Houghton Middle School

2026-2027 Student Handbook

Approved by the Board of Education - 8/17/26

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.

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

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

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

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

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 (GRIT).

HPTS MISSION STATEMENT: We deliver transformative education to equip and empower all students to achieve.

$E^3 = A$

HPTS VISION STATEMENT: Houghton Portage – a top performing inclusive school community where our students acquire confidence and capability to adapt and succeed in an ever changing world!

Table of Contents

Important Information 6
2026-2027 District Calendar 7
2026-2027 Daily Schedule 8
Emergency School Closing Procedures 9
Notice of Non-Discrimination 10
Examples of Unlawful Harassment 11
Section I: District-Wide Policies and Procedures **7**
Attendance 7
Absences due to illness 7
Planned absences 7
Students are expected to: 7
Books and Supplies 8
Bulletin Boards 8
Bullying 8
Cafeteria Rules 8
Cell Phones and Other Wireless Communications Devices 14
Cheating, Plagiarism, and Academic Dishonesty 15
Children's Protective Services Investigations 16
Classroom Behavior 16
Closed Campus 16
Communicable Diseases 16
Concussion Protocol 16
Damage to School Property 17
Dress and Grooming 17
Dress Code 17
Emergency Contact Information 18
Fees 18
Food Services 18
Field Trips 18
First Aid, Illness, or Injury at School 18
Head Lice 19
Homeless Children and Youth 19
Immunizations 19
Law Enforcement Interviews 20
Limited English Proficiency 20
Locker Use 20
Lost and Found 20
Media Center 21
Medication 21
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers 21
Parent Involvement in Education 21
Parties 21
Playground/Recess Rules 22
Protection of Pupil Rights 22
Public Display of Affection 22

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

Rights of Custodial and Non-Custodial Parents 22
Search and Seizure 22
Student Education Records 23
Right to Request Explanation or Interpretation 23
Right to Request Amendment of Education Records 23
Directory Information 23
Address Confidentiality Program 24
Technology 24
Threat Assessment and Response 24
Transportation Services 25
School Vehicle Rules 25
School Vehicle Misconduct Consequences 26
Video Surveillance and Photographs 26
Withdrawal From School 26
Section II: Academics **27**
Academic Awards 27
Dropping or Adding a Class 27
Dual Enrollment 27
Grades 28
Homework 29
Placement 29
Students with Disabilities 29
Summer School 29
Testing Out 29
Work Permits 30
Section III: Student Clubs, Activities, and Athletics 31
Extracurricular Activities 31
Student-Initiated Non-Curricular Clubs 31
Transportation To/From Extracurricular Activities 31
Section IV: Discipline and Code of Conduct 32
Discipline Generally 32
Forms of School Discipline & Applicable Due Process 32
After-School Detention 32
Saturday School 32
In-School Suspension 32
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher 33
Removal for 10 or Fewer School Days 33
Removal for More than 10 and Fewer than 60 School Days 33
Removal for 60 or More School Days 34
Student Code of Conduct 34
Section V: Building-Specific Rules and Procedures **38**
Appendix A: Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act) **41**
Appendix B: Anti-Bullying **42**
Appendix C: Parent Involvement in Education **43**
Appendix D: Protection of Pupil Rights **44**

Appendix E: Directory Information and Opt Out Form **45**
Appendix F: Acceptable Use Agreement **46**
Appendix G: Athletic Code of Conduct **47**
Appendix H: Concussion **66**
Appendix I: Sexual Harassment And Sexual Assault Information Guide **67**

District Website

hpts.us

Board Policies

Board Policies are available at: policies

Addresses

Houghton Middle School

1603 Gundlach Rd

Houghton, MI 49931

Contact Information

HPTS: (906)482-0450

Administration

Superintendent: Anders Hill

Middle School Principal: Julie Filpus

Athletic Director: Rob Fay

High School Principal:Tiffany Scullion

Student Affairs Coordinator: Steve Lishinski

Elementary School Principal:Cole Klein

Elementary Student Affairs Coordinator:Patrick Aldrich

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

2026-2027 District Calendar

Tuesday, September 1	Teacher In-Service Day
Wednesday, September 2	Teacher In-Service Day
Tuesday, September 8	First Day of School – Full Day
Friday, October 9	No School for Students In-Service Day
Thursday, November 12	Parent Teacher Conferences 1-3 & 5-7 p.m. Half Day for Students
Friday, November 13	Parent Teacher Conferences 1-3 p.m. Half Day for Students
Wednesday, November 25 Thursday, November 26 Friday, November 27	No School for Students Full Day In-Service Thanksgiving Recess NO School Thanksgiving Recess NO School
Monday, December 21 – Friday, Jan. 1	Winter Recess NO School
Thursday, January 21 Friday, January 22	Half Day for Students - Records Day Half Day for Students - Records Day
Friday, February 12 Monday, February 15	No School for Students Full Day In-Service No School Mid-Winter Break
Friday, March 12	No School for Students In-Service Day
Friday, March 26 - Friday, April 2	Spring Break NO School
Monday, May 31	Memorial Day NO School
Wednesday, June 9	Half Day for Students – Records Day
Thursday, June 10	Half Day for Students Last Day of School - If no make-up days are required
Friday, June 11	Records Day – NO Students

