PLAGIARISM:

The following progression of consequences will be applied for each incident of cheating or plagiarism within a school year and is not intended to be cumulative from year to year.

- 1st Offense:
 - Student will receive a grade of "zero" on the work. Parents will be asked to attend a conference (either in person or on the phone) with the teacher/principal/student affairs coordinator.
- 2nd Offense:
 - Student will receive a grade of zero on the work and up to three days in-school or out-of-school suspension. The marking period grade will be 70% of the final percentage earned. For example, if a student earns 80% for the marking period, his/her percentage would be (.7 * 80%) 56%. Parents must participate in a conference with the teacher and an administrator before the student will be permitted back in class.
- 3rd Offense:
 - Student will receive a failing grade for the semester in the class in which the cheating occurred. Further consequences may be imposed.

STUDENT RIGHTS: Nothing in this policy statement is intended to deny students who come within its scope full access to due process, including the right to be informed of the charges against him or her, to be informed of the nature of the evidence supporting such charges, to have a meeting at which time statements and evidence in his or her own behalf may be submitted, and to appeal any decision resulting from such meeting through appropriate channels.

DISCIPLINE POLICY

Though we expect students to follow our positive behavior support system, it may be necessary to outline certain discipline procedures. You are expected to conduct yourself in a dignified, respectful manner in all of your school affairs. The first level of authority regarding behavioral expectations and consequences is at the classroom level. This includes teachers, substitutes, and teacher aides. You are also expected to accept and follow instructions from every adult employed by Houghton High School. This includes custodians, bus drivers, lunchroom workers, and secretaries. Insubordination to this authority sends you to the second level of authority, which is the principal's office.

The Discipline Rubric is a general guide to the action that will be taken. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered. In cases of theft or vandalism, the student will be required to make restitution. Where state or federal laws have been violated, the police may be involved. Offenses that are not listed will be at the discretion of the administrator or student affairs coordinator handling the situation. Any time you are disciplined by being sent out of class you must report to the Principal's Office immediately. Failure to do so will result in an unexcused absence. Most of these undesirable behaviors will disqualify a student from membership in the NHS and eligibility for leadership positions within the school.

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.

	Undesirable Behaviors	First Offense Suggested Consequences	Second Offense Additional Consequences	Third Offense Additional Consequences
Level 1	<p>(Mildly Improper) 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. Bullying, Disrespect, Pass Violation, Dress Code, Insubordination, Cell Phone, Classroom Disruption, Lying, Public Display of Affection, Possession of Electronic Devices, School Rule Violation</p>	<ul style="list-style-type: none"> • • • Warning • Apology • Lunch Detention • Attendance • Redemption • Confiscation – 1 day • Pass Restriction 	<ul style="list-style-type: none"> • • Parent Notification • Apology • Attendance • Redemption • Lunch Detention • In/Out of School Suspension • Confiscation – 1 Week • Pass Restriction 	<ul style="list-style-type: none"> • Parent Notification • Apology • Attendance • Redemption • Multiple Detentions • In/Out of School Suspension • Confiscation – 1 Month • Pass Restriction Continued
Level 2	<p>(Seriously Improper) 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. Bus Misconduct, Academic Dishonesty, Technology Violation (including pictures or videos of student/staff without consent), Damage to Property, Hitting/Pushing, Harassment (verbal, physical, sexual), Bullying, Profanity, Reckless Driving, Theft < \$10.00.</p>	<ul style="list-style-type: none"> • • Parent Notification • Warning • Detention • In/Out of School Suspension • Restitution • Technology Restriction -2 Weeks 	<ul style="list-style-type: none"> • • Parent Notification • Detention • In/Out of School Suspension • Computer Restriction – one Month • Restitution • <i>Conference with Principal</i> 	<ul style="list-style-type: none"> • • Parent Responsible for own • Transportation • Detention(s) • Suspension(s) • Computer Restriction – 1 semester • Restitution • <i>Conference with Principal</i>
Level 3	<p>(Severely Improper) 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. Vandalism, Theft >\$10.00, Tobacco/Alcohol Possession/Consumption (see also tobacco section in handbook), Physical Assault, Student on Adult Assault, Possession or use of Illicit Drugs, Prescription Medication, or Drug Paraphernalia, Bomb Threat, Sexual Assault, Weapons Possession, Extortion</p>	<ul style="list-style-type: none"> • • • • Parent Notification • Restitution • Detention(s) • Police Referral • Suspension (1 – 180 days) • Expulsion – State Mandate 	<ul style="list-style-type: none"> • • • • Parent Notification • Restitution • Detention(s) • Police Referral • Suspension (1 – 180 days) • Expulsion – State Mandate 	<ul style="list-style-type: none"> • • • • Parent Notification • Restitution • Detention(s) • Police Referral • Suspension (1 – 180 days) • Expulsion – State Mandate

MICHIGAN LAW PA 328 (WEAPONS)

No weapons of any sort may be brought to Houghton High School. If you are found in possession of a 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. Do not even leave your hunting weapons in your vehicle when you drive to school! 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 will expel/suspend 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 which 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.