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

2026-2027 Daily Schedule

2026-2027 Daily Schedule

7th & 8th			6th Grade	
Hour	Time Interval		Hour	Time Interval
1st	8:10 - 9:06		1st	8:10 - 9:06
2nd	9:11 - 10:05		2nd	9:11 - 10:05
3rd	10:10 - 11:04		STAR A	10:05 - 10:31
Lunch	11:04 - 11:34		3rd	10:36 - 11:30
4th	11:39 - 12:33		Lunch	11:30 – 12:00
5th	12:38 – 1:32		STAR B	12:02 - 12:33
6th	1:37 – 2:31		5th	12:38 – 1:32
7th	2:36 – 3:30		6th	1:37 – 2:31
			7th	2:36 – 3:30

Late Start Schedule

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

School staff will supervise students on school grounds 10 minutes before the school day begins. **Unless students are participating in a school activity, school staff will not provide supervision before 8:00 am or after 3:30 pm.**

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

Emergency School Closing Procedures

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

- parent listserv email
- one-way text message via PowerSchool
- District Website
- Keweenaw Report
- Upper Michigan Source
- local radio stations

If inclement weather or an emergency occurs during the school day, please check the above sources for possible early dismissal information. If an early dismissal becomes necessary, all after-school functions are canceled.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Julie Filpus, Principal, Houghton Middle School
1603 Gundlach Rd, Houghton, Michigan 49931
(906)482-0450
jfilpus@hpts.us

Designated Title IX Coordinator
Tiffany Scullion, Principal, Houghton High School

1603 Gundlach Rd, Houghton, Michigan 49931

(906)482-0450

tscullion@hpts.us

Designated Section 504 Coordinator
Anders Hill, Superintendent, Houghton Portage Township Schools

1603 Gundlach Rd, Houghton, Michigan 49931

(906)482-0450

ahill@hpts.us

Designated Civil Rights Coordinator/Employment Compliance Officer
Sara Marcotte, Business Manager
1603 Gundlach Rd, Houghton, Michigan 49931
(906)482-0450
smarcotte@hpts.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at this link.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

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

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

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, parent/ guardian must report that absence by calling the district 906-482-0450 and following the prompts for the middle school attendance line. 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 THE ATTENDANCE LINE TO EXCUSE AN ABSENCE. We will not accept notes or emails.

If a student arrives late, the student must check in at the office. A student may only leave school early if the student's parent notifies the office.

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

Excused absences are those approved by your parent or guardian, such as for an illness, medical appointment, or a family trip.The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

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

Students who arrive to class after the bell (or are not prepared for class per their teachers expectations) are considered tardy. Three tardies is equal to one lunch detention. Students who arrive to class within the first 10 minutes after the bell are considered tardy. Students arriving to class 10 minutes or more after the bell are considered unexcused absent.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.A student who is absent due to illness has as many days for each day of absence to complete missed assignments.

Planned absences

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

Students are expected to:

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

For more information, see Policy 5301.

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cafeteria Rules

- Lunches will be eaten in the multi-purpose room or other designated area. 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.
- Students are to remain in the lunchroom, commons area or gymnasium until dismissed.The library may be open for student use during the lunch periods.
- Restaurants may not make deliveries to the school.

Cell Phones and Other Wireless Communications Devices

Students may not use Wireless Communications Devices on school grounds from the time they arrive at school until dismissal at 3:30 PM. If brought to school, all devices must be turned off and securely stored in the student's locker during school hours.

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

"School grounds" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
- required by a student's Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student's locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

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

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

If a student is using a device during a non designated time/ location, the following consequences apply:

- 1st Offense - Student can get their device back at the end of the day
- 2nd Offense - A parent or guardian must pick up the device from the middle school office (Office hours 7:45 am - 4:00 pm)
- In addition to the above consequences, using a cell phone during a test/ quiz will result in a zero for the grade.
- In addition to the above consequences, students using an electronic device to be mean/harass/ bully others, will be subject to further discipline.

Cheating, Plagiarism, and Academic Dishonesty

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

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

- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

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

Communicable Diseases

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

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

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

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District

will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

Tops must have straps or sleeves with a minimum width of 1", and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing must cover undergarments. Clothing may not display material that:

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

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

Emergency Contact Information

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

Fees

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

Food Services

Students that qualify for free and reduced lunch are encouraged to do so. This benefit helps ensure that all children eat breakfast and lunch. Studies have proven that eating breakfast and lunch increases mental, physical and emotional productivity. Forms are available online at www.lunchapp.com and all district offices.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

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

principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

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

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

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

Homeless Children and Youth

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

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

Tiffany Scullion, Principal, Houghton High School

1603 Gundlach Rd, Houghton, Michigan 49931

(906)482-0450

tscullion@hpts.us

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

Immunizations

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

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

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

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

Locker Use

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

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

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

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

Lost and Found

All lost and found items are to be taken to to the middle school office or the designated PE bin. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

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

Medication

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

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

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff

during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow classroom rules during recreation and lunch time when outdoors.

Students who violate these rules may be disciplined.

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

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any

illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

a. student names, addresses, and telephone numbers;
b. photographs and videos depicting a student's participation in school-related activities and classes;
c. date and place of birth;
d. major field of study;
e. grade level;
f. enrollment status (e.g., full-time or part-time);
g. dates of attendance (e.g., 2023-2027);
h. participation in officially recognized activities and sports;
i. weight and height of athletic team members;
j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

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

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

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District’s Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

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

When in school vehicles, the following rules apply:

A. Students must promptly comply with any directive given by the driver.

B. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.

C. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.

D. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.

E. Students must remain seated and keep aisles and exits clear while the vehicle is moving.

F. Students may not throw or pass objects on, from, or into vehicles.

G. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

H. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.

I. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

J. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.

K. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.

L. Students must respect the rights and safety of others at all times.

M. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.

N. Students may not vandalize or intentionally cause damage to the vehicle.

O. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

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

School Vehicle Misconduct Consequences

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

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

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

Video Surveillance and Photographs

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

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

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

Withdrawal From School

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

SECTION II: ACADEMICS

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

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

Academic Awards

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

- Students must possess a B or better (3.0) average. E's and incomplete grades disqualify students.
- All classes in grades 7-8 will be counted including Band, Chorus and Encore classes. All 6th grade classes will be counted except the Encore classes.
- 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.

Dropping or Adding a Class

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.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- Enrollment eligibility;

- The institutions and types of courses in which students may enroll;
- The District's decision-making process for granting academic credits;
- An explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- An explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- Available support services provided by the District;
- The need to arrange an appropriate schedule;
- Consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- The effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- The academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

Grades

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.)

Report cards will be issued after quarter one. Semester and end of the year grades can be accessed through PowerSchool. Grades are calculated using the following 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

Homework

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

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

Placement

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

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Kristen Rundman, middle school counselor (krundman@hpts.us) or Julie Filpus, middle school principal (jfilpus@hpts.us)

Summer School

If summer school is not offered, insert this language: Summer school will not be offered for the 2026-2027 school year.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

Students entering the 8th grade have the option to test out of PE/Health. PE/ Health, taught in the 8th grade, fulfills Michigan Merit Curriculum requirements for high school graduation. If a student desires to "test out" of this course, they need to have a plan for what class they will take if they are successful. One might test out of PE/ Health because they plan on taking band and choir and want a study hall.

Newly enrolled students entering the seventh grade may take a math exam to determine placement in Math 7 or Accelerated Math. Newly enrolled students entering the eighth grade may take a math exam to determine placement into Math 8 or Algebra 1. Math placement will be determined by the principal and math department.

Work Permits

Information about work permits is available at the middle school office.

Section III: Student Clubs, Activities, and Athletics

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2026-2027 school year, the District offers the following student clubs, activities, and athletics:

- Math Team
- Yearbook Club
- SnowBots - First Tech Challenge
- Other clubs determined by student interest and principal approval

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix G) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Section IV: Discipline and Code of Conduct

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

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

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

Saturday School

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

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except

for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

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

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

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

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

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

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

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

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

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

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

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

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

Student Code of Conduct

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

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

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices will be used to address the behavior; and

G. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

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

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion

Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

- Core Curriculum Guide
- Deliveries to Students
- Drop Off and Pick Up
- Hall pass rules
- Homework Request
- Use of office phone
- Visitors

CORE CURRICULUM GUIDE

	English	**Science**	**Social Studies**	**Math**
6th	Language Arts 6	Life, Physical and Earth	World Geography	Math 6
7th	English 7	Life, Physical and Earth	Ancient World History	Math 7 or Accelerated Math 7
8th	English 8	Earth Science	Integrated United States History	Math 8 or Algebra 1 (For high school credit)

Mapping Out the Math Curriculum Grades 6 – 12

	Option 1	**Option 2**
Grade 6	Math 6	Math 6
Grade 7	Math 7	Accelerated Math 7
Grade 8	Math 8/Intro. to Algebra	Algebra
Grade 9	Algebra	Geometry
Grade 10	Geometry	Algebra II
Grade 11	Algebra II	Pre-Calculus
Grade 12	Math related course	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 M-STEP tests (Math and Reading) & FastBridge tests
3. End of Year Math 6 Assessment

A new student entering the district, wishing to take Accelerated 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.

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.

DROP OFF & PICK UP

Parents can drop their child(ren) off at the middle school entrance beginning at 7:45 am. All students must be picked up by 4:00 pm. Students remaining after school to loiter is unacceptable. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

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

HOMEWORK REQUEST

Daily homework assignments are posted on our website www.hpts.us for students in the sixth and seventh grades. Click on the Middle School link and select Homework.

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. .

USE OF OFFICE PHONE

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.

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

Appendix A: Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

3118 Title IX Sexual Harassment

Appendix B: Anti-Bullying

5207 Anti-Bullying Policy

5401 Parent Involvement in Education

Appendix D: Protection of Pupil Rights

5308-F Protection of Pupil Rights here

Appendix E: Directory Information and Opt Out Form

Form 5309-F-2 Directory Information and Opt Out Form

Appendix F: Acceptable Use Agreement

Forms 3116 F-2

Appendix G: Athletic Code of Conduct

Participation in Houghton-Portage Township School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

While our number one goal as a school district is to provide a sound academic experience for all our students, athletics provide unique opportunities for students to promote their mental, physical, social and emotional development.

By providing a strong athletic program, HPTS extends the privilege of enriching the mind and body to any student meeting district and Michigan High School Athletic Association (MHSAA) requirements. Like anything of value, it comes with responsibility. Athletes who comply with this code of conduct demonstrate a desire to dedicate themselves to self- improvement as well as to enhance the best interests of fellow teammates, coaches and school.

Athletic Director: Rob Fay

(906) 482-0450 ext. 1070

rfay@hpts.us

Available Sports

Basketball, Cross Country, Football,Track, and Volleyball

Roles and Responsibilities

Actions by coaches, student athletes, administrators, parents and the board of education are subject to the same standards and expectations as stated in board policy and the contractual agreement between the board and the teacher's association. The same expectations of teachers,as stated in these documents, is expected of coaches.

Student Athletes will:

- Come prepared to work at every practice where they are physically able.
- Accept the team rules as established by the coach and the athletic department.
- Attempt to communicate all questions and concerns with the coach in a timely fashion.
- Display a respectful attitude towards teammates, coaches, officials, spectators, and opponents at all times.

Coaches will:

- Abide by MHSAA coaching standards as stated in the MHSAA Handbook.
- Come prepared to practice daily.
- Make a strong effort to run a safe practice and competition area.
- Communicate important information (such as team expectations and important dates) to parents and administration.

Administrators will:

- Communicate to parents the “conflict resolution process.”
- Enforce the chain of command as outlined in the “conflict resolution process.”
- Review with coaches the expectations as stated in the team’s guidelines.

Parents will:

- Be supportive of not only their children, but of all competitors.
- Support team guidelines and goals.
- Abide by the guidelines noted in the parent welcome letter above.
- Communicate concerns directly to the coach while respecting the 24 hour “cooling off period.”

The Board of Education will:

- Recognize athletes and programs for academic and athletic success.
- Serve as an arbitrator in disputes that have exhausted the full grievance process.
- Enforce the chain of command as outlined in the “conflict resolution process.”
- Remain neutral by refusing all requests to become involved in a dispute before the superintendent has been notified and all steps in the “conflict resolution process” have been exhausted.

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes’ sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.

2. Schedule a time to speak with the coach, either via phone or in-person, at the coach’s discretion.

3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director’s discretion.

Through good communication, people feel valued and understood, even if complete agreement is not always reached. We are all concerned about the education of our students. Part of the process of growing up is learning to handle your own difficult

situations. If a conflict or misunderstanding between an athlete and a coach occurs, learning to resolve it is an important educational experience for the athlete. Parents should react slowly. Children tend to exaggerate at times, leave out part of the story, or present a skewed version of an incident. Parents should always seek more information before drawing conclusions. When a student successfully deals with difficult interpersonal conflicts, they learn and grow. Of course, a parent always retains the right to intervene on behalf of a child.

Student contacting the Source: The student should talk directly with the coach, in private, face- to-face, away from the practice site or game venue. A telephone call may be necessary to arrange an appointment. E-mail, voicemail, texts and letters are good methods for communicating information, but they are not as effective for communicating feelings, and concerns. By their nature they tend to distance coaches and athletes.

Parent Contacting the Source: Contact the coach to talk directly, in private, face-to-face, away from the practice site or game area. Making an appointment, sitting down and listening to both sides is far more productive in reaching a mutually satisfying resolution. Our coaches are expected and encouraged to meet with individual parents to discuss concerns that affect that parent's child, not to discuss other kids. Our coaches are not expected to meet with groups of parents to discuss issues of concern. Please do NOT attempt to confront a coach before or after practice or a contest. These can be emotional times for both the parent and the coach. Our coaches are NOT expected to endure yelling, verbal or physical abuse from parents. Please, help teach your child the skills of mature conflict resolution.

Concussion Protocol

Before allowing a student to participate in any athletic activity, the District will annually:

1. Provide state-approved educational materials on concussion awareness to each student and to the student's Parent; and

2. Obtain a statement signed by each student and respective Parent acknowledging receipt of state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712, including information on student removal from activity for possible concussion and return-to-play requirements.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.

2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).

5. Not engage in conduct that is unbecoming of student-athletes.

6. Maintain academic eligibility as required by the Michigan High School Athletic Association and the Houghton-Portage Township School District.

    ● Junior High: Every student athlete must be successfully passing all of the classes in which he/she is enrolled if he/she wishes to compete in interscholastic competition. This check will be done on a weekly basis, at the beginning of each week after each sports season begins. Student athletes who are failing one or more classes will not be allowed to compete in any interscholastic contest for a period of one week. The eligibility check following the week of ineligibility will need to show the student athlete is passing all classes they are enrolled in or the student will be ineligible to compete.

    ● *High School Criteria I* – All athletes, including athletes participating in club sports, with a D- or E in two or more classes will be ineligible to participate in games or travel to any away contents/events. Eligibility checks are performed weekly and will be based upon the current quarter scores. Students found to be deficient with their grades will be ineligible for the following week (Monday through Sunday). An ineligible athlete can become eligible again on the first Monday following a satisfactory eligibility check.

    ● *High School Criteria II* – MHSAA Eligibility. A student must pass 66% of his/her coursework (i.e., four out of six classes) each semester. If an athlete does not pass 66% of his/her coursework, the athlete will be prohibited from participating in any sports the following semester.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Additional Athletic Information:

Dual Sports

Generally, there is no right for an athlete to participate in more than one sport in a given season. For athletes who wish to participate in more than one sport in a single season, the following procedures must be followed:

- The coaches of both sports must consent to the athlete's dual participation;
- One of the sports must be a varsity level sport; and
- The athlete must designate one sport as his/her primary sport.