TOBACCO

The Board prohibits the use or possession of tobacco products 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 is a violation of this rule. Any student who is with another student when smoking occurs may also be suspended.

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. Depending on the situation, law enforcement may be contacted.
 - **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. Depending on the situation, law enforcement may be contacted.
 - **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. Depending on the situation, law enforcement may be contacted.
- **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. 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 an 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.

IN-SCHOOL RESTRICTION

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 prove 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 #4 below). In-school restriction helps a student who is being disciplined to remain caught up on his/her schoolwork.

Expectations:

- All school guidelines are in effect during the restriction.
- Students may not sign out of school during their restriction for any reason.
- 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.
- 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.
- Parents will be notified by phone and/or in writing when a student is to be restricted or suspended from school.

SEARCH & SEIZURE

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. 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, athletic bag) and a student's vehicle 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 properly conducted search yields illegal or contraband materials, such findings shall be turned over to legal authorities.

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 the basis for imposing student discipline. If criminal conduct is recorded, a copy of the video may be provided to law enforcement personnel.

CLOSED CAMPUS

Houghton High School is a closed campus facility. This means that you must stay in the building from the time you arrive until you are dismissed. During lunch periods, you may use designated outdoor areas.

Students who attend classes during the school day at other facilities must sign out in the office before exiting the building.

- **Please Note:** Students who need to leave school because of illness are required to call their parents prior to their departure. A member of the principal's office staff must speak to the parent. Permission to leave campus during the school day, including the lunch period, will be granted only for medical or dental appointments, family emergencies, personal illness, and legal obligations. Even with said permission, you **MUST** sign out in the principal's office before leaving the building. Failure to do so will result in an unexcused absence. Students leaving the building without permission will be considered absent, unexcused.

BOOK BAGS AND BACKPACKS

Backpacks are not permitted in the classrooms or the lunch room/commons area without special arrangement. We ask that you use your locker to store books and other personal items.

DRESS AND GROOMING

A High School education is about more than learning academic content. At Houghton High 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 High 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 High 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.

1. All students must be covered completely from mid-thigh to top of chest in non-see-through materials (extend up to or beyond fingertips when arms are at rest).
2. The front and back of a shirt (or top of any kind) must be connected over the shoulders or upper arms.
3. Clothing must cover all undergarments.
4. Winter jackets are prohibited from being worn in class.
5. Hats, hoods, and head covering (except those worn for religious purposes) are not allowed.
6. Clothing must be free of obscene or inappropriate words and/or logos.
7. Clothing must be free of any "hate" messages or symbols.
8. Clothing must not create a distraction to the learning environment.

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 High 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.

SEXUAL HARASSMENT AND INTIMIDATION / SEXUAL ASSAULT

The above mentioned sexual offenses have no place in the school setting and will not be tolerated. Sexual harassment/sexual assault consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment/assault and related grievance procedures may be obtained from the superintendent's office. Reports of sexual harassment/assault should be made to the building principal or to the School Counselor who has been designated as the school's sexual harassment grievance officer.

CELL PHONE/ELECTRONIC DEVICE POLICY

- Cell phones/electronic devices may be used prior to 8:00 a.m., during passing time between classes, at lunch, and after 3:30 dismissal.
- Cell phones/electronic devices must be turned off and stowed during class time unless directed otherwise by a school employee.
- Cell phones/electronic devices CANNOT be used in any bathroom or locker room.
- **Taking pictures or videos of a student or staff without their consent or knowledge is a violation of privacy and will be treated as a seriously improper "Level 2" behavior on the Discipline Rubric.**
- Cell phones/electronic devices may be used in designated areas only during lunch.
 - The designated areas are as follows:
 - Lunch Room
 - Commons Area
 - Area in front of the auditorium
 - **Use of cell phones/electronic devices outside the designated areas during lunch will result in consequences under the cell phone/electronic device 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/ electronic device during make-up time, in-school suspension, or detention, the time served will not apply.