After completion of the above-mentioned process, a determination will be made regarding dual participation.

Equipment and Uniforms

Athletes are financially responsible for all school-issued equipment and uniforms and must reimburse the District for all destroyed, lost, or stolen items. Until such reimbursement is made, the athlete will be prohibited from:

- Participating in athletics during the next season;
- Receiving any season- or year-end athletics awards; and
- If applicable, participating in graduation.

School-issued warm-up clothing and/or jackets are to be worn for games and practices only and not as general clothing items at school. Similarly, game uniforms are to be worn only during games. School-issued uniform shirts and traveling suits may be worn to school on game days or as directed by the team coach. Athletes are prohibited from wearing any school-issued athletic clothing to school that does not comply with the District's dress code.

Transportation

To promote team camaraderie and the most efficient means of student supervision and safety, all athletes are expected and required to travel with their team to and from athletics events as provided unless otherwise excused by the activity sponsor or administrator.

Parental permission is required for students to ride home with anyone other than school provided transportation. This permission can be in writing, text, or email form. Students are only permitted to ride home with an adult and are not permitted to ride home with other students.

The Athletic Director can authorize students to drive to/from local events and practices as long as no school transportation is provided.

Attendance

Student athletes are expected to have regular and continuous attendance. Lack of attendance at school should be for reasons allowed by school regulations. Unless otherwise approved by the Athletic Director, Principal, or coach, if school is in session, athletes must attend school for the previous 3 continuous class hours prior to dismissal to be eligible to practice or play in an event on the same day. Absences due to professional and medical appointments must be accompanied by a written excuse from the appropriate office.

An unexcused absence from any class or study hall (even if the time is made up) may make a person ineligible for the next event or contest. (Note: this rule applies "in season" only. Once the first practice begins, we are "in season.") Leaving school without permission from the high school office is an unexcused absence. Always "sign-out" before leaving the building.

Athletes for whom the District's administrators determine absenteeism is a recurring issue may prohibit the athlete from participating in all District athletics.

Additional Eligibility (non-academic)

The District follows the athlete eligibility requirements as promulgated by the Michigan High School Athletics Association (MHSAA). A link to the MHSAA website can be found here. Any inconsistencies between this Athletics Handbook and the MHSAA eligibility requirements should be resolved in favor of the MHSAA eligibility requirements.

According to the Michigan High School Athletic Association (MHSAA), students who participate in interscholastic athletics must pass a physical examination before they will be allowed to participate in practices and competition. Physicals must be dated after April 15 of the previous school year. This form must be completed by a MD, PA, NP, or DO and returned to the school if an athlete plans to participate in any interscholastic sport during the school year. Forms for physicals can be found here. Hard copies are also available from the Athletics Office.

A Middle School student who competes in any interscholastic competition cannot be 15 years of age before September 1st of the current school year. A High School student who competes in any interscholastic competition cannot be 19 years of age before September 1st of the current school year.

Injury / Athletic Insurance

There are dangers and risks of playing or practicing to play any athletic events or contests. Participation may result in serious injury or physical disabilities that may affect the normal life- time activities, general health and well-being of participants. Every participant in athletics is required to report any injury to the coach at the time it occurs.

The MHSAA requires that students participating in interscholastic athletics be covered by some type of health insurance. The school will make available, through an independent carrier, a policy of secondary coverage (your insurance pays first, if you have insurance). If this insurance is not purchased, a statement of insurance coverage must be on file in the athletic office stating the name of the insurance company and policy number under which the athlete will be covered. Please report any changes in your insurance status as soon as possible.

Athletic Awards

The requirements/criteria for awarding athletic awards varies. The head coach of each individual sport should inform the athletes of the letter requirements. Senior athletic awards are presented only to those seniors who participate and letter in their senior year.

Play Time

While the District's coaches and administrative personnel believe it is important to broaden the experience of its athletes, and that such broadening is enhanced by playing time, the District's athletic program also strives towards excellence. Therefore, playing time decisions are within the discretion of the team coaches and the District does not intend to establish rules or regulations related to minimum per game playing time or minimum number of interscholastic competitions for its athletes.

Team Fundraising

All team fundraising activities must be in accordance with District/Board of Education Policies.

Discipline

Athletes are expected to behave in a manner that positively represents the District at all times, including while off school premises and during the summer. The Principal or his/her designee, or another school administrator, may suspend an athlete from participating in an athletic event when the athlete behaves in a manner that is detrimental to the image of the District.

Team Suspensions

When an athlete is serving a suspension from participating in an athletic event (but not suspended from school), the athlete is still required to attend all team practices and, unless excused, must be present at all home athletic events. The coach and the athletic

director will communicate expectations for attendance at away events on a case by case basis.

Subsequent or Concurrent Suspensions

If another suspension is imposed on an athlete while the athlete is already suspended, the consequences imposed for the second suspension will not be served until the consequences imposed for the first suspension have been fully served. If the consequences for a given offense are not served during the sports season they were incurred, the portion not served will be carried over to the next sport that the athlete has previously participated in at the high school level. All athletic-related suspensions or offenses will accumulate throughout an athlete's high school career.