CELL PHONE/ELECTRONIC DEVICE POLICY 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 school, the phone/device will be confiscated, stored securely in the High School Office, and the following consequences will be put into place:
 - **First Offense:** The phone/electronic device will be returned to the student at the end of the school day.
 - **Second Offense:** The phone/electronic device will only be returned to a parent/guardian.
 - **Third Offense and Beyond:** The phone/electronic device will only be returned to a parent/guardian. Further consequences may include up to suspension.
- If a student refuses to relinquish his/her cell phone/ electronic device 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/ electronic device policy will be issued a suspension.
- 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/device 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 it is a family member texting or calling you during a test or quiz!!**
- Students using cell phones/ electronic devices to harass or intimidate, or engage in "sexting" will be referred to law enforcement.

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.

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, the rationale for the action, and the conditions of the termination.

Parents shall be immediately notified by phone or personal contact when a student is to be 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(s) or guardian stating the charges, reasons and conditions of the suspension. The superintendent shall be notified of any suspension. Appeal procedures shall include:

1. The principal's decision, in cases of short-term suspension (less than 10 days), shall be final. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his/her action within two school days from the date of the conference.
2. In reference to long-term suspensions (10 days or more), the parents may appeal such decisions to the superintendent of schools within 5 school days from the principal's decision. The superintendent shall affirm or modify the decision of the principal within 2 school days from hearing the appeal.
3. The Superintendent's decision may be appealed to the Board of Education within 5 school days of such decision.
4. The Board of Education shall schedule a hearing within 10 school days and shall notify the 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.

COUNSELING CENTER

Counseling services at Houghton High School are offered on a voluntary basis and are developed around three areas: Educational, Personal, and Career/Technical.

Personal counseling is a face-to-face meeting between a student and a counselor where the problem of the student is presented and a solution is sought. The relationship between the counselor and student is one of strict confidence, and it is often this confidence that allows problem areas to come to the surface.

Information services concerning colleges, universities and trade schools are available to students through the Counseling Center.

The counselor will make every effort to find career and educational information desired by the students. Individual interviews combined with interest inventories are available to the students to aid them in making intelligent career choices.

TESTING SERVICE

Typical test schedule: (R) Required (V) Voluntary

GRADE

9 (R)	PSAT 8/9
10 (R)	PSAT 10
11 (V)	PSAT/NMSQT (Reading, Written Language, Math)
11 (V)	Armed Services Vocational Aptitude Battery (ASVAB)
11 (R)	Michigan Merit Exam* (Reading, Writing, Math, Science, Social Studies)

*The Michigan Merit Exam (MME) will be given to all juniors.

- SAT (Reading, Written Language, Math)
- Michigan Components (M-STEP – English/Language Arts, Math, Science, Social Studies)
- ACT Work Keys

DRIVING TO SCHOOL

If you plan to drive to school, you must register your vehicle in the principal's office. You will not be allowed to park non-registered vehicles in the school parking lot. The front parking lot near the flag pole and Middle School entrance is entirely reserved for

employees and guests. In the lot behind the school, the first row of spaces along the side-walk are reserved for school employees. Students may park in all other spots. If you park your vehicle in an employee parking space, you will be asked to move it to a student parking space. When your car is parked in our lot, it is considered to be under the jurisdiction of Houghton High School and, like your locker, will be subject to search by administrators, given probable cause. It is understood that by driving your car to school and parking it in our lot that you are accepting this jurisdiction. You will not be granted access to your car or the parking lot during the school day. Violations of these regulations may result in the loss of your driving privileges. Snowmobiles are not permitted on school grounds.

USE OF TELEPHONE

In case of emergency, students will be permitted to use the telephone in the high 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 those students wanting to sign out of the building for medical appointments, illness, etc.

RECEIVING MESSAGES AND GIFTS

With the exception of parents/guardians or permission from the principal, no packages, gifts, or goods of any kind will be accepted for delivery to any student. This includes food delivery for lunch-time. Such items, if delivered to the school, will be retained in the school office, and may be picked up after school. The school will assume no liability for any such items lost or misplaced. Telephone messages from parents/guardians will be delivered to students when possible. No other messages will be taken by our school secretaries.

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. The outsides of the lockers are not to be decorated or written upon. Any type of adhesives, including tape or stickers are not permitted on the inside or outside of the lockers.

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.

POSTING OF ITEMS IN HALLWAYS, LOCKERS, ON WALLS (OR ELSEWHERE):

No materials are to be posted to the exterior locker.

If you wish to post appropriate material in our hallway or on bulletin boards the item(s) must be approved by the principal.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

EMERGENCY DRILLS

Emergency drills are required by law and are an important safety precaution. It is essential that, when the first signal is given, everybody obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Please remain out of the building until directed to return.

BIRTH CERTIFICATES

Public Act of 1984, 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. Please contact the principal's office for further information.

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 parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is 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.

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:

- 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.

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.

You have two weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information.