Disqualification Rule

If a student athlete or coach is disqualified during a contest for unsportsmanlike conduct, they shall be withheld from the next day of competition. A disqualification in hockey will result in missing the next two contests. The student athlete will not be eligible to participate in the MHSAA tournament for that sport that season if he/she is disqualified for unsportsmanlike conduct three or more times during a season or is ejected for abusive action to an official at any time during that season. Unsportsmanlike conduct that should have resulted in a disqualification can also be penalized at the discretion of the MHSAA, Athletic Director, and/or Head Coach.

Transfer Students

The District will uphold all suspensions imposed by a previous school district if an athlete enrolls in the District while suspended.

Prohibited Conduct

The Athletic Director has discretion in deciding whether an alleged infraction falls into one or more of the following categories of prohibited conduct. The Athletic Director may revise a suspension or other form of discipline imposed by the Principal or other administrator, upon appeal from the athlete, and in accordance with the appeals process, below.

Conduct Unbecoming an Athlete (Minor Infraction Category I:)

Definition: Conduct in or out of school that brings discredit to the athlete, his/her parents, the school, the District, or the team. Examples include, but are not limited to: classroom misconduct, use of social media in a derogatory manner towards other individuals or grounds, disrespect of authority, petty theft, fighting, profanity, abusing school property, etc.

Consequences:

● *First Violation*. Documented warning up to suspension from one athletic event. In order to return to the athletics program, the athlete must:

1. Show remorse for his/her conduct; and

2. Engage in a restorative practice to address/admit wrongdoing and apologize by addressing his/her coaches and teammates.

● *Second Violation.* Suspension from one athletic event up to suspension from 15% of all competitions for the present sport (applies to athletic clubs and teams). If the consequence imposed is 15% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:

1. Show remorse for his/her conduct;

2. Address his/her coaches and teammates; and

3. Meet with a school counselor or other administrator to determine whether there are additional issues the athlete should address in his/her personal life.

● *Third Violation.* Suspension from 15%-25% of all interscholastic regular season dates for a given sport. If the consequence imposed is 25% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:

1. Show remorse for his/her conduct;

2. Address his/her coaches and teammates; and

3. Meet with a school counselor or other administrator to determine whether there are additional issues the athlete should address in his/her personal life.

● *Fourth Violation.* Suspension from the athletics program for up to one calendar year, including practice and athletic events.

Category II: Conduct Unbecoming an Athlete (Major Infraction)

Definition: Conduct in and out of school that brings discredit to the athlete, his/her parents, the school, the District, or the team. All activity that is unlawful in nature, with the exception of substance abuse, falls into this category and includes, but is not limited to: theft, destruction of property, fighting which causes injury to others, vandalism, inappropriate use of the internet, hazing, harassment, and knowingly attending a gathering for an extended period of time where illegal substances are present. Please see the following definitions:

● *Inappropriate Use of Electronic Devices, Internet, Social Media.* Pictures or videos found online or distributed amongst students which show the athlete smoking a

cigarette, electronic cigarette, vape, or any other product that stimulates smoking tobacco and/or marijuana; holding an alcohol container, regardless of whether the container is full, empty, or contains something other than alcohol; consuming illegal drugs or holding drug paraphernalia, even in jest; or engaged in any other inappropriate act.

● *Hazing.* Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation in or affiliation with an athletic team. All students subjected to hazing activities will be presumed to not have consented to the activities, even if they willingly participated. The District prohibits all forms of initiation, harassment, hazing, or any other similar activity. No student, athlete, coach, volunteer, or other District employee will plan, direct, encourage, assist, or engage in any hazing activity. Suspected acts of hazing should be reported to the coach, Athletic Director, Principal, or other school administrator.

● *Harassment.* Harassment includes, but is not limited to slurs, jokes, gestures, or other verbal, graphic, or physical conduct relating to any individual's race, color, religion, ancestry, genetic information, sex, national origin, age, or disability. The District prohibits all forms of harassment.

Consequences:

● *First Violation.* Suspension from one athletic event up to suspension from 25% of all interscholastic regular season dates for the present sport. If the consequence imposed is 25% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates.

● *Second Violation.* Suspension from 25%-50% of all interscholastic regular season dates for the present sport. If the consequence imposed is 50% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must provide written evidence that s/he received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.

● *Third Violation.* Suspension from 50% of all athletics for up to one calendar year (this may span more than one athletic season), including practices and competitions. In order to return to the athletics program, the athlete:

1. Should be referred for assessment by a community agency or professional individual outside the District and provide documentation of participation/completion; and

2. If the athlete participates in a treatment program, s/he may be permitted to return to the athletics program after at least six weeks from the date treatment began, upon certification from the treatment center that the student has been in active treatment for at least six weeks.

● *Fourth Violation*. Suspension from all athletics for up to the remainder of the athlete's high school career.

Category III

Alcohol, Marijuana, and Tobacco Use

All athletes must maintain a high degree of physical fitness and alertness to perform at their optimal capacities. Thus, the use of illicit substances, in any form, whether legal or illegal, is strictly forbidden. Specifically, this means no alcohol consumption all year or knowingly attending a gathering for an extended period of time where illegal substances are present.

Presence at party

If an athlete attends a party where alcohol or drugs are being illegally dispensed and/or consumed, the student must LEAVE IMMEDIATELY AND SAFELY. To remain in the presence of this illegal activity may constitute a violation of the code of conduct. * Note: Athletes should encourage as many classmates as possible to leave with them.

*The intent of the “presence at a party” rule is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family gatherings.

Drug-Free Status Requirement

Athletes must adhere to a drug-free status, including being free of alcohol, marijuana, and tobacco, year round, in and out of season, and on and off the field.

Educational Component for Substance Abuse Violations

As a pivotal part of the District’s consequences for substance abuse violations, athletes will be required to complete on their own, an educational program. Evidence of completion must be provided.

Self-Referral Program

Any athlete may seek the help of a substance abuse program without penalty, by confiding in his/her coach, athletic director, principal, or counselor prior to a violation of the training rules being reported. The athlete will be assisted in finding a suitable rehabilitation program to be paid for by the student. The athlete is expected to continue athletic participation while attending and completing the program unless otherwise advised by those conducting the program. An athlete may only participate once in the self-referral program. Any subsequent violation of the drug-free rules will be treated as a second violation.

Consequences:

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

Students may not possess and/or use any tobacco products including electronic cigarettes, vaping devices, paraphernalia or supplies, drugs, including drug paraphernalia, steroids and/or alcoholic beverages. Consequences for these rules are as follows:

● *First Violation.* Suspension from all extra-curricular activities for up to 20% of the contests or competitions in the current season and/or the next season of competition.

Alternative Penalty: The student/parent may choose a 10% loss of the contests or competitions plus 20 hours of community service to be completed *before* the student may resume competition.

● *Second Violation*. Suspension from all extra-curricular activities for up to 40% of the contests or competitions in the current season and/or the next season of competition.

Alternative Penalty: The student/parent may choose a 25% loss of the contests or competitions plus 40 hours of community service to be completed *before* the student may resume competition.

● *Third Violation.* Suspension from 50% of all athletics up to one calendar year or any part thereof, including practices and competition.

● Fourth Violation. May bring a suspension from all athletics for the remainder of the student's high school career.

In order to return to the athletics program from any suspension, the athlete must:

1. Complete the required Educational Component for Substance Abuse Violations

2. Show remorse for violating the Student Code of Conduct; and

3. Address his/her coaches and teammates

NOTES:
A scrimmage with another school may not count as a scheduled inter-scholastic competition.

A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this Handbook. If a suspension cannot be completed in the present season, the suspension will be carried over to the student's next sports season. The amount of dates to be suspended will be determined by the Athletic Director. The Athletic Director, Coaches, and School Administration will work together on enforcing the rules and supporting the student.

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

Category IV: Street/Illicit Drugs (Illegal Drugs)

Description: Athlete use or possession of illicit drugs is strictly prohibited at all times. The associated nature of consequences for such violations will be more severe than other violations as they constitute a greater degree of danger and potential legal action.

Performance-Enhancing Drugs/Supplements

In accordance with Board of Education Policy 2007, athletes are prohibited from using or being in the possession of any performance-enhancing substances, including, but not limited to, those that may be listed by the National Collegiate Athletic Association, the Michigan High School Athletic Association, or the Michigan Department of Community Health. Examples include anabolic steroids, diuretics, and peptide hormones and analogues (HCG, ACTH and HGH).

The use of prohormones and hormone precursors also involves significant health consequences for young athletes and may cause users to test positive for anabolic steroids. Due to the long-term unknown health consequences of such supplements, athletes are prohibited from using prohormones or hormone precursors.

Consequences:

● *First Violation:* Suspension from one athletic event up to suspension from 40% of all interscholastic regular season dates for the present sport. If the consequence imposed is 40% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must: 1. Show remorse for violating the Student Code of Conduct; 2. Address his/her coaches and teammates; and 3. At the athlete's expense, undergo a drug test that shows the absence of drugs in the athlete's system.

● *Second Violation*. Suspension up to 60% of all interscholastic regular season dates for the present sport. If the consequence imposed is 60% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:

1. Show written evidence that s/he has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist;

2. Address his/her coaches and teammates;

3. Show remorse for violating the Student Code of Conduct; and

4. At the athlete's expense, undergo a drug test that shows the absence of drugs in the athlete's system.

● *Third Violation.* Suspension from 60% of all athletics up to one calendar year or any part thereof, including practices and competition. In order to return to the athletics program, the athlete:

1. Should be referred for assessment by a community agency or professional individual outside the District;

2. If the athlete participates in a treatment program, s/he may be permitted to return to the athletics program after at least eight weeks from the date treatment began, upon certification from the treatment center that the student has been in active treatment for at least eight weeks;

3. Show remorse for violating the Student Code of Conduct;

4. Address his/her coaches and teammates;

5. Re-sign the Student Code of Conduct in front of teammates and team coaches; and

6. At the athlete's expense, undergo a drug test that shows the absence of drugs in the athlete's system.

● Fourth Violation. May bring a suspension from all athletics for the remainder of the student's high school career.

Procedures for Reporting Violations and Rule Enforcement

Alleged violations must be submitted to the Athletic Director, Assistant Athletic Director, Principal, Assistant Principal, Police Liaison Officer, or the team coach. The school administration will convene a meeting with the athlete to determine whether a violation occurred. During the meeting, the athlete will be provided verbal notice of the reported violation. If necessary, appropriate personnel will interview any students or other persons who may be aware of additional facts supporting or defending against the reported violation. The Athletic Director will attempt to notify the athlete's parents, concerning the reported violation and the potential consequences. Within five days of the meeting with the athlete or end of the investigation, the athlete and his/her parents will be notified of the District's decision. If applicable, the Athletic Director will assist the athlete in contacting the school counseling department for substance abuse counseling.