MEDICAL AUTHORIZATION

A parental signature will permit school district personnel to administer first aid and/or medication. First aid may consist of, but not be limited to, applying first aid cream, bandages or slings, and cold compresses.

Taking medications during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

ELECTRONIC RESOURCES POLICY

Student Computer, Network, and E-Mail Acceptable Use

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 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.

I have read the Student Computer, Network, and E-Mail Acceptable Use Agreement. I agree to comply fully with the agreement. I understand that if I violate it my account may be terminated, and I may be subject to other disciplinary measures.

While efforts are in place to protect the system, Houghton-Portage Township Schools makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district is not responsible for any damages a user suffers, including but not limited to, loss of data or interruptions of service. Because data enters from multiple sources, the district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district is not responsible for financial obligations arising from the unauthorized use of the system, including the purchase or products or services.

EXTRACURRICULAR ACTIVITY CODE

We believe that participation in extracurricular activities can be a valuable component of your high school education. We also believe that academics come first, and extracurricular activities 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 this code.

Academic Eligibility

Semester Eligibility

A student who fails to pass five (5) subjects with a “D-“ or better at the end of any semester will be ineligible for the first 61 days of the following semester.

A student with any grade of “Incomplete” at the end of any semester will be ineligible until the school accepts the credit.

A student entering 9th grade for the first time may participate without reference to their 8th grade records.

Weekly Eligibility

Any student who is seriously deficient (D- or E) in two (2) or more classes will be ineligible.

Eligibility is determined each week, from the beginning of the semester. Eligibility checks are done every Thursday, no later than 3:00 p.m. Students who are determined to be ineligible will remain so from 8:00 a.m. Monday until 8:00 a.m. the following Monday.

If you are academically ineligible, you will be allowed to practice with your team or group, but you will not travel with your team, suit up or sit on the bench at games, etc. You will be a spectator only.

An ineligible student can become eligible again on the first Monday following a satisfactory Thursday eligibility check.

Other Rules

1. Students must attend at least half the school day in order to participate in an extracurricular event that day. (Note: This rule allows a student to keep a doctor’s appointment without losing participation privileges.)
2. Students serving an out-of-school suspension will also be suspended from participation in extracurricular activities for the length of the suspension. This rule applies to the days of suspension, including evenings.
3. Students in violation of our Cheating/Plagiarism Policy will be ineligible for the next event.
4. Students shall not possess, use, sell, distribute or otherwise provide alcoholic beverages, tobacco products, or illicit drugs, including anabolic steroids and look-alike drugs. Additionally, students shall not be involved in any other criminal activity, including but not limited to theft, vandalism, assault, arson, breaking and entering, or any felony.
 - a. First Offense: The penalty for a first violation of #4 will be suspension from extracurricular activities as determined by a disciplinary committee which will include administrators, teachers, parents, and students (where appropriate).
 - b. Second Offense: Up to and including suspension from all extracurricular activities for one year from the date the penalty is imposed, or even permanent loss of eligibility depending on the severity of the offense.
 - c. Third Offense: Up to and including permanent loss of eligibility.

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.

SPORTSMANSHIP

Anytime you attend or participate in a school event you represent yourself, your family, your school and your community. At athletic events, be enthusiastic without being negative, whether in our building or visiting another school. You are required to remain at home sports events and will not be readmitted after leaving.

At school assemblies, be respectful and appropriate in your behavior. Obnoxious, offensive behavior has no place at school events and may result in disciplinary action.

ATHLETIC CODE (REQUIRED FOR PARTICIPATION)

Those students interested in Houghton High School Athletic Programs must contact the Athletic Office to read and sign our Athletic Code of Conduct. Parents are also required to read and sign the Athletic Code of Conduct. If you have questions please contact John Sanregret (Athletic Director). Phone: 906-482-0450, ext. 1070. Email: jsanregret@hpts.us

POWER OF THE BOARD

The Houghton-Portage Township School Board of Trustees has the authority to control athletic 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 athletics of any student. The Houghton-Portage Township School District Board of Education, its administrators and staff review behavior and performance of participants engaging in the school athletic 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 athletics and desires to provide equitable access to all students. This code of conduct is intended to help promote the care, welfare, and safety of students involved in athletics.

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 Mr. Aldrich in the high school principal's office [906-482-0450] to inquire about evaluation procedures and programs.

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
[\(906\)482-4871](tel:9064824871)

Sara Marcotte
Business Manager
Civil Rights Coordinator

Cole Klein
Principal, Houghton High School
District's 504 Compliance Officer/ ADA Coordinator

[\(906\)482-0451](tel:(906)482-0451)

Anti-Harassment Compliance Officer

[\(906\)482-0450](tel:(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.