Appeals

Declaration of Appeal

If the parents disagree with the decision, they may submit a written appeal of the discipline decision to the Athletic Director within three school days of verbal or written confirmation that disciplinary action will be taken. Appeals submitted after this three day window will be denied.

Informal Discussion/Meeting

Upon receipt of the written appeal, the Athletic Director will schedule an informal discussion between the athlete's parents and the District personnel who made the disciplinary decision, to determine if the issue can be resolved. The Athletic Director will be present at the meeting.

Formal Appeal

If an agreement cannot be reached informally, the Athletic Director, or his/her designee, will submit the appeal to the chairperson of the Athletic Appeals Board. The Athletic Appeals Board (appointed by the Principal and Athletic Director) will be comprised of: (1) one female coach; (2) one male coach; and (3) an administrator not involved in the disciplinary decision.

Formal Hearing

When possible, a hearing will be held within seven days (or as soon as possible thereafter) of the Athletic Appeals Board's receipt of the appeal. The athlete or his/her parents and the District personnel who made the disciplinary decision will attend and present their arguments to the Athletic Appeals Board. The Athletic Appeals Board will meet in private to discuss the matter. Within three days of the hearing, the Athletic Appeals Board will submit their decision, in writing, to all parties. While an appeal is pending, the athlete is prohibited from participating in interscholastic competitions or other athletic events. If the appeal concerns a post-season tournament, the appeal must be submitted within one day before the tournament begins. All levels of appeals, as applicable, will be heard before the tournament begins when possible.

Additional Rules and Regulations

Each coach may establish and submit, for approval by the Athletic Director, his/her own rules and regulations as they pertain to his/her sport. No team rule may impose a greater consequence than the consequences discussed in this Handbook. All team rules must be in writing, clearly communicated to each athlete and his/her parents at the beginning of the season, and available for review. Coaches have the right to dismiss athletes from the team whose conduct is detrimental to the management, image, safety, health, or well-being of team. All disciplinary decisions made by coaches are subject to the appeal process contained in this Athletic Handbook.

Student Activities Conflict Guide

Many of the District's students participate in more than one activity in a given season. Administrators, teachers, coaches, athletes, and activity sponsors will work together to

help avoid conflicts, when possible, and resolve conflicts when they occur. These guidelines are intended to address school-related scheduling conflicts and are not intended to apply to family or personal scheduling conflicts.

Communication

Teachers, coaches, and activity sponsors will review event dates with their students to ensure conflicts are identified as early as possible. Students are responsible for informing their teachers, coaches, and activity sponsors of conflicts as soon as possible and no later than two weeks (10 school days) prior to the conflict date. Students who fail to alert their teachers, coaches, and activity sponsors to conflicts at least two weeks prior to the date of the conflict may be disciplined as deemed appropriate by the student's teachers, coaches, or activity sponsors for the event missed. Teaches, coaches, and activity sponsors will first attempt to assist the student in resolving the conflict without discipline by employing one the following solutions:

● **Performance/Interscholastic Competition vs. Practice/Rehearsal/Optional Activity.** A performance or interscholastic competition takes precedence over a practice, rehearsal, or other optional activity. When possible, students should be allowed to leave the performance or interscholastic competition to attend the other event once their responsibility in the former is complete.

● **Practice/Rehearsal/Optional Activity vs. Practice/Rehearsal/Optional Activity.** Teachers, coaches, and activity sponsors should make every attempt to devise a schedule so a student can participate in both events. The Athletic Office strongly recommends athletes do not donate blood at the NHS Blood Drive on days in which an athletic event is scheduled.

● **Scheduled Activity vs. Rescheduled/New Activity.** Activities included on the spring calendar take precedence over activities that were rescheduled or added at a later date, except when an activity is rescheduled due to a conflict to a date in which no conflict exists, and another activity causing a conflict is also added to that date. In such cases, the rescheduled event takes precedence.

● **Performance/Interscholastic Competition vs. Performance/Interscholastic Competition.** In the event that one performance or interscholastic competition conflicts with another, teachers, coaches, and/or activity sponsors will work with parents to amicably resolve the conflict. If an amicable resolution cannot be reached, the conflict will be mediated and resolved by the Principal or his/her designee.

District/Regional/State/National Activity vs. "Regular" Activity

A district, regional, state, or national performance or athletic activity takes precedence over a regular school practice, rehearsal, performance, or interscholastic competition. These types of conflicts are sometimes unavoidable due to tournament scheduling, draws, and/or continued success by a team or activity. To ensure the best chance for continued success by a team or activity, the district, regional, state, or national performance or athletic activity will take precedence over other school

Appendix I: Sexual Harassment And Sexual Assault Information Guide

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

Posting or sharing sexual comments, pictures, or videos

Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing

- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** https://mcedsv.org/hotline/

Youth Resources Web Page: https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Appendix H: Concussion

State-Approved Concussion Awareness Educational Materials

Statement Acknowledging Receipt

Appendix I: Sexual Harassment And Sexual Assault Information Guide

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing

- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts, it is sexual assault.

<u>What if This is Happening to Me?</u>

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

<u>What if This is Happening to Someone I Know?</u>

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** https://mcedsv.org/hotline/

Youth Resources Web Page: https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).